



EARLY CHILDHOOD CARE AND EDUCATION PROGRAM APPLICATION INFORMATION LETTER

Selkirk College will be offering the next intake for Early Childhood Care and Education Program in September 2009. This program will be offered in a three semester, ten month format. Graduates will have the opportunity to ladder into the Human Services Diploma. The ECCE program offers students a practically based and developmentally sequenced curriculum with opportunities to work with children from infancy to school age under the guidance of college instructors. **For a current program description and schedule, please refer to the Selkirk College Website (www.selkirk.ca).**

Upon completion of the certificate, graduates are eligible to be registered as an assistant Early Childhood Educator in accordance with regulations of Community Care Facilities Licensing BC Ministry of Health. After 500 hours work experience individuals are eligible to receive a license to practice as an Early Childhood Educator.

Please read the enclosed Departmental policies concerning admission to our programs. You will note that in order to complete the application process, you should submit:

- an official copy of all pertinent secondary and post-secondary transcripts with English 12.
- a resume detailing educational, work, and volunteer background.
- two Human Services Department reference forms; completed by non-related individuals.
- a 60-hour work experience form completed by a teacher or supervisor of the program in which you were/are taking part. i.e. early childhood educator, work supervisor, etc.
- a completed Human Services department health information form.
- an official statement of criminal record.

Acceptance to the program is based on a “first come, first serve basis” given that the applicant meets all the requirements. Upon completion of the application package, you will be sent a letter of acceptance into the program.

All applicants whether the application package is complete or not, are encouraged to take part in a group orientation interview. You will be notified of the time, date, and place of your session.

Thank you for your interest in Selkirk College. We look forward to hearing from you.

Sincerely,

Taya Whitehead
Early Childhood Care & Education Program

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REFERENCE FORM (cont'd)

Please comment on your perception of the applicant in the following areas:

- 1. Ability to handle stressful situations.

- 2. Ability to accept and understand a wide variety of perspectives.

- 3. Strengths

- 4. Limitations

Recommendation for admission to the EARLY CHILDHOOD CARE AND EDUCATION program.

Superior	_____
Highly Recommend	_____
Recommend	_____
Not Recommend	_____
Uncertain	_____

If you were employed in the Human Services; would you employ this person? Yes No

Please comment on your view of the applicant's overall suitability for Human Services field.

Name and address of Reference (Please Print)

Phone: _____ Signature of Reference: _____

Please Mail or Fax to: **Admissions, Selkirk College**
301 Frank Beinder Way
Castlegar BC V1N 4L3
Fax # 250-365-3929

FORM MUST BE MAILED/FAXED BY REFEREE! (NOTE: It will not be accepted if delivered by applicant.)



School of Health and Human Services
Early Childhood Care and Education Program
 301 FRANK BEINDER WAY, CASTLEGAR, BC V1N 4L3
 fax # 250-365-3929

REFERENCE FORM

_____ has applied for admission to a Human Services program.

The area of study applied for is _____.

How long have you known the applicant? _____

In what capacity? _____

PLEASE CHECK EACH ITEM WHICH BEST INDICATES YOUR RATING OF THE APPLICANT.

	SUPERIOR	GOOD	AVERAGE	FAIR	POOR	DON'T KNOW
a. demonstrates interest in people						
b. is flexible, sensitive and supportive						
c. positive attitude towards learning						
d. communicates effectively in writing						
e. communicates effectively verbally and non-verbally						
f. works cooperatively in a group						
g. demonstrates non-judgmental respect for values and lifestyles of others						
h. demonstrates ability to cope constructively with own personal issues in a manner that does not interfere with ability to work with other people						
i. able to problem solve and demonstrate critical thinking (analyze and synthesize information)						
j. ability to respond positively to supervision						
k. good physical and mental health (can handle demands of full time employment)						
l. is honest						
m. is reliable						

Comments:

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REFERENCE FORM (cont'd)

Please comment on your perception of the applicant in the following areas:

- 1. Ability to handle stressful situations.

- 2. Ability to accept and understand a wide variety of perspectives.

- 3. Strengths

- 4. Limitations

Recommendation for admission to the EARLY CHILDHOOD CARE AND EDUCATION program.

Superior	_____
Highly Recommend	_____
Recommend	_____
Not Recommend	_____
Uncertain	_____

If you were employed in the Human Services; would you employ this person? Yes No

Please comment on your view of the applicant's overall suitability for Human Services field.

Name and address of Reference (Please Print)

Phone: _____ Signature of Reference: _____

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School of Health and Human Services

Early Childhood Care and Education Program
SIXTY-HOUR WORK EXPERIENCE REFERENCE FORM

Please Print

Name of Applicant: _____

Name & Address of Referee: _____

Dates of Work Experience: _____

PLEASE CHECK EACH ITEM WHICH BEST INDICATES YOUR RATING OF THE APPLICANT.

	GOOD	AVERAGE	POOR	DON'T KOW
1. Demonstrates warmth and interest in working with people.				
2. Focuses attention on meeting the needs of others.				
3. Models appropriate and responsible behaviour.				
4. Dresses appropriately and models good health.				
5. Shows initiative in finding ways to be helpful.				
6. Asks staff for direction and information.				
7. Follows staff directions and acts on feedback.				
8. Works co-operatively with staff.				
9. Shows a positive attitude towards learning.				
10. Appears to have the physical and mental health required to handle the demands of full-time employment.				

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SIXTY-HOUR WORK EXPERIENCE REFERENCE FORM (cont'd)

PLEASE COMMENT ON YOUR PERCEPTION OF THE APPLICANT IN THE FOLLOWING AREAS:

1. Ability to demonstrate acceptance of a wide variety of attitudes, values and people.

2. Ability to demonstrate appropriate emotional reactions.

3. Strengths

4. Limitations

Recommendation for admission to the EARLY CHILDHOOD CARE AND EDUCATION Program.

Superior	_____
Highly Recommend	_____
Recommend	_____
Not Recommend	_____
Uncertain	_____

Is there a strong likelihood that you would employ this person to work with children? Yes No

Please comment on your view of the applicant's overall suitability for Human Services field.

Phone: _____

Signature of Referee: _____

Please Mail or Fax to:

**Selkirk College Admission Office
Castlegar Campus
301 Frank Beinder Way
Castlegar BC V1N 4L3
Fax # 250-365-3929**

★ FORM MUST BE MAILED / FAXED BY REFEREE! (NOTE: It will **not be accepted** if delivered by applicant.)

Procedures for Criminal Record Checks

Many social service agencies require all prospective employees and practicum students to submit to a criminal record check.

A previous conviction for a criminal offence may prevent a practicum placement. Individuals working in licensed facilities or with children are required by law to provide a criminal record check.

If these requirements may be a problem for you, please consult the program instructors, Classroom and Community Support Worker program, to discuss the implications and options.

Instructions for completing the Consent for Disclosure of Criminal Record Information Form

1. This form is available at your local RCMP or City Police Station. You must have it completed, pick it up and return the completed form to Selkirk College.
2. You must initial every category of Information of Disclosure
3. You must also complete the Consent for a Criminal Record Check for a Sexual Offence for Which a Pardon has been Granted or Issued. This is part of the same Consent for Disclosure form and is necessary for all people who will be working with one or more children or vulnerable persons.