Early Childhood Education Certificate Welcome Package

We wish to extend our thanks to Douglas College CYC and UFV Teacher Education for sharing their student handbooks with us for reference. Their kindness is appreciated.
Welcome to the Early Childhood Education Certificate Program in the Child Youth & Family Studies Department at UFV.

This program is designed to prepare graduates to work in a preschool or child care setting. UFV offers a certificate program at both the Abbotsford and Chilliwack campuses leading to registration in British Columbia as Early Childhood Educators.

This is a two year program offered in the evenings with day time practicum experiences in the second year of studies. Classes are held in the late afternoon or evenings (i.e. 4pm - 7pm and/or 7pm - 10pm) so that students have the option to work while attending classes.

Following completion of the certificate, students may continue their studies to complete the ECE diploma program, specializing in special needs and/or infancy, or continue onto the BA in CYC.

Please contact the department assistant at CYFSinfo@ufv.ca or 604 854-4580 if you have any specific questions about the ECE program.

We thank you for your interest in UFV’s Early Childhood Education (ECE) Certificate program.

Georg Melzer and Monique Goerzen
Practica

A significant portion of your learning in this program is the field experience you receive. In all cases, an approved Criminal Record Check (CRC) will be required prior to placement at the site.

**ECE 122** is your first introductory practicum. You will be placed in a daycare or preschool setting. Expect to be on site at your practicum placement approximately 18-20 hours per week, the site supervisor (sponsor teacher), will determine the weekly hours.

**ECE 133** is Advanced Practicum. Expect this to be a ‘career-focused’ practicum experience, meaning that you are expected to be able to step into the role of supervising a centre.

**Criminal Record Check (CRC)**

All students enrolled in the ECE Certificate Program are required to have a satisfactory Criminal Record Check (CRC) completed by the Criminal Records Review Branch of the Ministry of Justice. The Criminal Record Check is valid for five years.

**Note:** CRCs completed by the RCMP or a local police detachment are not the same as the CRC completed by the Ministry of Justice. **When admitted complete a Criminal Record Check by using this online link:**

https://justice.gov.bc.ca/eCRC

Access Code: P4D9L6WFGP

Do not wait to complete this process – there may be a backlog.

*****To be completed by October 1st of your first year of the ECE Certificate program*****

The Criminal Record Check will be returned to the CYFS Department.
## PROGRAM OUTLINE

www.ufv.ca/cyfs

### FALL

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 100</td>
<td>Human Development I for ECE</td>
<td>3</td>
</tr>
<tr>
<td>ECE 101</td>
<td>Introduction to ECE</td>
<td>3</td>
</tr>
<tr>
<td>ECE 103</td>
<td>Intro to Observing &amp; Recording Development of Youth Children</td>
<td>3</td>
</tr>
<tr>
<td>ENG 105 or CMNS 125</td>
<td>English requirement (Completed prior to or in the first semester)</td>
<td>3</td>
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### WINTER

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<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECE 102</td>
<td>Intro to Early Childhood Guidance</td>
<td>3</td>
</tr>
<tr>
<td>ECE 120</td>
<td>Human Development II for ECE</td>
<td>3</td>
</tr>
<tr>
<td>ECE 132</td>
<td>Nutrition, Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>HSER 120</td>
<td>Interpersonal Communication (Completed prior to or in the first semester)</td>
<td>3</td>
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<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECE 222 (122)</td>
<td>Introductory Practicum</td>
<td>6</td>
</tr>
<tr>
<td>ECE 223 (123)</td>
<td>Art in ECE</td>
<td>1.5</td>
</tr>
<tr>
<td>ECE 224 (124)</td>
<td>Music in ECE</td>
<td>3</td>
</tr>
<tr>
<td>ECE 225 (125)</td>
<td>Early Childhood Programs</td>
<td>3</td>
</tr>
</tbody>
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### WINTER

