

## Early Childhood Education (ECE) On-Campus Field Placement Bursary Program

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**Policy No.:** **ELCD-BUR-003**

**Effective Date:** **April 1, 2017**

**Date Revised:** **March 9, 2018**

**Policy Cross References:** n/a

**Legislative References:** n/a

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### **PURPOSE:**

The purpose of the Early Childhood Education (ECE) On-Campus Field Placement Bursary Program (formerly Summer Institute Bursary) is to provide support to ECE students who are required to attend an on-campus field placement. Well-trained early childhood educators are an essential component of quality in a regulated child care service and are the main determining factor in the level of quality provided by these services. The ultimate goal of this bursary program is to support increasing the qualifications of child care providers within the province which will, in turn, enhance the quality of regulated child care services available to children and families in Newfoundland and Labrador.

The intent of the ECE On-Campus Field Placement Bursary is to help reduce financial barriers by providing financial assistance to candidates who have successfully completed a required on-campus field placement at a College of the North Atlantic campus as a part of the ECE distance education program. The bursary is available to those who meet the criteria set by the Department of Education and Early Childhood Development (EECD).

### **POLICIES AND PROCEDURES**

- 1. Definitions:** The following definitions will apply in interpretation of these policies:
  - 1.1. Demonstration child care centre:** A child care centre that has been approved as part of the Early Childhood Education program at a post-secondary institution in Newfoundland and Labrador.
  - 1.2. ECE Faculty Supervisor:** The Instructor overseeing the applicant's field placement.

1.3. **On-campus field placement:** A required four-week field placement at a demonstration child care centre site connected directly with the ECE program at a College of the North Atlantic campus. This may be completed in two two-week blocks.

**2. Bursary Amount:**

2.1. The Department of Education and Early Childhood Development will provide up to \$2,500 to Early Childhood Education (ECE) students who are required to attend the on-campus field placement.

2.1.1. Where the on-campus field placement is completed over two blocks to accommodate the need of an applicant, the applicant is eligible for \$1,250 per block.

2.1.1.1. Applicants who complete the placement over two blocks may choose to apply at the end of each block for \$1,250 or at the end of the second block when four-weeks have been completed for the full \$2,500.

**3. Eligibility:** To qualify for the ECE On-Campus Field Placement Bursary, eligible candidates must:

3.1. be enrolled in distance or online delivery of the Early Childhood Education Program at College of the North Atlantic.

3.2. successfully complete the on-campus field placement at one of the College of the North Atlantic campuses as a requirement of completing an Early Childhood Education program.

3.3. submit the completed application within 6 months of successful completion of (see 2.1):

- a two week field placement; or
- a four week field placement

**4. Application:**

4.1. Application forms are available on the Department's website at <http://www.ed.gov.nl.ca/edu/family/childcare/childcareresources.html>.

4.2. A completed application form is required documenting successful completion of the field placement by the ECE Faculty Supervisor (signature required).

4.3. If the application is sent via email, only PDF format is acceptable.

**5. Decision/Notification:**

5.1. Eligibility for the On-Campus Field Placement Bursary shall be assessed based on submission of a completed application form documenting successful completion of the required on-campus field placement.

5.1.1. An applicant will be advised in writing within 10 business days of receipt of a complete application if ineligible.

5.2. The application will be returned within ten business days of receipt if the application package is incomplete.

5.3. If an applicant has met all the requirements of the On-Campus Field Placement Bursary policy, payment will be made by direct deposit to the applicant.

5.3.1. The Department will contact the applicant if financial documents are required to complete the payment process.

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## **6. Questions/Inquiries:**

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This information is posted at:  
<http://www.ed.gov.nl.ca/edu/family/childcare/childcareresources.html>.