Professional Learning Day Planning Steps Checklist

☐ **Step 1** Decide which funding supports you hope to access.

If you are applying for the Quality Enhancement Grant, proceed through the following steps. *If you are only applying for AECENL's PL Grant Fund, skip steps 2 & 6.*

☐ **Step 2** Engage the Quality Enhancement Program.

Verify your eligibility to apply to the Quality Enhancement Program for professional learning consultation and support by reviewing the ELCC Quality Enhancement Policy found here: ELCC-Quality-Enhancement-Program-FAQ.pdf (gov.nl.ca)

- If you are not currently enrolled in the Quality Enhancement Program, email your interest to ELCCQEP@gov.nl.ca.
- If you are already enrolled in the Quality Enhancement Program and have a Child Care Consultant (Quality), contact your consultant to discuss scheduling your close-out day, identifying your program's specific ideas and needs, and accessing potential professional learning opportunities.

☐ **Step 3** Email plcoordinator@aecenl.ca with the subject PL Toolkit.

Let the PL Coordinator know if you:

- have a learning topic for a close-out day you would like to explore;
- need ideas for who might facilitate;
- would like to borrow workshops from the PL Lending Library;
- would like to apply for the PL Grant Fund; or
- would like support for all of the above or have questions.

Note: Both rural and urban child care services have access to QEP and AECENL support and funding for professional learning.

☐ **Step 4** Determine your professional learning topic(s), decide your potential training day(s), and confirm availability of facilitator(s).

- **Pick a topic.** Decide what you want your pl close-out day to cover. Consider the interests, strengths, and needs of participants when choosing a focus for your PL.
- **Search for a facilitator.** Note that if you are considering a facilitator from AECENL's Facilitator's List, this list is not exhaustive; you may choose to explore training opportunities not included in this list.
- **Check out AECENL's Professional Lending Library.** You may want to book a facilitator for the morning, and use a pre-made workshop from the lending library in the afternoon.
- **Request a quote from one or multiple facilitators.** Identify facilitators with availability for your PL close-out day and ask them for a quote for the training. Make sure that they have experience and expertise in the areas you want to cover. For QEP funding, **you will need a quote from your facilitator(s) to include with the funding application.** Let the facilitator(s) know that you will proceed with a booking once funding has been secured.
- **Identify AV needs.** Determine what audiovisual equipment you will need for the training, such as a projector, screen, or sound system.
- **Schedule the day.** Plan out the day's schedule, including breaks and any activities that you want to include.
- **Choose your participants.** Determine if your PL day will be in-house for your centre-staff, or if you will invite a neighbouring program to attend. PL close-out days that involve multi-services are eligible for an increase in funding through the Quality Enhancement Program.

☐ **Step 5** Determine the budget, including the cost of the facilitator, materials, AV equipment, refreshments, and lunch.

- **Facilitator costs.** You will want to ensure your facilitator has included all costs in their quote (workshop fees, as well as travel and accommodation costs if they are traveling to present for your close-out day). For QEP funding, keep in mind that not all quotes will be accepted from QEP; your request for funding from QEP will need to be approved BEFORE you officially book your facilitator.
- **Nutrition breaks.** decide whether you will be providing refreshments and lunch for the staff. If you are, determine what food and drinks you will be offering and if there are any dietary restrictions to consider. Note that QEP does not cover these costs, but AECENL's PL Grant Fund will.
- **Materials and supplies.** Ask your facilitator if there are any materials or AV equipment you are expected to provide.

☐ **Step 6** Complete and submit the Quality Enhancement Program grant application form. Attach all supporting documents including quotes and budgets.

This form will be provided to you by your Quality Enhancement Child Care Consultant and is not available online.

☐ **Step 7** Apply for AECENL's PL Grant Fund

Apply for AECENL's PL Grant Fund by emailing plcoordinator@aecenl.ca with a paragraph containing the following information: topic, facilitator, date and length of PL, and intended audience (for example, ECEs in-house at a child care program, a group of family child care providers, or a public event open to ECEs in the community).

Note: AECENL's PL Grant Fund requires pre-approval. Services may not request funding for a PL event after it has occurred.