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<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECE 230 (130)</td>
<td>Presenting Literature to Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 233 (133)</td>
<td>Advanced Practicum in ECE</td>
<td>6</td>
</tr>
<tr>
<td>ECE 235 (135)</td>
<td>Process of Curriculum Development</td>
<td>3</td>
</tr>
</tbody>
</table>

| TOTAL CREDITS  |                                                                              | 49.5    |
Completing Your Application

You need to complete the general UFV application form http://ufv.ca/admissions/admissions/apply/

View Checklist: https://www.ufv.ca/registrar/forms/

Then, to the address below, submit:

- Official high school or post-secondary transcripts -
- Letter of intent saying why you want to be in the program - see checklist link above
- Completed questionnaire https://www.ufv.ca/media/assets/admissions/forms/ECE-CERT-Questionnaire.pdf or https://www.ufv.ca/registrar/forms/
- Immunization Record Form https://www.ufv.ca/media/assets/admissions/forms/ECE-CERT-Immunization-Record.pdf
- Medical Endorsement Form https://www.ufv.ca/media/assets/admissions/forms/ECE-CERT-Medical-Form.pdf

To submit documents electronically use admissions@ufv.ca and copy to: cyfsinfo@ufv.ca

- Attending the Information Session is required. If you miss the info session you can go to www.ufv.ca/cyfs and go to “Program Orientations” and click on “welcome package” and submit.

Accepting the Offer of Admission

You will receive an email on your UFV email account from the Office of the Registrar informing you of your admission or conditional admission into UFV’s Early Childhood Education Certificate Program.

For those of you who have conditional admission, the conditions are outlined in your admissions letter and relate to:

a. English entrance requirements or;
b. Document submission or;
c. Information session attendance.
**Course Registration/Enrollment in Classes**

Registration and enrollment for the fall semester begins in mid-June. If you are a current UFV student you will receive your enrollment date automatically; if you are a new student to UFV you will be able to look up your registration date through the MyUFV portal. For first time users to login to the MyUFV portal, please follow the below steps:

- Your username is your student / (9 digit) number which often starts with 300-------. Note: This number is recorded on your UFV student / campus card.

- Your password is your six digit PIN allocated to you during your admission / registration process.

- The first time you log into the UFV network, your PIN is set to your birth date (yymmdd) which you will be asked to change after your first login.

- Make the following selections:
  » Student Information
  » Registration
  » Check your registration time and eligibility

- Once you have your registration date, you must enroll online or in person through the UFV Office of the Registrar.

- If you don’t know what to enroll in, look at the program outline on page 3 of this package.

- Please make an appointment with our Advisor: Shannon Draney
  www.ufv.ca/advising  Advising is located in the Student Union Building (SUB) 3rd floor.

**UFV and CYFS Communication**

Please note that all admitted students are given a UFV email address. *All correspondence will be sent to that address.* It is important to check your UFV email regularly or arrange for this email to be forwarded to another email address. Please remember to **include your student number** on all correspondence to the Department, within the body of the email.

**Attendance**

The ECE Certificate Program is a professional program and students are expected to attend all classes. Because of the interactive, collaborative and experiential nature of all courses, timely and regular attendance is integral to success in our program. **Missing classes is not a simple matter of “getting the notes” from the missed day. We have the same expectations about punctuality and attendance as employers have of their Early Childhood Educators.**
Textbooks
You are required to purchase the textbooks for each course. These textbooks will always be listed through the UFV Bookware system at [http://ufv.bookware3000.ca/Course/campus](http://ufv.bookware3000.ca/Course/campus)

Texts range from $50 to $200 per course. Please note that the bookstore does not always order enough copies of each text, so you may need to make other arrangements to access these texts.

Some instructors will also require Course Packs or will provide articles for assigned readings on Blackboard or in class.

Computer Access
It is essential that students have access to reliable and current technologies in order to complete assignments, research, and importantly, to communicate with faculty and classmates.

Change of Name or Address
If you change your legal name or your address/phone number during the program, you must notify both OReg (Office of the Registrar) and the CYFS department. For a change of name, legal proof will be required by OReg - reginfo@ufv.ca.

