Early Childhood Assistant

Diploma

Program Introduction

Through this diploma, you will learn the fundamentals of early childcare and the rules and regulations of the Canadian early childhood education sector. Successful completion of the ECA diploma will enhance your chances gain employment in early childcare settings and early learning centers as an assistant. Our Diploma Program is designed and approved by the NACC (National Association of Career Colleges).

Program Objective

The ECA diploma will equip you with the skills and knowledge required to provide developmentally appropriate child care for children.

Method of Delivery

Combination of:

- Integrated Learning™ System training facilitated by Academy of Learning College facilitators.
- Instructor-led
- Practicum

Career Opportunities

Graduates may find employment as assistant educators:

- in child care centers
- in nursery schools
- as family-home child care providers

Admission Requirements

- Grade 12 or equivalent or mature student status OR
- Must pass a Wonderlic test
- Signed Vulnerable Sector Disclaimer
- Signed Medical Disclaimer
- High School English or Other English Proficiency requirements

Required Personal Attributes

To be successful as an Early Childhood Assistant, individuals must possess the ability to:

- Be professional, punctual, dependable, and trustworthy; a good team player
- Have good oral communication skills, including listening skills
- Be friendly, enthusiastic, and energetic
- Use good observation and supervision skills
- Be respectful, courteous, patient, and caring
- Show interest in and appreciation for children
- Demonstrate good time management and organizational skills
- Model good behavior and attitude
- Follow confidentiality guidelines

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Duties and Responsibilities

- Assist and participate in the day-to-day operations of a childcare center or early learning center
- Help to provide a nurturing, caring environment in which young children can thrive
- Understand the physical, emotional, and intellectual development of children from infancy to age 6
- Maintain a professional approach while observing and guiding children throughout the day
- Demonstrate effective communication skills with parents, children, and co-workers
- Provide opportunities to enhance children's self-esteem during daily activities
- Encourage the socialization of children as they play and experience things together
- Be knowledgeable in related health and safety issues during daily operations
- Understand nutritional requirements of young children as they relate to daily meal planning and assisting with mealtime Supervise children during indoor and outdoor play, and during rest periods
- Lead children in activities by telling stories, teaching songs, and preparing craft material
- Guide and assist children in the development of proper eating, dressing, and toilet habits
- Attend staff meetings to discuss progress and problems with children
- Prepare and serve snack
- Assist the supervisor in keeping records
- Maintain daycare equipment and assist in housekeeping duties

Program Breakdown

1. Introduction to Early Childcare & Education
2. Role and Responsibilities
3. Child, Family and Community
4. Introduction to Child Development
5. Introduction to Prenatal and Infant Development
6. Introduction to Toddler Development
7. Health and Safety
8. Written Communication
9. Observation Skills
10. Orientation to Practicum
11. Practicum 1: Infant and Toddler
12. Introduction to Preschool Development
13. Guiding Children
14. Curriculum Planning
15. Nutrition
16. Practicum 2: Preschool
17. Job Search training

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