



*P*ACIFIC *R*IM EARLY CHILDHOOD INSTITUTE INC.

STUDENT HANDBOOK

Information Package

Pacific Rim Early Childhood Institute Inc.

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Introduction

Pacific Rim Early Childhood Institute, an accredited Private Career Training Institution, has been offering individual courses and certificate programs in early childhood development since 1989.

Three certificate programs in Early Childhood Education are offered via distance education. These programs are recognized by licensing authorities in BC, AB, SK, MB, YT, ON, NL, PEI and 37 states in America.

Mission Statement

Pacific Rim Early Childhood Institute Inc. is committed to the belief that children should have an opportunity to participate in quality early child care programs with trained staff. To meet this objective, training programs have been developed to prepare students to work with infants, toddlers, preschoolers and children with special needs. These programs are offered through distance education and provide students with the flexibility to take courses while still working or raising children at home.

The training assists students:

- To provide children with opportunities to develop skills in all areas in order that they maximize their potential; and
- To recognize the need to work in partnership with parents and other professionals.

Pacific Rim Early Childhood Institute provides three certificate programs and a diploma program:

- Basic Early Childhood Education Certificate
- Special Needs Educator Certificate
- Infant/Toddler Educator Certificate
- Early Childhood Education Diploma

These Certificate Programs are offered via **distance education** with a required on-site practicum component, which will be arranged in the student's community if a licensed group care facility is available. Students must be able to do work online using Word. Courses are designed for individuals who wish to pursue a career as an early childhood educator or assistant in a day care centre, preschool or family day care home. A diploma will be issued when a student has completed all 3 certificate programs.

The Basic Early Childhood Education Program provides training for individuals to work in facilities that care for children, aged three to five years. The Infant/Toddler Educator Program provides training for individuals to work with children under the age of three years. The Special Needs Educator Program provides training for individuals to work with children who have special needs. The Early Childhood Education Diploma will be awarded to students who complete all three certificates.

Pacific Rim early childhood training, originally approved in British Columbia, also received recognition in 2002 in Alberta, Saskatchewan, Manitoba, Ontario (3 additional Ontario courses required), Newfoundland, Labrador and Nova Scotia. In 2010 the programs received the "Education Quality Assurance" seal and achieved international recognition. It is recommended, however, that students wishing to transfer training to another province check with the agency responsible prior to registering with Pacific Rim Early Childhood Institute Inc.

Admission Policy

Prior to starting the first course, students must provide Pacific Rim Early Childhood Institute with the following:

- a) A letter of intent, which is to be 200-500 words long stating why the student wishes to take early childhood training (this will also assist Pacific Rim in determining competency with English language).
- b) Two letters of reference stating that their character and experience are conducive to working with young children.
- c) A criminal record check.
- d) Students must be satisfied that they have the English competency skills to understand the course work and complete assignments.
- e) Students must have access to a computer with Internet, Microsoft Word, Acrobat Reader and an email box.
- f) Prior to starting the **full** program, students must be 19 years of age. Students may work on **individual courses** on a part-time basis until they reach this age.

Prior to starting the first practicum, students must provide the Centre Supervisor (where they will be doing the Practicum) with the following:

- a) Evidence that they are physically and emotionally healthy (a letter from a physician dated no later than three months prior to date of Practicum One).
- b) A criminal record check.

Diploma Program

If you wish to enroll in the full diploma program (basic and post-basic), in addition to the above noted requirements, you will need to complete 1450 hours of work experience in addition to the practicum hours. These additional hours will need to be completed through a minimum of 20 hours a week.

Neither the Institute nor the student can waive the minimum admission requirements.

Distance Basic Early Childhood Education Program

This Basic Early Childhood Education Certificate Program is made up of the following courses, which should be taken in the order listed:

- **Health, Safety and Nutrition** (10 weeks – 45 hours)
- **Child Growth and Development** (10 weeks – 98 hours)
- **Guidance and Discipline** (10 weeks – 65 hours)
- **Foundations in Early Childhood Education** (10 weeks – 65 hours)
- **ECE Curriculum One** (10 weeks – 70 hours)
- **ECE Curriculum Two** (10 weeks – 65 hours)
- **ECE Curriculum Three** (10 weeks – 65 hours)
- **Interpersonal Communication** (10 weeks – 65 hours)
- **Practicum One – Observing and Recording** (5 weeks – 225 hours)
- **Practicum Two** (3 week full time block – 125 hours)
- **Practicum Three** (3 week full time block – 125 hours)

Distance Post-Basic Early Childhood Education Programs

There are two Post-Basic Certificate Programs, which are made up of the following courses, which should be taken in the order listed:

Infant/Toddler Certificate

- **Infant/Toddler Growth and Development** (10 weeks – 70 hours)
- **Working with Families** (10 weeks – 45 hours)
- **Centre Administration** (10 weeks – 45 hours)
- **Working with Infants and Toddlers I** (10 weeks – 65 hours)
- **Working with Infants and Toddlers II** (10 weeks – 45 hours)
- **Infant Toddler Practicum** (5 week full time block – 200 hours)

Special Needs Certificate

- **Infant/Toddler Growth and Development** (10 weeks – 70 hours)
- **Working with Families** (10 weeks – 45 hours)
- **Centre Administration** (10 weeks – 45 hours)
- **Special Needs I** (10 weeks – 65 hours)
- **Special Needs II** (10 weeks – 45 hours)
- **Special Needs Practicum** (5 week full time block – 200 hours)

Students who complete all three certificate programs (basic, infant/toddler and special needs) will receive a diploma. Students wishing to take both post-basic certificate programs do not need to repeat Infant/Toddler Growth and Development, Working with Families or Centre Administration.

Program Duration

We offer part-time and full-time career training

Part-Time

Pacific Rim Early Childhood Institute has continuous registration and start dates. This means students may take as many courses they like, as fast as they like. Students are encouraged, however, to take one course at a time and complete it before taking their next course. Each academic course requires between 4.5 and 9.8 hours of study a week. The practicums are full time work experience blocks, which are designed to give students practical knowledge of child care environments. These volunteer practicum placements are arranged by the student and a licensed child care facility. Students can go to our web site at www.earlychildhoodeducator.com to apply online.

Students may apply to British Columbia's Early Childhood Educator Registry for an Assistant's Licence once they have completed any one of the first three courses in the Basic ECE Certificate Program.

Full-Time

Students wishing to complete our program full time should take three courses at a time. It takes 41 weeks to complete the Basic ECE certificate, and 25 weeks for each of the Post-Basic ECE certificates.

Course Delivery

The Certificate Programs use a combination of distance learning and on-site practicums. Once students have enrolled and paid for the course online, the course material will be sent electronically in the form of .pdf and .doc files. These files can be opened in Microsoft Word and Acrobat Reader. The course package contains unit commentaries and thought questions for each unit. Students do assigned readings out of the course textbook and complete assignments to be submitted to their instructor via email. At the end of the course, an examination is sent to an approved exam supervisor in the student's community.

Staff Qualifications

A degree/diploma/certificate related to the field of Early Childhood Education (ECE) supplemented by a minimum of 24 months occupational experience in the field of ECE instruction.

Resources

Students purchase the required textbooks through the Amazon book store (www.earlychildhoodeducator.com/books). To purchase a textbook from Amazon.ca, simply click the "Buy now from Amazon" link beside the required textbook.

If students do not wish to purchase books online, they may order them from a local college/university or the University of Victoria bookstore (www.uvicbookstore.ca, click on "textbook online & booklist", select PRIM 400 then start searching).

TEXTBOOKS SHOULD BE ORDERED PRIOR TO REGISTERING IN A COURSE TO ENSURE AVAILABILITY. It is recommended that students also take advantage of local child care resources such as colleges, universities and public libraries and local Child Care Resource and Referral Agencies.

Timeline and Grades

Students can register for course/s at any time online. Students have ten weeks to complete each academic course. It is the student's responsibility to make sure they finish the course by the completion date or apply and pay for an extension at the appropriate time. The "Course Extension" form is included in the "Instruction Package" that is included with your course and can also be found on the bottom of our website's homepage. Transcripts will not be issued until extension fees are paid. Students are required to attain a minimum "C" grade per assignment and exam to receive course credit. Letter grades are as follows: A, B, C and F. Practicums are marked Pass/Fail. Detailed grading criteria information is included with each course.

Costs

The cost of each of the academic courses is \$595 and each **Basic Program** practicum component is \$695 and each **Post Basic** practicum component is \$895 (excluding textbooks).

Students should register online at www.earlychildhoodeducator.com/student/register. There is a one-time registration fee of \$250 for domestic students and \$350 for international students.

If students require the Institute to provide an official transcript prior to their completion from a full program, they must complete the "Request for Official Transcript" form and pay a \$20 fee per transcript.

Costs are subject to change without notice.

Refund, Dismissal and Dispute Resolution Policies

Pacific Rim Early Childhood Institute Inc. is accredited with the Private Career Training Institutions Agency and complies with the refund policy of this body. If written notice of withdrawal is received by the Institute or the student is dismissed before 10% of the period of instruction specified in the contract has elapsed, the Institute may retain 30% of the tuition fees due under the contract. If written notice of withdrawal is received by the Institute, or a student is dismissed, after 10% and before 30% of the period of instruction specified in the contract has elapsed, the Institute may retain 50% of the tuition and fees due under the contract. If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required.