☐ **Step 8** Once your QEP funding and/or AECENL PL Grant Fund have been secured:

- **Book your facilitator.** Ask them for an invoice and to specify when they need payment. They may ask for a deposit.

  Note: If availing of QEP funding, you will have to pay your facilitator in full before the end of the quarter your grant is approved for.

- **Inform parents and staff.** Notify parents and staff of the upcoming professional learning day in writing at least 2 weeks before the close-out day, as per Child Care Services Regulations (Child Care Regulations 48 (1) a and (3)).

  Child Care Regulations require families be informed no less than 2 weeks before the close-out day, but it is considered quality practice to give families as much notice as possible. You may be able to schedule your close-out days to match dates that typically have lower attendance.

- **Share relevant information.** For example, share the learning topics planned for the day and how it relates to the child care program and provincial framework. A sample letter to parents is included in this toolkit.

- **Send reminders.** Remind parents and staff about the close-out day as it approaches.

Step 9 Prepare what you will need the day of the event:

- **Design your PL certificates.** See "How to create a Professional Learning certificate for in-house PL". Your facilitator may also provide PL certificates; please ensure they contain the necessary information. Signatures may not be photocopied; each PL certificate requires an original signature.
- **Prepare materials.** Gather any materials that the facilitator will need for the training, such as handouts, worksheets, or presentation slides.
- **Test your AV equipment.**
- **Set up the workshop space.** If you have access to this space in advance, set it up before the day of the PL event. If not, decide how you plan to set it up, taking note of what you will need.
- **Assign roles.** Assign roles to other participants to ensure that everything runs smoothly. This includes setting up the AV equipment, providing refreshments, and assisting the facilitator.
- **Request accessibility feedback.** Give participants the opportunity to share any access needs prior to the workshop by providing an accessibility statement. This can be a simple paragraph stating "Please let us know if you have any accessibility needs or require accommodations to participate. For questions about accessibility, please contact (contact name, email address)."
- **Prepare a land acknowledgement.** Consider sharing a land acknowledgement at the beginning of your professional learning day. You may want to write your own or use one from a local friendship centre or Indigenous group. Here is a link to a Land Acknowledgement from First Light, with background on why we acknowledge the territory in which a gathering takes place.

Day of PL Event Checklist

- [ ] **Finish setting up the workshop space.** Arrange the room where the training will take place. Make sure that it is comfortable, well-lit, and has enough space for all the attendees.
- [ ] **Take attendance.** Keep track of attendance during the training for issuing PL certificates. An attendance sheet template is included in this toolkit.
- [ ] **Exit survey.** At the end of the day, distribute and collect the Professional Learning Event Exit Survey in the Appendix and Tools section of this toolkit. Please submit to plcoordinator@aecenl.ca; these exit surveys help both the service, AECENL, and QEP improve and support future training sessions and opportunities.
- [ ] **Sign and distribute PL certificates.** Once you have received the participants Exit Survey, distribute PL Certificates. Have someone non-affiliated with your centre sign the PL certificates at the end of the PL day. For example, this could be a visiting facilitator or a child care consultant.

Post-Training Checklist

- [ ] **If you have availed of AECENL's PL Grant Fund, submit your Workshop Attendance Sheet and Claim Form** (supplied by AECENL with PL Grant Fund pre-approval) along with original OR copies of receipts to plcoordinator@aecenl.ca. You will receive a reimbursement cheque of up to $150 in the mail once your forms have been approved and processed.
- [ ] **Ensure fees are paid to the facilitator by the date indicated on their invoice.**
- [ ] **Send a thank you email to the facilitator** (this is a courtesy, not a requirement of the funding process).
- [ ] **Facilitator survey:** Gather feedback from the facilitator after the training to evaluate its effectiveness. Please submit this to plcoordinator@aecenl.ca once the PL day has concluded, along with the Exit Surveys.

By following this planning checklist, you can ensure that your professional close-out day runs smoothly, and participants receive valuable training that will benefit your program, the children and the families it serves, and that your program will maximize available funding and support.