



Mothercraft College of Early Childhood Education

Early Childhood Education Diploma Program

Student Handbook 2025-2026

Welcome

On behalf of everyone at Canadian Mothercraft Society (Mothercraft), it is our pleasure to extend a warm welcome to all who have chosen to work toward a Diploma in Early Childhood Education at the Mothercraft College of Early Childhood Education. At Mothercraft, we strive to ensure that all children should be on a path to reach their full potential. Early Learning and Childcare environments are significant in this process. We have been a leader in training and education since 1931, supporting healthy child development and working with our many community partners to meet the changing needs of young families. We are committed to excellence, continually applying new concepts and ideas related to the development of healthy children. We are also known for our ability to translate these critical research learnings into everything we do – from our high-quality licensed childcare Early ON programs, our trainings and certificate programs, to our widely recognized early intervention services to our highly regarded academic and professional development programs, we strive for excellence in all we do.

Mothercraft values diversity and strives to create an environment that is welcoming and inclusive for every learner. We are committed to ensuring that all students receive the best possible training in early childhood education. We are committed to ensuring that our students receive training in Inclusion, Diversity, Systemic Racism, Anti-Racism, Colonialism, and Anti-Bias curriculum planning in early childhood education through rich classroom discussions and meaningful assignments. Students will have opportunities to learn about historic and current events and will understand the importance of implementing an anti-bias model that is free of stereotyping, prejudice and discrimination in early learning environments.

We are committed to exploring and challenging important, albeit, sometimes difficult subject areas through its course content including topics such as examining biases and attitudes in areas such as; equality, race, systemic racism, beliefs, gender, ability, age, socio-economic status, culture, sexual orientation, family composition, and how these affect the delivery of a developmentally appropriate curriculum for young children, including children with special needs, Black, Indigenous and People-of-Colour. Furthermore, students will recognize the important role that RECEs play in creating safe and inclusive environments for the children and families they work with. We take pride in our above average student satisfaction, professional registration and employment rates.

Individuals studying with Mothercraft College of Early Childhood Education benefit from evidence-informed curricula that are focused on best and promising practices. We strive to provide a stimulating environment for adult education which includes both classroom instruction and applied practical experience. We offer a range of enrichment opportunities, including certificate training in Ontario's pedagogy (How Does Learning Happen?) and specialized placements. We utilize up-to-date research and information in infant and child development and mental health, working with families, child guidance and writing skills concepts, and the use of information technology in all course materials.

We trust you will find that Mothercraft College of Early Childhood Education is a place that provides an academic program that is unparalleled in the early year's community.

Thank you for including Mothercraft in your academic journey to becoming a Registered Early Childhood Educator.

Karen Li
Director, Education and Training
Mothercraft College of Early Childhood Education

"Distinguish yourself at Mothercraft"

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General Information

College Location and Facilities

Mothercraft College of Early Childhood Education is located at 646 St. Clair Avenue West, minutes away from the St. Clair West subway station. Regular hours of operation for student access are Monday to Friday from 8:00am to 5:00pm. Our facility includes the following amenities:

- 4 well equipped classrooms
- Student lounge and study area
- Computer lab and wireless Internet services
- Telephone services (local calls only)
- Photocopying and printing services
- Water fountain with built-in filtration system
- Access to Public parking lots
- A wide variety of restaurants and personal services close-by
- Access to bicycle racks

Please also note the following:

- Mothercraft College of Early Childhood Education is an adult learning environment and children who are not part of the Early ON program are not permitted in the building or in classrooms
- Facility signs and or classroom furniture/equipment must not be moved or removed from original setting
- Flyers, posters and ads are not to be posted unless approved by College management team
- The use of strong scents or perfumes is not permitted in the classroom or on placement, due to possible allergic reactions. Similarly, pets (with exception to service animals) are not to accompany students
- Students are expected to adhere to “Peanut Free” policies at Mothercraft’s Centres for Early Development, EarlyON Child and Family Centre and participating placement sites as well as any allergy or health alerts posted at the Mothercraft College of Early Childhood Education
- Food and drinks are not allowed in the classroom during hours of instruction. Water, however, is acceptable. Food and other drinks can be warmed and eaten in designated areas only
- Room use for non-academic events (e.g. potluck, study groups) during regular business hours are conditional and subject to approval by the management team. Written requests must be submitted 3 days prior to the event at reception for timestamping or by email to college@mothercraft.org
- While on the premises, students are required to adhere to all COVID-19 health and safety protocols as established by Mothercraft and public health requirements (subject to change)

Statutory Holidays and Cancellation of Classes

Classes are not held on Statutory Holidays. The School Calendar, outlining these and other important dates, is available on Moodle. It can also be requested from Reception staff. Mothercraft College of Early Childhood Education reserves the right to cancel or postpone classes. Students will receive notification in advance via telephone and email.

