



PROFESSIONAL DEVELOPMENT POLICY

January 2025

Policy Statement

Professional development is imperative to providing exceptional childcare services. MRCS is committed to investing in the professional development of all employees. All MRCS personnel are encouraged to continue their growth and education while employed.

Employee Responsibility

- Staff will continue to attend regular workshops offered through the CCRR and other avenues
- Staff will present any other education to employer
- Staff will continue to self-monitor skills and brainstorm with areas of continued improvement

Employer Responsibility

- MRCS will support employee development by offering various workshops through CCRR
- Any education and training fees and tuitions will be covered by MRCS
- MRCS will look into any outside education or training presented by staff

Application

This policy applies to all permanent, full-time and part-time employees. Employees with short-term or temporary positions may be invited to attend training at the discretion of the Managing Director.

Professional Development Activities

Individual training programs

- MRCS will support employees furthering their education within the Early Childhood Education sector.
- Staff are encouraged to pursue a diploma program, or further advance their skills in Infant and Toddler, or other areas of childcare.
- Should day programs or workshops only be offered during work hours, MRCS will compensate the employee for their training as if it were a regular workday.
- Proof of successful completion is required for MRCS to reimburse all tuition expenses.

Corporate training programs

- MRCS will coordinate corporate training programs after hours for staff.
- Corporate training programs will be held on-line or in person on evenings and weekends.
- Staff are required to attend all corporate training events; ample notice will be given and scheduled around out-of-work commitments.

On-the-Job Training

- Staff are encouraged to partake in on-the-job training in the forms of:
 - Job shadowing



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- Peer coaching
 - Job rotation
 - Cross training
- At MRCS, it is important to have ample coverage for child supervision, therefore we encourage all employees to understand all staffing positions for flexibility.