



**Manitoba Child Care Association**



## **Human Resource Management Guide for Early Learning and Child Care Programs**

This guide is a “must have” for every child care centre board of directors that wants their organization to have current, professional, and effective human resource management practices. It will save the Executive Director hours of time trying to figure out job descriptions, develop contracts, write personnel policies, understand and interpret Employment Standards legislation and much more. This is not a “home-made” resource. The Manitoba Child Care Association contracted with experts to ensure all chapters are current to legislation, research based, and relevant to early learning and child care. The Executive Director and ECE job descriptions were mapped and aligned with the most recent Child Care Human Resource Sector Council Occupational Standards for Child Care Administrator (2012) and Early Childhood Educator (2010).

### **The Human Resource Management Guide for Early Learning and Child Care Program, includes the following chapters:**

- |                                      |  |
|--------------------------------------|--|
| 1. The Hiring Process                | 9. Professional Development            |
| 2. Contracts                         | 10. Workplace Safety & Health          |
| 3. Job Descriptions                  | 11. Compensation                       |
| 4. Staff Orientation                 | 12. Working in a Unionized Environment |
| 5. Personnel Policies                | 13. Diversity at Work                  |
| 6. Performance Reviews               | 14. Terminations                       |
| 7. Employing Substitutes             | 15. Board Governance                   |
| 8. Child Abuse: Handling Allegations | 16. Succession Management Planning     |

A jump drive will be included (complete guide purchase) with all sample forms that will allow you to customize much of the information to your own needs.

### **Complete Guide**

**MCCA member: \$400.00**

**Non-members: \$600.00**

*Shipping and Handling add \$20 to the total*    or     *I will pick up from MCCA*

Name: \_\_\_\_\_ Centre: \_\_\_\_\_

Address: \_\_\_\_\_ Ph #: \_\_\_\_\_

Cheque#: \_\_\_\_\_ Amount \$: \_\_\_\_\_ Date Received: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ CVS: \_\_\_\_\_

**Mail to: Manitoba Child Care Association, 2nd Floor, Royal Bank Building, 2350 McPhillips Street, Winnipeg, Manitoba R2V 4J6**