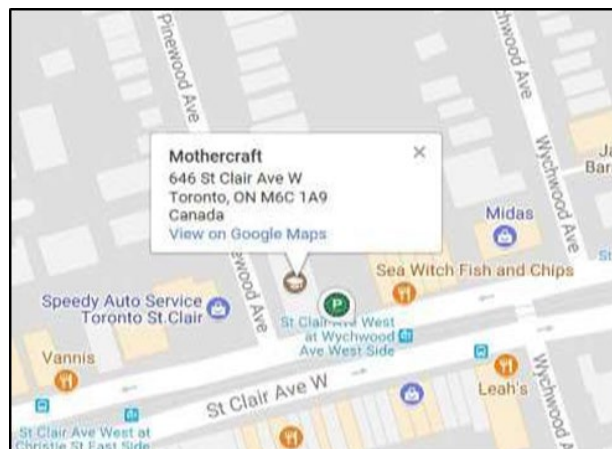
Pandemic and Emergency Procedures

Mothercraft maintains a broad set of emergency protocols for a variety of potential situations. In the event of a health pandemic or other emergency, all decisions made by Mothercraft and/or Mothercraft College of Early Childhood Education will be informed by Mothercraft's policies, protocols and/or guidance from government, relevant regulators and public health authorities. This may result in a reduction of classes, services or closure. Class time that is lost as a result of an emergency or pandemic will be made up throughout the program. Students will be informed and updated on pandemic and emergency procedures as they arise and are expected to adhere to Mothercraft health and safety protocols and facility guidelines when on campus.

Fire Alarm Procedure:

1. IF YOU HEAR A FIRE ALARM, immediately leave the building using the nearest designated safe exit.
2. DO NOT TURN BACK OR RE-ENTER until given permission by the Fire Warden or Fire Department.
3. PERSONS WITH DISABILITIES AND/OR GUESTS will be assisted by Fire Warden to evacuate.
4. PROCEED TO DESIGNATED AREA - GreenP Parking Lot

The GreenP Parking Lot is adjacent to the College on the east side of St. Clair Avenue West (see map below).



FIRE WARDEN CHIEFS – Kaprice Higgins (designate)

FLOOR FIRE WARDENS:

- a) Concourse – Irina Sverdlova & Patricia Santos (designates)
- b) 1st Floor – Irina Sverdlova & Patricia Santos (designates)
- c) 2nd Floor – Yoshie Tate & Kaprice Higgins (designates)
- d) 3rd Floor – Yoshie Tate & Richenne Macaranas (designates)

Professional Recognition

Mothercraft College of Early Childhood Education is a program of Canadian Mothercraft Society, a non-profit corporation and registered charity. The College operates under the Ontario Career Colleges Act (2005) and complies with all regulations required by the Ontario Ministry of Colleges and Universities. We offer a recognized and intensive, accelerated four-semester Diploma program that is equivalent to those offered by publicly funded community colleges in Ontario.

Registration with the College of Early Childhood Educators

Students who successfully complete our program are awarded a Diploma in Early Childhood Education and are eligible to register with the Ontario College of Early Childhood Educators. Graduates are responsible for adhering to the Early Childhood Educators Act (2007) with regard to professional certification and registration and must register with the College of Early Childhood Educators to be entitled to call themselves RECE's.

Academic Recognition outside of Ontario

The Mothercraft College of Early Childhood Education ECE Diploma has been recognized by the provincial authorities responsible for the practice of early childhood education in British Columbia, Manitoba, Alberta, and Quebec, and in some American states where Mothercraft graduates have asked for equivalency.