Financial Aid
If you are intending to apply for a student loan through the Financial Aid and Awards Office, it is recommended that you apply 6-8 weeks before the start of term. The application to Canada-B.C. Student loan can be found here [https://studentaidbc.ca/](https://studentaidbc.ca/)

If you are eligible for a student loan, the maximum paid will cover tuition fees and some costs for textbooks. It may not fully cover living expenses and transportation costs. Students who have applied for a student loan can also apply for bursaries.

Please contact Financial Aid & Awards should you have any student loan questions Financial.Aid@ufv.ca
Abbotsford: B214a & B214c | CEP: A1318 Abbotsford: 604 864 4601 | CEP: 604 702 2618
[www.ufv.ca/fineaid](http://www.ufv.ca/fineaid)
**Student ID/Library Cards**

As a student in our program you will need a valid campus card for use in the library and as general UFV Identification. The card is also used for printing and photocopying and as validation for the Student Union Society's U-Pass. This gives you access to the shuttle services between Chilliwack, Abbotsford, and Langley. The Campus Card Office is located in S-building and you can get an updated card as soon as you have registered for the Fall semester. [https://www.ufv.ca/campuscard/](https://www.ufv.ca/campuscard/) Please note that the photo ID taken for this card will also be used for your identification card that the department will issue for use in school placements.

**Parking/Facilities**

A parking permit is optional - you may choose to use the student parking lot which is $2.00/4 hours or $3.50/day. UFV has “Pay by Space” parking at its Abbotsford and Chilliwack campuses. **REMEMBER YOUR STALL NUMBER** and proceed to one of the conveniently located indoor parking dispensers. Enter your stall number, select the amount of time you wish to park, pay (coin/credit) and head to your class. No need to display a ticket on your dash! This machine does not give change, so be sure to have exact change with you. If you purchase parking pass from the Bookstore, you just need to display your parking ticket.

If you want to pay for the whole semester you can purchase a parking pass online by going to “myufv” go to student information, paid parking and you would need your license number for that purpose.

**Transportation**

![Image of a blue car](#)

It is expected that you will commute throughout the Fraser Valley for various field experiences and practicum placements. As a result, you are strongly advised to have regular access to reliable motor vehicle transportation. You have the choice and may decide to make arrangements with colleagues to travel together in a vehicle to campus.

It is your responsibility to make arrangements and to be aware of adequate insurance (including liability), as accepting passengers will be the responsibility of the driver of the vehicle.

**We have a Campus Connector Shuttle Bus**

No payment is required. We have one that goes from Abbotsford Campus to Chilliwack Campus and back until the last class of the day. We also have one going to Langley and back. See the schedule link below.

The Campus Connector shuttle schedules and pickup/drop off locations are determined by the Student Union Society. Links to their website are below:

- **Find pick-up/drop-off locations** - [https://www.ufvsus.ca/shuttle](https://www.ufvsus.ca/shuttle)
- **View the schedules** - [https://www.ufvsus.ca/campusconnector](https://www.ufvsus.ca/campusconnector)
Other Resources:

ADVISING CENTRE
Abbotsford: SUB 3rd Floor | Chilliwack: CEP: Bldg A
Abbotsford: 604 864 4674 | Chilliwack: CEP: 604 795 2808
advising@ufv.ca
www.ufv.ca/advising

CAREER CENTRE
Abbotsford: SUB Building: Room: 3121 |
604 854 4507
career.centre@ufv.ca
www.ufv.ca/jobs

COUNSELLING SERVICES
Abbotsford: B214 | CEP: A1318
Abbotsford: 604 854 4528 | CEP: 604 795 2808
info.studentservices@ufv.ca
www.ufv.ca/counselling

CENTRE FOR ACCESSIBILITY SERVICES (disability services)
Abbotsford: B202f |
604 854 4528
seanna.takacs@ufv.ca
www.ufv.ca/accessibility

INDIGENOUS STUDENT CENTRE
Abbotsford: S1113 | CEP: A1444
Abbotsford: 604 557 4069 | CEP: 604 795 2835
isc@ufv.ca
www.ufv.ca/isc

OFFICE OF THE REGISTRAR
Abbotsford: B211 | CEP: A1312
604 854 4501
reginfo@ufv.ca
admissions@ufv.ca
www.ufv.ca/admissions

Should you have any remaining questions, please contact the CYFS department at 604-854-4580 or cyfsinfo@ufv.ca for further information.

