

## **ELCC 350-ABLD Infants and Toddlers**

3 credits, 45 hours lecture

This course focuses on the developmental needs of children from birth to 36 months. Designing appropriate experiences and environments for your children will also be covered. Responsive, respectful care, communication with children and families, and relationship building will be examined. Being able to fulfill planning assignments in a program setting is required.

*Prerequisite: ELCC Certificate or permission of the Program Chair*

### **Instructor**

Karla Green  
[karla.green@keyano.ca](mailto:karla.green@keyano.ca)

### **Office Hours**

If you require confidential assistance, please email to schedule a time to meet online in a virtual platform. Your email will be returned within 24 hours. Emails sent on weekends will be answered on the next business day.

Any casual course-related questions are encouraged to be posted on the course forum within Moodle.

### **Delivery Method and/or Hours of Instruction:**

This will be a blended (approximately 75% online; 25% classroom) course using Moodle and Zoom.

### **Required Resources:**

Gonzalez-Mena, J. & Eyer, D. W. (2021). *Infants, toddlers, and caregivers: A curriculum of respectful, responsive, relationship-based, care and education (12th ed.)*. NY, New York: McGraw-Hill. [ISBN13: 9781260237788, digital download options available through the publisher website]

Lansbury, J. (2014). *Elevating child care: A guide to respectful parenting*. n.p.: JLML Press. [ISBN : 978-1499103670, also available on Kindle and Audiobook]

### **Supplemental Resources (Located in the Keyano College Library):**

Miller, K. (1999). *Simple Steps: developmental activities for infants, toddlers, and two-year olds*. Beltsville, Md.: Gryphon House.

Gerber, M. (1998). *Your self-confident baby: How to encourage your child's natural abilities from the very start*. Toronto, ON: Wiley & Sons.

Lansbury, J. (2014). *No bad kids: Toddler discipline without shame*. JLML Press.

DVD's by Magda Gerber: *Seeing Infants with New Eyes, See How they Move, On their Own with our Help*. Available in Keyano library

**Course Outcomes:**

Upon completion of this course, students will be able to:

1. Describe the cognitive, physical, emotional, social, and language developmental needs of children from birth to 36 months
2. Demonstrate principles of respectful, responsive, and reciprocal care.
3. Describe appropriate care giving practices including styles of interacting and methods of guiding behavior
4. Explain the Early child hood caregiver’s role in planning and providing environments to support infant and toddler play and development.
5. Select and provide materials and experiences to support infant and toddler growth and development.
6. Outline the importance of routines in supporting infant and toddler development.
7. Develop strategies to assist families and build relationships with families of infants and toddlers.

The class will proceed throughout the semester according to the needs, skills and interests of the group. Each group of people presents a unique blend of personalities and abilities. Accordingly, the course content will reflect the needs and nature of the group and the individuals within the group.

**Evaluation:**

Each assignment description will be posted through the course webpage, and a criteria sheet will be provided. It is the responsibility of the individual student to access missed information or further clarification.

Description	Value
<p><b>Observation</b></p> <p>Arrange to visit one infant/toddler program (this can be where you work). Using the Ten Principles Based on a Philosophy of Respect (pp 5-6 text) <u>describe in detail</u> how the program embodies the principles. Consider each concept individually. <u>Provide specific examples to justify your responses</u>. Take photographs.</p> <p>If visiting an infant/toddler program is not available, contact course instructor for alternative assignment option.</p>	30%
<p><b>Practice of Relationships</b></p> <p>This paper/presentation/brochure will demonstrate your understanding of the role of the early childhood educator in a <i>practice of relationships</i> with infants, toddlers and their families. Your intended audience is a group of parents. You will focus on describing practices that honor family diversity and enhance relationships with and between families and children and early childhood educators. You will use concepts and theories discussed in class, course references and additional sources.</p>	30%
<p><b>Designing Responsive Environments for Playing and Learning</b></p> <p>You have been hired as a consultant by a group of early childhood professionals who are forming a new infant-toddler environment. Under your leadership, the group plans to identify and implement structural and process features of care associated with a high-quality early childhood facility.</p> <p>You will <u>create a new play space</u> for infants or toddlers. You will need to gather information to determine what space and materials the children would benefit from, as well as the process features of infant/toddler care.</p>	40%

Course assignments have set due dates to manage both instructor and student workloads. Changes to due dates may occur to adjust overall student workload based on class consensus