If the student has a concern they should submit it in writing to the Executive Director of Pacific Rim Early Childhood Institute Inc. for a resolution. The Executive Director will respond to the student within two weeks of receiving the letter.

Attendance Policy

Students have up to 10 weeks to complete each academic course **(including the exam)** from the course start date and they can do this at their own pace. During practicums, students are expected to attend their practicum centre full time and arrive in a timely manner. When students are completing their practicums, they must make up any hours missed due to illness or statutory holidays. For those students enrolling in the full Diploma program at the outset, the work experience component (1450 hours) needs to be completed on a 20 hour per week basis (in addition to the practicum hours).

Academic Honesty Policy

Pacific Rim takes a serious view of offences such as plagiarism, cheating, and impersonation. Penalties for dealing with such offences will be strictly enforced.

Plagiarism

Essentially, plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Most commonly plagiarism exists when:

- The work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work;
- Parts of the work (e.g. phrases, ideas through paraphrase or sentences) are taken from another source without reference to the original author;
- The whole work (e.g. an essay) is copied from another source; and/or
- A student submits or presents work in one course which has also been submitted or presented in another course (although it may be completely original with that student) without the knowledge or prior agreement of the instructors involved.

Plagiarism will be reported to the Executive Director.

Cheating

Cheating on examinations includes, but is not limited to, dishonest or attempted dishonest conduct such as bringing into the examination room any textbook, notebook, or memoranda not authorized by the examiner, or accessing digital information while the exam is being written.

Penalties

A student guilty of academic dishonesty may be subject to the imposition of one or more penalties, such as:

- Assignment of a grade of zero in the assignment, or exam;
- Assignment of a grade of zero in the course in which the offence is committed;
- Suspension from attendance in all courses in which the student is registered at the time the offence was committed, and loss of credit for any course or courses which have not been completed or in which no grade or final evaluation has been registered at the time the offence was committed;
- Suspension from the Institute; or
- Expulsion from the Institute.

Student Success Policy

Pacific Rim Early Childhood Institute programs are offered on a distance education basis in order to meet the needs of students who are unable to participate in regular on-site early childhood education programs. There is, however, an on-site practicum component to the program.

The Institute is committed to the belief that well trained students will provide quality care to young children. To that end, we provide every opportunity for the student to be successful in the pursuit of this qualification.

Course materials are clear and easy to read. Textbooks are recommended for each course. The textbooks that are used are reviewed constantly for relevancy and are easy to access. Relevant internet links are noted on Pacific Rim's website. Students can email their work to their Instructor, or send it by mail.

Instructors are very qualified with several years of education and experience in the field of child development and early childhood education. Instructors must have a minimum of a certificate/diploma/degree related to the field of instruction combined with at least 24 months of occupational experience in the field of instruction.

Students have access to their Instructors on a daily basis. E-mails and telephone calls are responded to within 5 business days, if not immediately.

Students are encouraged to seek out resources in their community that support their learning such as college, university and public libraries, and Health Units.

Often assignments are marked and graded within 24 hours during weekdays. The Instruction Package that goes out with each course outlines the Institute's Grading Criteria. If the quality of the student work is not up to standard, the Instructor will provide feedback on what is missing, or what could be improved and, on some occasions, students are given the option to redo a question or Unit. On the other hand, if the student's work is exemplary, they are commended on this.

The Executive Director has an "open door" policy, and students are encouraged to contact her directly if they feel there is any area that cannot be resolved with their Instructor.

The Institute wants to be assured that all students taking courses through Pacific Rim are satisfied with the services received, and enjoy the experience of learning

Receiving a Certificate, Process for Requesting an Official Transcript and Tax Receipts

Upon the completion of a **program**, students will be awarded two official transcripts and a certificate from Pacific Rim Early Childhood Institute Inc. The certificate and one transcript will be sent to the student's home address, the second transcript will be sent directly to the ECE registry. Upon completion of each **course** in the program, students will be able to access their unofficial transcript online.

If students require the Institute to send an official copy of their transcript to anyone including an employer, the ECE Registry, themselves etc. they must complete the "Request for Official Transcript" form and pay a \$20 fee per transcript. Requests received by the Institute by the last day of each month will be processed in the first week of the following month.

Tax Receipts for tuition are available online. Students can login using their student ID and password to access and print out an official Tax Receipt.

Where Can I Go From Here?

British Columbia's Early Childhood Educator Registry certifies individuals who have completed the Basic Early Childhood Education Certificate if they have an approved First Aid certificate and if they have completed an additional 500 hours of work experience with children. Students that have completed the Basic ECE certificate may continue their education by completing the Post-Basic certificates and Diploma that Pacific Rim Early Childhood Institute offers.