EARLY LEARNING AND CHILDCARE DIPLOMA
SCHOOL OF EDUCATION
UPDATED FEBRUARY 2019

This academic planning guide highlights major points regarding required coursework, course registration, program regulations, graduation requirements, and credit transfer opportunities for the Early Learning and Childcare Diploma. Further important information is located in the online RDC Calendar and the School of Education website (see page 5).

Students are advised to read this entire document before choosing courses and registering or making changes to their course registration. This guide is available online at https://www.rdc.ab.ca/apg and on the Registration page in The Loop.

Red Deer College offers two years of study in Early Learning and Childcare; the first year is taken in the ELCC Certificate program and the second in the ELCC Diploma. Graduates of the RDC ELCC Certificate and those with an approved equivalent ELCC Certificate from another accredited post-secondary institution are eligible for admission consideration for the ELCC Diploma.

The importance of the early years in a child's development is well documented. Early Learning and Childcare Diploma graduates ensure the holistic needs of children are met. The Early Learning and Childcare Program educates professionals to work with children from birth to twelve years using a collaborative, play-based approach to provide high quality learning opportunities and care. In the Diploma program there is an emphasis on intentional planning and developing caring relationships to meet the diverse needs of children and families.

A two-year diploma prepares students for a rewarding lifelong career! Students gain knowledge and develop competencies in such areas as interpersonal relations, advanced curriculum planning content, family studies, exceptional children, and program management. The integration of theory and practice is a key component of the diploma program. This is facilitated by an additional two practicum opportunities an extended practicum in a variety of early learning and care program environments.

In Alberta there are three levels in Child Development Certification. Each level can be obtained by completing courses though RDC.

Child Development Assistant Certification (formerly Level One) requires successful completion of one 3-credit ELCC course, Child Development Worker Certification (formerly Level Two) requires a completed ELCC Certificate, and Child Development Supervisor Certification (formerly Level Three) requires a completed ELCC Diploma.

PROGRAM DELIVERY

The ELCC Diploma may be taken through three different modes of delivery:

- part-time or full-time study in classes taught on the RDC campus,
- part-time in online courses only, or
- part-time or full-time with a combination of on-campus and online courses.

Students can begin the online program in the fall, winter or spring term and in the fall or winter term on-campus. Those wishing to complete the Diploma in one year (three consecutive terms) should enroll in the full-time on-campus or blended (on-campus and on-line) coursework.
Learning Through Online Study

The entire cycle of online ELCC Diploma courses may be completed part-time over a two-year period; students may opt to complete the program over a longer period of time if preferred. Please note the online program is designed as a part-time program only. Students in the part-time online program will take a maximum of two courses per term (fall, winter, and spring terms). If you are considering a government student loan please check course load requirements for a part-time or full-time student loan at [https://alis.alberta.ca/ps/fo/howtopay.html](https://alis.alberta.ca/ps/fo/howtopay.html).

All courses in the ELCC Certificate may be taken through online study. Students enrolled in the online program complete the entire program within their community. Students in the on-campus program may register in online courses along with on-campus courses to suit their schedule or to pick up a missing course. Currently the online ELCC program cannot be taken outside of Canada; it is based on Alberta and Canadian dynamics.

- The ELCC online program uses multiple technologies to assist students. Students require regular and reliable access to a computer/tablet with a speaker and mic, internet access, and email access.
- Online courses are asynchronous which means they can be completed at each student's pace with all assignments due by the end of the term.
- In addition to class time, each online course generally requires a minimum of 10 hours of course-related work per week.
- We are currently using Blackboard and Blackboard Collaborate (web based video/audio) to provide instruction to students. All students registered in online courses make email, telephone and chat room contact with faculty, classmates and resources.
- Information about books and materials for online courses will be available in Blackboard (on RDC’s The Loop) at the start of each term. Students have access to The Loop once given admission to RDC.
- The Flexible Learning office has valuable information about online learning.

Learning Through On-Campus Study

All courses in the Early Learning & Childcare diploma are offered in classes on the RDC campus.

- Students in the on-campus program may also register in online courses to better suit their schedule or pick up a missing course.
- Practicums are arranged within the Red Deer area by the School of Education. See page 3 and 4 for deadlines regarding practicums.

### ELCC DIPLOMA: PROGRAM REQUIREMENTS

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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>ELCC 310</td>
<td>Practicum III (This course may be eligible for challenge.)</td>
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<tr>
<td></td>
<td>See Practicums note on next page for important course prerequisite information.</td>
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<tr>
<td>ELCC 313</td>
<td>Interpersonal Relations II</td>
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<td>ELCC 314</td>
<td>Children in Society</td>
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<td>ELCC 315</td>
<td>Program Administration</td>
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<td>ELCC 317</td>
<td>Program Planning V</td>
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<tr>
<td>ELCC 320</td>
<td>Practicum IV (This course may be eligible for challenge.)</td>
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<td></td>
<td>See Practicums note on next page for important course prerequisite information.</td>
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<tr>
<td>ELCC 321</td>
<td>Family Studies</td>
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<tr>
<td>ELCC 323</td>
<td>Program Planning IV</td>
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<tr>
<td>ELCC 325</td>
<td>Children with Special Needs</td>
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<td><strong>One of the following OPTIONS:</strong></td>
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<tr>
<td>ELCC 305</td>
<td>School Age Care</td>
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<td>ELCC 308</td>
<td>Family Support</td>
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<tr>
<td>ELCC 309</td>
<td>Aboriginal Children and Families</td>
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If you have taken previous post-secondary courses you may wish to contact the advising specialist regarding possible transfer credit for the option course.
To be awarded the ELCC Diploma all ten courses above must be completed with a passing grade. In your last term of study contact Student Records to apply to graduate with your diploma (studentrecords@rdc.ab.ca). Include your RDC student ID number.