**Proposed Topics:**

1. Cognitive, physical, emotional, social, and language developmental needs of children from birth to 36 months
2. Respectful, responsive, and reciprocal care of infants and toddlers.
3. Caregiver practices and guiding infant and toddler behavior
4. Environments to support infant and toddler play and development.
5. Materials and experiences to support infant and toddler growth and development.
6. Routines for infants and toddlers
7. Build relationships with families of infants and toddlers

**Grading System**

<b>Descriptor</b>	<b>Alpha Grade</b>	<b>4.0 Scale</b>	<b>Percent</b>	<b>Rubric for Letter Grades</b>
Excellent	A+	4.0	> 92.9	Work shows in-depth and critical analysis, well developed ideas, creativity, excellent writing, clarity and proper format.
	A	4.0	85 – 92.9	
	A-	3.7	80 – 84.9	
Good	B+	3.3	77 – 79.9	Work is generally of high quality, well developed, well written, has clarity, and uses proper format.
	B	3.0	74 – 76.9	
	B-	2.7	70 – 73.9	
Satisfactory <b>Progression</b>	C+	2.3	67 – 69.9	Work has some developed ideas but needs more attention to clarity, style and formatting.
	C	2.0	64 – 66.9	
	C-	1.7	60 – 63.9	
Poor	D+	1.3	55 – 59.9	Work is completed in a general way with minimal support, or is poorly written or did not use proper format.
<b>Minimum Pass</b>	D	1.0	50 – 54.9	
Failure	F	0.0	< 50	Responses fail to demonstrate appropriate understanding or are fundamentally incomplete.

**In accordance with Keyano College policy, the minimum progression grade for this course is a C-.**

**Performance Requirements and Student Services**

**Student Responsibilities**

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the [Keyano College credit calendar](#). The Keyano College credit calendar also has information about Student Rights and Code of Conduct. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

### Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and notes that may be due.

### Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own.
- The use of unauthorized aids in assignments or examinations (cheating);
- Collusion or the unauthorized collaboration with others in preparing work.
- The deliberate misrepresentation of qualifications.
- The willful distortion of results or data.
- Substitution in an examination by another person.
- Handing in the same unchanged work as submitted for another assignment; and
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on [ilearn.keyano.ca](http://ilearn.keyano.ca). Then print the certificate, sign it, and show it to each of your instructors. Your course work may not be graded until you show this signed certificate.

### Specialized Supports

The Student Services department is committed to Keyano students and their academic success. There are a variety of student supports available at Keyano College. Due to the continuing situation with the Covid-19 pandemic, the offered support services will be implemented differently this semester by being provided mostly virtually. In-person service can be requested as needed. All Alberta Health Services guidelines will be followed for in-person appointments—wear a mask, maintain two meters of physical distance, use hand sanitizer, and stay home if you are unwell.

All student services are available during Keyano business hours: Monday to Friday, 8h30-16h30.

**Accessibility Services:** provides accommodations for students with disabilities. Students with documented disabilities, or who suspect a disability, can meet with a Learning Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact us to request them for the semester. Please note that requesting accommodations is a process and requires time to arrange. Contact us as soon as you know you may require accommodations. For accessibility services supports and to book a virtual appointment, please contact [accessibility.services@keyano.ca](mailto:accessibility.services@keyano.ca).

Accessibility Services also provides individual and group learning strategy instruction for all students, as well as technology training and supports to enhance learning. Meet with a Learning Strategist to learn studying and test-taking strategies for online classes. Schedule an appointment with the Assistive

Technology Specialist to explore technology tools for learning. Book an appointment today by emailing [accessibility.services@keyano.ca](mailto:accessibility.services@keyano.ca)

**Wellness Services:** offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. All individual appointments will continue virtually.

Wellness Services welcomes students to participate in any of the virtual group sessions offered throughout the academic year addressing topics including mindfulness and test anxiety.

Individual virtual appointments can be made by emailing [wellness.services@keyano.ca](mailto:wellness.services@keyano.ca).

**Library Services:** provides students with research and information supports as they engage in their studies. Library staff are available to support you both virtually and in person throughout the semester. For a detailed list of library supports and services, go to [www.keyano.ca/library](http://www.keyano.ca/library). For any inquiries, please email [askthelibrary@keyano.ca](mailto:askthelibrary@keyano.ca).

Begin your research with the [Library's FIND page](#). Search for sources using OneSearch, the Library's Catalogue, or by searching in a specific database selected from the [A-Z Database List](#).

Individual support with the Information Librarian is available virtually. Appointments can be requested by using the [Book A Librarian online form](#).

