



ENRICHMENT SEMINARS / TRAINING

All lead staff hired by MCLP are required to have the specific qualifications required for their position. Resource teachers and support staff are welcomed on site at parent request.

Staff will be notified of and encouraged to participate in pertinent workshops and seminars, which will assist in personal enrichment and development of the knowledge of Montessori and CCEYA requirements.

The school endeavours to pay for up to 50% of any upgrading or educational undertaking by staff members. The school, prior to the start date, should approve any such endeavour if reimbursement is to occur, or if time away from work is necessary.

Assistants and untrained staff are expected to attend Montessori and CCEYA workshops, seminars and professional development opportunities each year.

The school shall endeavour to assist up to 2 staff members per year in the pursuit of Montessori or ECE training. The course must be discussed and approved by the office. MLCP will agree to pay half of the cost incurred for the agreed upon course on the understanding that the staff member commits to 5 years of continued employment with MLCP. The position may need to be renegotiated annually. Should the staff member not complete the course, all monies must be repaid to the school. Should the staff member not complete the 5-year commitment, repayment shall be amortized as follows:

❖	1 year	-	80% repayment
❖	2 years	-	60% repayment
❖	3 years	-	40% repayment
❖	4 years	-	20% repayment

All staff are required to have valid certification in standard First Aid, including infant and child CPR (C and/or B) issued by a training agency recognized by WSIB. This will be offered through the school at applicable times and a percentage of the fee will be paid by MLCP. Should a staff member not attend or pass the course they are responsible for attending an alternate course prior to the start of the school year.



Involvement with *CCMA*, *OFIS* and *CCEYA* offer opportunities for on-going professional support and growth.

Weekly memos provide updates, reminders and specific information pertinent to the smooth management of classrooms and school. Regular staff memos share articles, policy updates, goals and opportunities. Staff meetings begin each year with, among other things, mandated review and annual expectations.

Regular staff, student, parent and administrator evaluations are good ways for fine tuning and re-evaluating daily activities.

The office promotes on-going communication with individual staff members with an open door policy so concerns or problems can be dealt with in a timely fashion with continued accessible support.