### COURSE REGISTRATION

ELCC diploma students self-register in courses online. It is important to build a class schedule for each term (fall, winter, and/or spring) and be familiar with the registration system early on. Seats are limited in each course. Delaying registration may result in having to waitlist for a course or postpone taking a course or courses to a future term. Postponing courses usually means you will graduate from the program later than you planned.

Not all ELCC Diploma courses are offered in each delivery mode every term. This means it is very important for students to carefully sequence courses so they will complete the program and graduate according to their personal timeline and goals. If you do not take or successfully complete a course it may take a term or two or three before the course is offered again in the mode you wish to take it (online or on-campus). This will (likely) increase the number of terms required to complete the program, postpone graduation from the program, delay government certification as a Child Care Supervisor, impact your funding, etc.

When registering, use this guide and log into TheLoop (www.rdc.ab.ca). Click on the Registration (right hand side) and use the links under Registration Information and Registration Tools to build your class schedule and register in courses for the terms you will attend. If you have questions please contact the advising specialist (see How to Find more Information on page 5).

#### When using Look-Up Classes (in The Loop) to choose your courses

You will notice the courses have a variety of suffixes after the number (i.e. ELCC 313-A, ELCC 315-Z, ELCC-53). The letter or numeral at the end of a course number identifies the manner in which a course is offered – the mode of delivery.

<table>
<thead>
<tr>
<th>COURSE SUFFIX</th>
<th>MODE OF COURSE DELIVERY</th>
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<tbody>
<tr>
<td>A</td>
<td>This course requires attendance on campus (i.e. ELCC 314-A).</td>
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<tr>
<td>X, Y or Z</td>
<td>This course is offered online. (i.e. ELCC 305-Z)</td>
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<tr>
<td>51 or 53</td>
<td>Practicum courses include a seminar. The seminars are numbered and must be taken with the appropriate A or Z section of the practicum (i.e. ELCC 310-Z).</td>
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Students admitted to a winter or spring term may register in courses once their application has been processed and they have been given access to The Loop.

**International (Visa) students with Study Permits** who are admitted to a program that has a practicum or clinical placement in childcare, primary/secondary school teaching, or health service field occupations, must complete their Medical Authorization as required by Citizenship and Immigration Canada one month prior to the start of classes. This is required for Early Learning and Childcare programs. Students with International Student status admitted to online programs at RDC are not eligible for Student Visas.

### PRACTICUMS

Early Learning and Childcare practicums allow students to weave together what they understand in a theoretical way from the courses they have completed and apply this in real-life early childhood settings. Students are guided to construct developmentally appropriate experiences in these settings with young children and with their families. Students in practicums will spend at least 200 hours and a minimum of 8 weeks of time in their practicum sites.

Practicums can be completed in the student’s current work place that is licensed/regulated. Alternatively, non-working practicum placements can be arranged by the School of Education within the greater Red Deer area. Placements outside of Red Deer must be initiated by the student. Details of the potential placement information are communicated to the School of Education using a Practicum Request form electronic link, which is sent to the students through RDC email after they have registered in the course.

**ELCC 310 (Practicum III)** is taken when the student has completed or is completing the FOURTH (4th) ELCC Diploma level course. (This is half way through the 8 ELCC core-course requirement for the Diploma.) Diploma practicums occur full days on Mondays and Wednesdays and half days on Fridays for both working and non-working placements.

**ELCC 320 (Practicum II)** is taken when the student is completing or is completing the EIGHTH (8th) ELCC Diploma level course. (This is the last of the 8 ELCC core-course requirement.) Again, Diploma practicums occur full days on Mondays and Wednesdays and half days on Fridays for both working and non-working placements.

**Students registering in a practicum course** (ELCC 310 or ELCC 320) must do so at least TWO MONTHS (8 weeks) prior to the start of the term. A Practicum Request form electronic link is sent to students through RDC email and must be returned within 8 weeks prior to the start of the term. For fall term, this deadline is July 1st, for the winter term the deadline is November 1st and for the spring term, it is March 1st. Please note that registration in a practicum after these deadlines is subject to department approval.