Research and Subject Guides are helpful resources when beginning your research or addressing other information needs. To view a subject or course specific guide, go to the Subject Guide webpage [here](#).

To access additional research resources, including Citation Guides (APA, MLA, Chicago, or IEEE), go to the [Research Help Library page](#).

The Loanable Technology collection is available to support students in their online learning pursuits. Items available for borrowing include mobile projectors, webcams, noise cancelling headphones, Chromebooks, and laptops. For an up-to-date list of technology available for borrowing, go to the Library's [Loanable Technology webpage](#).

**Academic Support Centre:** Provides academic support services to students registered in credit programs at Keyano College in the form of tutoring, assignment/lab support, writing support groups, facilitated study groups, workshops, and study space. This service is free and is available for all Math, Sciences, Humanities and Trades courses offered at Keyano.

While most courses are being offered online, the Skill Centre will be offering mostly virtual services and in-person sessions as requested. Please email [Skill@keyano.ca](mailto:Skill@keyano.ca) to get in contact with our Academic Content Specialists. The Skill Centre is located in CC-119 at the Clearwater Campus.

For the most up to date information on how to book a session, please view the [Keyano Academic Success Centre webpage](#)

**Academic Success Coaching:** offers you support and access to resources for your academic success to help you to find the Keys to your Success. The Academic Success Coach will work with you to develop an academic success plan, develop your study and time management skills, and connect you with the right resources here at Keyano. [Academic.success@keyano.ca](mailto:Academic.success@keyano.ca) is the best way to access resources during virtual service delivery. The Academic Success Coach is located in the Skill Centre in CC-119 at the Clearwater Campus.

**E-Learning:** Technology and internet will impact your online learning experience. It's important that you are able to watch an online video and other course materials, take online quizzes, and participate in a live class with your instructor and other students.

Keyano College operates in a Windows based environment and having the correct tools for online learning is important. Here's a list of recommended system requirements.

**Computer Software**

Students will be able to get access to Microsoft Office 365 for free using Keyano credentials by [clicking here](#).

**Internet Speed:** Minimum Internet speeds of 5 Mbps.

Recommended Internet speeds of 25 Mbps (especially if you are sharing your internet at home). Check your internet speed with Fast.com.

**System requirements:**

Microsoft Windows	Apple
<p><b>Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>- A Windows 10 <b>computer/laptop</b></li> <li>- Minimum 4GB of RAM.</li> <li>- 10GB+ available hard drive storage.</li> <li>- Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <a href="#">Microsoft Office</a> software is free to all Keyano students and employees.</li> <li>- Microphone, webcam and speakers. A headset with a microphone is recommended.</li> <li>- System updates must be regularly installed.</li> <li>- Anti-Virus / Anti-Malware software</li> </ul>	<p><b>Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>- A Macintosh (V10.14 and above) <b>computer/laptop</b></li> <li>- Minimum 4GB of RAM.</li> <li>- 10GB+ available hard drive storage.</li> <li>- Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <a href="#">Microsoft Office</a> software is free to all Keyano students and employees.</li> <li>- Microphone, webcam and speakers. A headset with a microphone is recommended.</li> <li>- System updates must be regularly installed.</li> <li>- Anti-Virus / Anti-Malware software.</li> </ul>
<p><b>Recommended Requirements</b></p> <ul style="list-style-type: none"> <li>- 8GB of RAM</li> <li>- A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free.</li> </ul>	<p><b>Recommended Requirements</b></p> <ul style="list-style-type: none"> <li>- 8GB of RAM</li> <li>- A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free.</li> </ul>
<p>Chromebooks are <b>not</b> recommended as they are not compatible with testing lockdown browsers. A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.</p>	

**Specific Department Requirements:**

Business and OA programs require Windows 10. Other programs may utilize Windows based tools as well.

**Recording of Lectures and Intellectual Property**

Students may only record a lecture if explicit permission is provided by the instructor or by Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not share, distribute, or publish any of the lectures or lecture materials, this includes any recordings, slides, instructor notes, etc. on any platform. Thus no student is allowed to share, distribute, publish or sell course related content (instructor, or students) without permission. It is important to recognize that the

Canadian Copyright Act contains provisions for intellectual property. The [Academic Integrity Policy](#) provides additional information on Keyano College's expectations from students as members of the intellectual community.

### **ITS Helpdesk**

If you are having issues with your student account, you can contact the ITS Helpdesk by emailing [its.helpdesk@keyano.ca](mailto:its.helpdesk@keyano.ca) or calling 780-791-4965.