Academic Recognition within Ontario

Academic articulation agreements have been put in place with the following post-secondary institutions in the province:

Athabasca University - Mothercraft College of Early Childhood Education's ECE Diploma is recognized as fulfilling 51 credits towards a Bachelor's degree in Professional Arts.

Seneca College - Mothercraft College of Early Childhood Education's ECE diploma graduates with a 3.0 GPA or better are eligible to apply to the Bachelor of Child Development program offered at Seneca College.

Toronto Metropolitan University - Mothercraft College of Early Childhood Education graduates may apply for the B.A. in Early Childhood Studies at Toronto Metropolitan University. Graduates are eligible for the Direct Entry Program which places them in third year after the completion of three lower level liberal arts courses. An average of B+ is required.

University of Guelph Humber - Mothercraft College of Early Childhood Education graduates are eligible to apply for the Honors Bachelor of Applied Science in Early Childhood Degree Completion Program. Classes are delivered in a hybrid format, combining intensive in-class weekend lectures with on-line study. This format allows students to complete the full program in 28 months.

York University - Mothercraft College of Early Childhood Education graduates with a B.A. are eligible to apply to the Consecutive Program at York University leading to a B.Ed. and an O.T.C. (Ontario Elementary Certificate in Primary- Junior Education).

Admission Guidelines

Student Requirements

Enrolment Contract: As per the Career Colleges Act, all students must sign an Enrolment Contract upon admission into the Mothercraft College of Early Childhood Education ECE Diploma program.

Police Vulnerable Sector Check: Prior to going on placement, all students must supply a clear, valid (6 months from date issued) Police Vulnerable Reference Check. Mothercraft College of Early Childhood Education will pay for the 1st Police Vulnerable Reference Check. However, it is the responsibility of the student to contact the Manager of Admissions and Registration to make an appointment and pay for the 2nd Police Vulnerable Reference Check application. Note: Although applicants may satisfy other criteria, acceptance into the Program will remain conditional until the clear Police Vulnerable Reference Check is received by Mothercraft.

A student's history must be clear of criminal convictions or charges that call into question their ability to provide a safe and nurturing environment that supports healthy child development. Students whose criminal history includes such convictions or charges are not eligible to receive a Mothercraft diploma or certificate. Students can review their status as a Mothercraft student confidentially with the Manager of Admissions and Registration and the Director of Mothercraft College of Early Childhood Education. The decision of the College Director is final.

Textbooks and Required Readings

Students must have the required textbook(s) for each course. In addition, some courses require a package of additional reading material. The list of required Textbooks can be accessed in Moodle.

Tuition Policies

Tuition Refunds

1. The \$500.00 acceptance deposit accompanying the letter of acceptance is non-refundable.
2. If the student has paid the Program's tuition in full (\$12,317.00) and withdraws during the first half of the Program prior to the 20th day of February 2026, the student is eligible for a pro-rated refund for the balance of the Program.
3. If a student has made partial payment of the tuition fee and withdraws or is withdrawn during the first half of the Program prior to the 20th day of February 2026 the student will receive a pro-rated refund based on their tuition payment to the date of withdrawal.
4. If a student withdraws or is withdrawn after one-half (50%) of the Program has been completed, e.g. after February 20, 2026, there will be no refund.
5. If a student receives advanced standing for a required course, a tuition deduction, based on the current academic year's fees, will be applied.
6. There is no refund of tuition fees due to failure/incomplete courses and/or placements.

Payment Plans

1. Students may be able to arrange a payment plan with Mothercraft College of Early Childhood Education. Payment plan requests must be received by the Admissions Office, in writing, before the first tuition installment due date and are subject to College management approval. Students are responsible for adhering to their outlined payment plan.
2. If a student misses a payment as outlined in the agreed upon plan, a letter of warning will be issued.
3. If a student misses 2 consecutive payments, he/she will be considered in arrears and College management will initiate a meeting with the student immediately. The student's continued participation in the program will be under review based on amount of tuition outstanding, attendance, completion of assignments and overall academic standing.
4. Tuition fees must be paid in full for eligibility to graduate. No transcript, diploma or letter of reference will be issued to a student with outstanding tuition fees. Tuition that remains outstanding for more than 1 year will deem a student ineligible to graduate from Mothercraft College of Early Childhood Education and the student must re-apply for program entry.
5. Re-entry into academic programs will be under the discretion of the Admissions and Registration and Education and Training Manager. Appeals on re-entry decisions can be made, in writing, to the Director of Mothercraft College of Early Childhood Education.

