



Dear Students:

On behalf of the Childhood Studies department, I want to extend our warmest welcome to you. By enrolling in our program, you have made a commitment to students and to yourself.

The students in your practicum settings will benefit from who you are and what you will learn in our engaged online classes. Furthermore, you will enrich your life and the lives of students by what you discover and share as we go through this academic and practical experience together.

Each year the Childhood Studies department build on what we learn from our students and community professionals. We constantly apply ways to improve our ability to meet your needs as students, through best practices and deliver college courses with the realities of working with groups of students in childcare, community, and school settings. Therefore, providing interactions and engagement through online and blended learning will provide you with the opportunity for an inclusive learning skillset within a safe and welcoming environment.

You first steps when you join the Childhood Studies family is to take your Child Care First Aid in your first week of class. This course is required for students enrolled in practicum and working in childcare centers, preschools, and schools, environments. Child Care First Aid must be completed before students begin their practicum experience. During your first week at Keyano College the Childhood Studies faculty will give instructions on the childhood studies student information page on Moodle on how to register and pay for the required course.

When enrolled in the Childhood Studies practicum course a police reference check with vulnerable sector dated no earlier than middle of December must be submitted to the Childhood Studies faculty. Also required is the completion of signed practicum policies that will be available to students during the first week of class.



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Additionally, a current Intervention Record Check is also a requirement. Please email the completed CS 2687 form along with two pieces of identification to CS-IRCrequest@gov.ab.ca. Once received, please submit the completed check to the Childhood Studies faculty.

The Childhood Studies department look forward to meeting and supporting you while working and learning with students.

Warmly welcoming you,

Alexis Laird
Chair of Human Services
(Childhood Studies and Social Work)
(780) 715-3900

PROGRAM NAME	Academic Year	MY STUDENT ID
Educational Assistant & Early Learning & Child Care	Winter 2023	
<p>Admission requirements</p> <p>Official transcripts from all previous education (either directly emails from institution or mailed sealed in original envelope)</p> <p>All transcripts must be submitted directly to the Office of the Registrar.</p>		<p>Date Completed:</p> <p>_____</p>
<p>Police Check with Vulnerable Sector</p> <p>Police Check with Vulnerable Sector must be current and cannot be dated prior to December 2023. Students must submit this document directly to the faculty in the Childhood Studies department no later than the end of the first week of classes. There is a minimum 2 week wait to receive to Police Check with Vulnerable Sector.</p> <p><u>You cannot begin practicum placement until this is completed. We encourage you to apply for this by the end of July. Please note: if you do not submit the Police Check with Vulnerable Sector by January 2023, you will face a delay in practicum entry and potentially not meet course requirements.</u></p>		<p>Date Completed:</p> <p>_____</p>
<p>Intervention Record Check</p> <p>Students must complete and submit the online Intervention Record Check Form, along with two pieces of Identification to CS-IRCrequest@gov.ab.ca.</p> <p>Please note that it may take 30 days to receive the completed Intervention Check, so we encourage you to apply for this by early December. You will need to submit the completed check to the faculty in the Childhood Studies department no later than the end of the first week of classes.</p> <p>You cannot begin practicum placement until this requirement is completed.</p>		<p>Date Completed:</p> <p>_____</p>
<p>Register for classes:</p> <p>You may register once registration opens.</p> <p>Students can register up to and including the first day of class, however, it is recommended that as soon as the conditional acceptance is offered, that you register into the program as courses are filled on a first come, first served basis.</p> <p>The Office of the Registrar is open all summer.</p> <p>Students can register online. There are NO choices in course/sections.</p> <p><i>By registering for classes, students are eligible to have their applications to residence considered.</i></p>		<p>Date Completed:</p> <p>_____</p>
<p>Advanced Credit</p> <p>If you have completed post-secondary coursework that you wish to be considered for advanced credit, you are required to submit a completed Advanced Credit Form indicating the courses you believe to be equivalent and relevant to the ELCC or EA program. Official transcripts must be on record at Keyano College with final marks received. Course outlines may be requested if coursework was completed out of province. It is recommended that this process is started at time of registration.</p>		<p>Date Submitted for review:</p> <p>_____</p>

Schedules:

Tentative schedules are mailed once your registration has been processed. However, please be advised that schedules are tentative only, and it is recommended that students obtain an updated and current schedule on Orientation Day. *The Childhood Studies Department has a unique start to the Fall semester. Child Care First Aid training is part of this schedule and will cost approximately \$140.00.* The instructor will provide instructions for registration and payment before classes start.

Each student who is taking the practicum course *must have Child Care First Aid* (which is different from Basic First Aid) and students will take this all day 2-day course as a group on a date to be determined.