We are excited to begin this important journey with you!

READ THE TWO FORMS BELOW:
EARLY CHILDHOOD EDUCATION PROGRAM REQUIREMENTS

This document is intended to:

- Provide you with information regarding the physical and emotional requirements for educational preparation and/or employment in your chosen field.
- Help you decide whether you have the physical and emotional health necessary for completion of educational preparation and/employment in your chosen field.
- Provide UFV with information about emotional and physical challenges you may face so we can determine how to best accommodate your needs. *A physical or emotional challenges does not preclude you from acceptance.*

To obtain future employment in this field, you will need to be able to demonstrate suitable physical and emotional health. This is confidential matter between UFV and you, and no information disclosed will be shared outside of UFV without your consent.

When considering your ability to handle the physical and emotional demands of this program and work in the field, you should consider realities such as the following:

- Classroom work frequently requires small group work and public speaking.
- Class times may range from 2 to 3 hours in length, and you may have 2 classes in one evening, back to back. This requires that you are able to stay mentally focused and have the necessary physical stamina.
- You will be expected to be open, willing to give and receive feedback, critically evaluate your own performance, and make yourself available for group work and study outside of scheduled hours.
- Classroom work involves dealing with interpersonal communication, resolving conflict and negotiating work amid diverse opinions and learning styles in mature and productive ways.
- Course content may involve sensitive topics such as physical or sexual abuse, family issues, and addictive patterns of behavior.
- Fieldwork demands adherence to the highest standards of personal and professional conduct based on the field’s code of ethics.
- Fieldwork requires sensitive and helpful responses to a wide range of problem situations and behaviours.
- Fieldwork may involve participation in physical recreation activities.
- Both classroom and field work require tolerance for working in a professional manner with behaviours and attitudes that challenge personal beliefs and values.

I acknowledge the following:

1. Work and education in this field may place me in situations that are physically and/or emotionally stressful.

2. If I have a disability it is my responsibility to contact the Centre for Accessibility Services.
Transportation
All students will be expected to commute throughout the Fraser Valley for various course-related field experiences and practica for the duration of the program. All students are strongly advised to have regular access to reliable motor vehicle transportation.

Attendance
As this is a professional program, students are expected to attend classes. Because of the interactive, collaborative and experiential nature of all education courses, attendance is integral to success in the program; missing classes is not a simple matter of "getting them". We hold the same expectations regarding punctuality and attendance as employers. Please ensure that any family reunions, weddings and other personal commitments do not conflict with classes, and practica.

Course Registration
You will be part of a cohort program taking a particular set of courses over the period of 2 years within a specific sequence. Registration for each one of the semesters takes place at pre-determined enrollment dates (see www.ufv.ca top left “myufv”). The list of courses for which you need to enroll/register, are enclosed on page 3 of this booklet.

Online Presence
Students are guided by principles of professional conduct while on campus, in practicum settings, and in their personal lives. This also includes their online activities. If you wish to become an Early Childhood Educator, please ensure that your online presence (e.g. pictures you post, comments you make) aligns with the high standard of leadership an ethics that is expected of our students.

Criminal Record Review Program
All students taking the ECE Certificate program with practicum placements are required to have completed a Criminal Records Check through the Ministry of Justice/Solicitor General prior to taking part in any practica or field experiences. Details on how to request the CRC can be found in the welcome package before the program outline. The due date is once you have been admitted.