Note: Mothercraft adheres to the OSAP and Career Colleges Act, 2005 concerning fee/tuition policies.

Academic Guidelines

Attendance: Students are expected to attend scheduled classes and complete all placement hours. It is the student's responsibility to maintain satisfactory attendance and not exceed the maximum number of absences permitted in each course. Attendance expectations are identified in each course outline. An absence will be recorded for sessions/days missed without valid documentation or prior arrangements with the Education and Training Manager. Students who receive funding from OSAP, ECE Grants Program and Better Jobs Ontario are expected to attend all scheduled classes, maintain academic standing and complete all program requirements by the approved study period end date (as outlined in funding agreement). Students who do not successfully maintain attendance and or academic standing will be withdrawn for funding purposes (OSAP, ECE Grants Program, and Better Jobs Ontario) and will be responsible to repay their loans/grants once they are no longer a full-time student. Please see Manager of Admissions and Registration for attendance and academic standing requirements.

Absences: It is the student's responsibility to notify the Course Instructor prior to the scheduled class start time via email or voicemail to report lateness or absence. Unless otherwise noted in the Course Outline, students will receive a Letter of Advisement along with a request to meet the Education and Training Manager for missing:

- 3 classes from a 14-week course,
- 2 classes from a 10-week course,
- 1 class from a seven-week course

If the student continues to incur absences after the first Letter of Advisement, the student's academic status will be under review, which may result in course failure and or withdrawal from the Program.

Missed Tests/Assignments: If a student is ill on a day on which they are scheduled to write an examination (or test) or to hand in an assignment, alternate arrangements will be made for students who provide valid documentation. Students who do not follow the procedure and who do not provide supporting documents will receive a grade of zero for the test/assignment (see Test Writing and Assignments section below). Students who request 3 or more consecutive days of absence from their regularly scheduled classes are required to submit a written request to the front office for time stamping, with any supporting documentation for pre-approval or, in the case of sudden emergency, within one week afterwards. The student will receive a written response, and it is the student's responsibility to comply with any alternate arrangements as outlined.

Punctuality: Arriving on time for classes and placements is important both professionally and for the delivery and comprehension of material in this intensive, accelerated 4-semester program. Lateness will be dealt with at the discretion of the individual Instructor. Chronic lateness or absences exceeding the allowable course limit will result in a Letter of Advisement issued by Mothercraft College of Early Childhood Education, along with a request to meet. If the student continues to be late for classes after the first Letter of Advisement, the student's academic status will be under review, which may result in course failure and/or withdrawal from the program.

Note: It is the student's responsibility to maintain satisfactory attendance and academic standing as outlined for each course.

Test Writing

Students are expected to write all scheduled in-class tests/quizzes as outlined in each course outline (including any online tests) and adhere to the following procedures:

- Arrive to class on time before each scheduled test
- Discouraged from bringing their valuables and personal electronics (cell phones, tablets, USB flash drive, laptops, smartwatches etc.) in the classroom
- Students will be asked to place all valuables and personal electronics (turned OFF) under the student's desk during the duration of the test/quiz. Coats, purses, backpacks, pencil cases, earphones/buds and other personal belongings are not permitted in the testing room
- No food or beverages are permitted in the testing room; however, students may bring in a bottle of water that is transparent (preferably without a label)
- Students are permitted bathroom breaks during the test/exam. These breaks will be recorded by the Instructor/Proctor
- Dictionaries and course materials may be used by students for open book tests only
- Students are not permitted to leave the test room without Instructor approval or acknowledgement

Request for Alternate Test/Quiz Date: If a student is unable to write a Test or Quiz on the scheduled date, it is their responsibility to advise the Course Instructor and Manager of Academic Programs at least three (3) days prior or, in the case of emergency, within one week afterwards. Students must also submit a "Request for Alternate Test/Quiz Date" which is available at Reception or in Moodle with appropriate documentation.

It is the student's responsibility to take the test/quiz at the re-scheduled date and time identified by the College. Failure to follow these procedures could result in a failing grade.

