



# Exceptional Caregiver Award

## Nomination Form

### Nominee:

- Must be a current personal member of MCCA
- Must be a frontline caregiver, classified as a child care assistant, currently employed in an MCCA member centre or nursery school
- Must have at least 3 years experience in the child care field
- Participates in ECE training, including courses, workshops, seminars, conferences and networking
- Demonstrates professionalism and plays an integral role in encouraging and developing team spirit in colleagues or co-workers
- Demonstrates outstanding ability in their child care work environment through initiation, dedication, and strong communication skills
- Demonstrates an ability to actively participate in new programming ideas
- Must submit a 1000 word (max.) essay on what makes their work worthy of this nomination

### Nominator:

- Two MCCA members employed in the centre must sign the nomination form
- The centre or nursery school director must sign the nomination form
- A letter of support from a parent user from the facility

### Award Recipients will:

- Be presented with a plaque
- Receive 1 complimentary ticket to the conference banquet
- Have name inscribed on a plaque at MCCA
- Will be profiled in the fall issue of *Child Care Bridges* and/or MCCA's website

*Previous recipients of this award and MCCA Board Members are ineligible.*



# Exceptional Caregiver Award Nomination Form

Name of person nominated: \_\_\_\_\_ MCCA # \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Prov: MB Postal Code: \_\_\_\_\_

Home Telephone : \_\_\_\_\_ Email: \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Number of years working in child care: \_\_\_\_\_ Completed level of Ethics training: \_\_\_\_\_

Classified as a Child Care Assistant Yes \_\_\_\_\_ No \_\_\_\_\_

*Each Nomination must be accompanied by the names of two MCCA members who are acquainted with the contribution made by the nominee.*

**Nominator 1** - Name: \_\_\_\_\_ MCCA # \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Prov: MB Postal Code: \_\_\_\_\_

Home Telephone : \_\_\_\_\_ Email: \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Signature of Nominator 1

*I hereby agree to as a reference for the nominee*

**Nominator 2** - Name: \_\_\_\_\_ MCCA # \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Prov: MB Postal Code: \_\_\_\_\_

Home Telephone : \_\_\_\_\_ Email: \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Signature of Nominator 2

*I hereby agree to as a reference for the nominee*

**Nominees must agree to be nominated. Therefore they are asked to indicate their agreement by signing below:**

I agree to be nominated for the Exceptional Caregiver Award:

\_\_\_\_\_  
Signature of Nominee Date

\_\_\_\_\_  
Signature of Director Date

Please complete the form and return to MCCA by February 20, 2019

To: Selection Committee, Manitoba Child Care Association

2nd floor, 2350 McPhillips Street, Royal Bank Building, Winnipeg, MB R2V 4J6, Fax: 204-589-5613



# Exceptional Caregiver Award

On a separate (type written page(s), please answer the questions below and provide specific examples. The more examples you can provide the better. Please use the same numbering to answer the questions.

Please explain how the nominee:

**1. Demonstrates outstanding ability in their child care work environment through initiation, dedication, and strong communication skills.**

*For example:*

- How does the nominee demonstrate good parent and child communication skills?
- Does the nominee speak in a professional manner and maintain confidentiality?
- Do parents seek out the individual and do they receive positive feedback from others?
- Does the nominee demonstrate the centre's philosophy? Is everyone greeted who comes into the centre and is the nominee helpful? Is respect shown to children and families?
- Does the nominee work effectively with every child and their family?
- Does the nominee participate in gathering and distributing parent information? ie, newsletters, bulletin boards, pertinent information provided to parents, such as accident reports, newsletters, and artwork.
- Does the nominee bring in or arrange for outside resources to enrich the program? ie, library books, items from home, musicians, etc.
- Does the nominee follow the centre's communication protocol, portrays a positive attitude, and avoid gossip?

**2. Demonstrates professionalism and plays an integral role in encouraging and developing team spirit in colleagues or co-workers.**

*For example:*

- Does the nominee support and demonstrate an interest in the ECE profession by taking part in advocacy activities, ie, letter writing campaigns, keeping current on new trends in the field and discussing them with others?
- Explain how the nominee works effectively with other ECEs and do they accept guidance and support when required.
- Does the nominee work as a team member, taking on their fair share of responsibilities and helping others when needed?
- Explain ways in which the nominee takes on a meaningful role within the team, being part of committees, fundraising, taking on special projects, etc.
- Is the nominee friendly and approachable with parents, co-workers, and community professionals?

**3. Demonstrates an ability to actively participate in new programming ideas.**

*For example:*

- How does the nominee assist or take lead on planning and implementing creative, developmentally appropriate activities. Please provide examples of activities and how often they are done.
- List ways in which the nominee goes beyond the call of duty, starting new projects, etc.
- What makes the nominee exceptional?

**4. Participates in ECE training including courses, workshops, seminars, conferences, and networking.**

Please list all the professional development the nominee has participated in the past year (Jan. 2018 - Dec. 2018).

**5. Please list any committee or volunteer work that the nominee participates in.**

Committee or volunteer work that is directly related to child care will score higher in the selection process.



# Exceptional Caregiver Award

## Sample Question/Answer Page

Award: Exceptional Caregiver

**Please note: This is just an example of how the questions can be answered and the type of answers the Awards Committee is looking for.**

**Question #1: Demonstrates outstanding ability in their child care work environment through initiation, dedication and strong communication skills.**

*Example answer:*

- The nominee has demonstrated this by communicating information to all staff and parents in a respectful and professional manner. If specific information is to be relayed to parents at the end of the day about their child, the “staff person” confidentially and professionally approaches the parent and explains the situation in an objective and respectful manner. If the parent has a request, the staff person respectfully discusses the options with the parent and they come to a common agreement about what is best for the child. The staff maintains confidentiality by being discreet and speaking to the parent away from other parents and only providing the necessary information to other staff as needed. They refrain from any negative, gossip about children and their families reminding fellow co-workers to do the same and respect each child and their parents.
- The staff person plans regular visits to the MCCA to incorporate curriculum kits into the daily program as well as regular visits to the library with the children to take out new books that the children find interesting.

**Question #2: Demonstrates professionalism and plays an integral role in encouraging and developing team spirit in colleagues or co-workers.**

*Example answer:*

- The nominee demonstrates professionalism by sitting on the MCCA School Age Committee helping to plan and facilitate the School Age Resource Evening in November. They take pertinent information back to their staff meetings for all of the other staff at their centre. They share activities from our centre with the committee in a networking fashion, discussing what activities or happenings have worked for the children and were a success.
- The staff person gets along very well with all of the other staff and respects everyone as an individual in the way that they teach children. If there is ever a reason that they need to speak to a fellow team member about an incident or a guidance situation that may not have been handled effectively, they are open to constructive criticism and accept responsibility in a calm manner.
- The CCA wanted to become a better child care assistant and enlisted a co-worker who is an ECE to adopt a buddy system so that she could be mentored.

**Question #3: Demonstrates an ability to actively participate in new programming ideas.**

*Example answer:*

- He/she keeps activities fresh and fun for the children based on their interests. One such observation began with two children pretending that they were lions. This observation turned into a month long activity beginning with circus lions balancing on buckets to jumping through hoops. They then set up a large circus tent area where all classrooms were encouraged to join the group and perform for the children. Parents and grandparents were then invited to the circus to watch the animals and performers ranging from acrobats and clowns to a variety of animals. The children were so excited to come to the centre in the morning and add to their circus.