

## GLOSSARY

**Ages & stages:** A set of questionnaires designed to help parents and caregivers identify children who might have, or be at risk for, developmental delays.

**Capacity:** The skills, resources, and experience required to achieve a particular goal.

**Child:** a person under the age of 13; a person with special needs under the age of 15.

**Child care:** Any type of arrangement where children are cared for by someone other than their legal guardian. Child care is one form of early childhood program.

**Child care worker:** An employee in a child care facility who is qualified to provide care to children.

**Child who requires extra support:** A child with a physical, mental, emotional, developmental, or language condition who requires additional assistance, supervision, or guidance because of the condition. Refers to any child who requires extra support in a program. Formerly known as a child with special needs.

**Child-minding centre:** Serve children 18 months to school entry for not more than three hours per day two days a week.

**Culturally relevant:** A term used to describe the ways in which a program reflects the culture(s) of the group(s) of people using its services.

**Early childhood:** The period of a child's life from birth to age 6.

**Early childhood development:** A term used to refer to the developmental stages that children pass through between birth and age 6.

**Early childhood development program:** A program that is based on the idea that children pass through a particular set of stages between birth and age 6.

Early childhood programs encourage children's progress toward the next level of development.

**Early childhood educator:** Has completed basic early childhood education requirements & is registered with the Community Care Facilities Branch.

**Educational philosophy:** A short statement describing the principles of an educational program.

**Emergency child care centre:** Short-term care for children from birth to school entry.

**Family child care home:** A licensed child-care facility for children from birth to age 12, in a caregiver's home.

**Governance:** The structure and organization used to manage a program's activities.

**Group child care centre:** Year-round, full-day child care for children from 0 to age 5.

**Infant:** A person between 6 weeks and 18 months.

**Infant/toddler:** Birth to 36 months.

**Infant/toddler educator:** Has completed basic early childhood education requirements, post-basic infant/toddler education requirements & is registered with the Community Care Facilities Branch.

**In-home care:** A caregiver looks after children in a parent's own home.

**Legal guardian:** A person having lawful custody of a child.

**Liability:** Legal responsibility for an action or injury. If a program is found liable, it must pay make financial compensation to the injured party.

**License-not-required child care home:** Serves up to two children of any age in a caregiver's home.

**Non-profit society:** An organization that does not make a profit. Any profits taken in by the organization are reinvested to enhance its activities.

**Objectives:** Specific, measurable statements of what an organization wants to accomplish by a given point in time.

**Operational policies:** Specific statements that inform staff, families and others how the program addresses certain issues.

**Outcome evaluation:** Conducted at the end of a program to measures how well a program met its objectives.

**Out of school care centre:** Serves school-age children outside of normal school hours, including full-days during the summer.

**Parent agreement:** Outlines the services offered by an early childhood program and the expectations of parents.

**Parent circle/ parent advisory committee:** A group of parents, Elders and other interested community members that is responsible for assisting with the activities of a program.

**Performance review:** A review conducted with an employee during the probationary period and at regular intervals to determine goals, opportunities and areas for improvement.

**Personnel policies:** Specific statements that describe the rights and responsibilities of the employer and employees.

**Policy circle:** A group of community administrators, parents and other interested community members that is legally responsible for managing a program.

**Preschool::** Part-day programs for children ages 30 months to school entry.

**Preschool child:** a person aged 30 months to 6 years who is not yet in grade 1.

**Procedures:** Written guidelines for carrying out the operations of the program.

**Process evaluation:** Conducted during a program to measures how well a program is meeting its objectives.

**Professional development:** Training and educational opportunities that enable program staff to acquire knowledge and skills that they may not have developed in their initial training programs.

**Program evaluation:** A tool used to measure whether a program is doing what it aims to do.

**Reportable incident:** A serious incident occurring at the program facility that must be reported to the funder and licensing officer. Examples of reportable incidents are: death, medication error, poisoning, and abuse.

**Respondent:** In research and evaluation terminology, the person you interview or question is called a respondent.

**Request for proposals/ call for proposals:** A document prepared by a funding organization that invites programs to apply for funding. It outlines application requirements, deadlines, etc.

**Special needs educator:** Has completed basic early childhood education requirements, post-basic special needs education requirements & is registered with the Community Care Facilities Branch.

**Supported child care:** Care for children who require extra support. This may be a separate facility or integrated in regular licensed programs.

**Terms of reference:** Prepared by a committee to list the roles and responsibilities of members.

**Universal precautions:** Guidelines to help prevent the spread of bacteria and viruses.