Students are required to have a recent Criminal Record Check which includes a Vulnerable Sector Check. The Criminal Record check should be completed in the student’s home community and can take up to six weeks to process. Students also require an
Intervention Record Check. This is obtained through the provincial government and in Alberta, it is through the Ministry of Children’s Services. While not an admission requirement for the program, some practicum placements will not allow students to complete their hours, if these documents are not in hand of the first day of practicum. Additional information about obtaining these Checks is provided to students through RDC email after they have been admitted to the program.

STUDENTS WITH PREVIOUS POST-SECONDARY COURSES or PREVIOUS LEARNING

If you completed courses in other RDC programs or at other accredited post-secondary institutions or if you have work experience in the field see Recognition of Prior Learning. You are advised to apply for Prior Learning Assessment immediately upon applying to Red Deer College to investigate possible advanced placement or transfer credit; there may be implications regarding the courses you will or will not take.

FURTHER POST-SECONDARY STUDY

ELCC Diploma graduates may transfer to related fields in some university programs. If you are interested in universities beyond those listed below you are advised to research their website and contact the university for information. Please note admission to university programs is usually a competitive process. Admission requirements, the application process, and admission deadlines for each program and university will vary.

Bachelor of Child and Youth Care, University of Victoria
RDC’s ELCC Diploma is accepted for 60 credits (two years) towards Bachelor of Child and Youth Care. Applicants must have a minimum cumulative GPA of B. Successful applicants are admitted to Year Three. Transfer applicants do not need to meet high school admission requirements. Contact the Student Advisor in the School of Child and Youth Care at 250-721-7984.

Bachelor of Child Studies, Mount Royal University
Students possessing RDC’s ELCC diploma may apply to the post-diploma Bachelor of Child Studies degree program. Students accepted with a completed ELCC diploma can receive transfer credit up to 60 credits. For further information contact Angie Smith, Academic Advisor at MRU at 403-440-8906 or asmith@mtroyal.ca.

Bachelor of Child and Youth Care, MacEwan University
MacEwan University accepts RDC’s ELCC Diploma for a block transfer of 51 credits towards the first two years of Bachelor of Child and Youth Care. An additional three courses are required for admission to year three: CYCW 0100 (Bridging), CYCW 114 (Counselling) and CYCW 201 (Mental Health.) The first two can be completed by distance in the spring term and CYCW 201 can be taken by distance in the fall once admitted. For further information contact the Student Advisor at 780-497-5657.

Bachelor of Education Elementary or Bachelor of Education Middle Years, University of Alberta
Students who completed RDC’s ELCC Diploma will receive up to 30 credits towards the Bachelor of Elementary or the Bachelor of Education Middle Years. For program information see the academic planning guides for B.Ed. Elementary and B.Ed. Middle Years at https://rdc.ab.ca/future-students/services/academic-advising/academic-planning-guides; for block transfer information contact the UofA Faculty of Education Undergraduate Student Services (780-492-3659). Years three and four of the Elementary program are completed on the UofA campus and years three and four of the Middle Years program are completed on the RDC campus.

Bachelor of Professional Arts (Human Services), Athabasca University
Athabasca University is an Alberta-based distance university that offers many undergraduate and graduate programs as well as certificates. Athabasca University accepts a block transfer of 60 credits (two years) towards Bachelor of Professional Arts (Human Services). Also see Human Services and the Alberta Transfer Guide. For information contact AU Student Advising at 1-800-788-9041 ext. 5201 or advising@athabascau.ca.

Various Bachelor degrees, University of Calgary
Graduates of 2-year diploma programs from Red Deer College will be awarded up to 5 full course (up to 30 credits) junior Open Options towards a University of Calgary degree program. See Alberta Transfer Guide or advising specialist.
HOW TO FIND MORE INFORMATION

Red Deer College
www.rdc.ab.ca
403-342-3400

School of Education
https://rdc.ab.ca/education
Office 2510
403-342-3334
education@rdc.ab.ca

Advising and Recruiting Specialist
Caroline Graham
education@rdc.ab.ca

Advising and Recruiting Associate
Verna Penner
education@rdc.ab.ca

ELCC Diploma
Lois Maplethorpe
Lois.Maplethorpe@rdc.ab.ca

Practicum Facilitator
Note: Between April 30th and August 20th please contact the School of Education instead at 403-342-3334 or education@rdc.ab.ca.

RDC Flexible Learning
http://rdc.ab.ca/programs/flexible-learning/flexible-learning
403-357-3664 or toll-free 1-888-732-4630, ext. 3664
flexible.learning@rdc.ab.ca

Prior Learning Office
http://rdc.ab.ca/programs/academic-calendar/prior-learning/prior-learning
rpl@rdc.ab.ca

TheLoop Login
https://portal.rdc.ab.ca

RDC Tuition & Other Fees
http://rdc.ab.ca/future-students/funding-awards/funding-awards

Campus Store (textbooks)
https://rdc.ab.ca/current-students/facilities-services/rdc-campus-store

Please include your RDC student ID number in all email and phone messages.

RESPONSIBILITY OF STUDENT

Please be aware you are responsible for ensuring your course registration is complete and appropriate for the Early Learning & Childcare diploma program and to apply for Recognition of Prior Learning if you previously completed post-secondary courses from another institution.