



DOC REF: QP-015

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## **Policy & Procedure: Staff Training and Development**

Date Policy and Procedures Established: September 1, 2025

Date Policy and Procedures Updated: -

CedarBrook Montessori School understands that learning is a lifelong Journey. All teachers/educators are required to re-read and review the following training and development policy on an annual basis:

- Read, understand and sign the Parent Handbook and review every September
- Read, understand and sign the Policies and Procedure Binder and review every September
- Read "How Does Learning Happen?" and review every September
- Read, understand and sign "Staff Expectations" and review every September
- Attend the Mandatory Meeting that occurs at the end of August every year
- Attend all Monthly Staff Meetings that occur every month
- Attend Both Professional Development Training Day by attending an ECE Conference, Workshop or visiting any other local child care centre for observatory purposes. The Management will reimburse 50% of the cost of any conference or workshop up to a maximum of \$200.00

### **TRACKING TRAINING AND IMPLEMENTATION**

- Orientation: All Staff, Supply Staff, and Volunteers MUST sign all the policies and procedures (i.e fire/emergency, Individualized plans for children, and/or other training they need to complete) before commencing work in the classrooms.
- The Staff, Supply Staff, and Volunteers MUST submit their CPR and AED level C certificate, an original copy of the latest Police clearance and Medial forms before commencing work in the classrooms.
- All staff members at CedarBrook Montessori School will complete "Annual Training and Development Form" by selecting and checking off the above the requirements upon commencement of their employment at CedarBrook Montessori School. Proof of Professional Development Training Day must be submitted alongside and must be approved by RECE Supervisor and Program Director.
- The policy must be reviewed and reminded to all staff at least 2 months before it is due by the Supervisor and Program Director.