Students are permitted to submit a maximum of 1 (one) request for an Alternate Test/Quiz per semester with a maximum of 4 requests for the entire program. The granting of an alternate date to write a test/quiz is at the discretion of the Manager of Academic Programs who will also schedule the new date. Forms must be submitted either to the front office for date stamping or electronically via email at least 3 days before the original scheduled date or within one week for documented emergencies.

Assignments

Students are expected to complete and submit all assignments to their individual Instructor by the assignment due date identified in course outlines. Students are expected to adhere to the following:

- a) Submit assignment in class, during or after class, or electronically via email or online learning management system (Moodle) with the permission, or at the request, of the instructor

- b) Assignments must be submitted by the due date unless a new deadline has been negotiated in writing with the Manager of Academic Programs. Otherwise, they will be assigned a mark of zero (0). Students may receive a penalty and or receive a zero (0) on the assignment if handed in past the pre-negotiated extended deadline.
- c) Submit assignments in the manner outlined by the Course Instructor (e.g. email, Moodle, hard copy) with the following information: title of the assignment, name of student, student ID, name of course and course instructor, and date. It is recommended that students keep duplicate and electronic copies of all major assignments. Only under extenuating circumstances may students give the assignment to the front office to be date stamped and submitted to the Course Instructor. This option is only available to students who have received assignment extension agreements.

Request for Assignment Extension: If there is a problem meeting assignment due dates, students should submit a “Request for Assignment Extension” form to the Manager of Academic Programs at least three (3) days before the deadline. The form is available at reception, or in Moodle, and must be submitted either to the front office for date stamping or electronically via email. In the case of emergencies, this form and valid documentation (e.g. Dr.’s note or evidence of emergency) must accompany the form. Otherwise, the assignment will not be accepted and a mark of 0% will be assigned.

Students are permitted to submit a maximum of 1 (one) request for an extension on an assignment per semester for a maximum of 4 requests over the entire program. The granting of an extension is at the discretion of the Manager of Academic Programs who will also schedule the new date. Except under extreme circumstances, the new due date must be within 3 calendar days of the original due date.

Academic Evaluation

Mothercraft College of Early Childhood Education maintains high standards and expectations for student performance in both academic courses and while on placement. Students must pass all course requirements (e.g. assignments, tests, course engagement) and placement requirements (e.g. all placement assignments and 210 hours per placement for a total of 630 hours across 3 placements) with a minimum grade of C (60%) on each assignment/course component. These include:

- a) Mothercraft College of Early Childhood Education may allow the student an opportunity to bring a mark up to a passing grade by submitting additional assignments, extending placement, or re-taking tests. The student’s eligibility to improve any failing marks will be based on individual circumstances and performance in all other courses and field placements.
- b) If the student receives an “F” due to an incomplete course or placement, the highest final mark the student can receive would be a C (60%) and is conditional upon an approved extension and completion and submission of all outstanding work.
- c) When the student is given the option to rewrite an assignment or test, the highest attainable mark awarded on the 2nd attempt will be a C (60%).
- d) If the student is still unsuccessful, the entire course or placement will need to be re-taken, and the student will be required to pay for the repeated course or placement.

- e) If the student fails a course or placement a second time or fails two or more different courses or placements in the ECE Diploma Program, Mothercraft College of Early Childhood Education will determine the options available to the student. These might include accommodation to complete the failed courses or placements or withdrawal from the program.
- f) If the program requirements are not completed within one (1) year from the date of entry, a student may have to re-take or complete additional courses to graduate and receive an ECE Diploma.

Mothercraft College of Early Childhood Education will assign grades according to percentage marks as outlined in the chart below.

Letter Grade	Percentage Mark
A+	90-100
A	85-89
A-	80-84
B+	75-79
B	70-74
C+	65-69
C	60-64
D or less	Failure

Please note: Students must complete the “Application to Graduate” form by the specified due date to be eligible for the Fall Graduation. Applications received after this date will not be processed for the current graduation. Applications will only be accepted and processed upon proof of graduation fee payment and valid Standard First Aid and CPR (Level C) certification. Students are not eligible to graduate, and no Diploma or transcript will be issued, unless all tuition and mandatory ancillary fees have been paid in full. A minimum of 50% of courses must be completed at Mothercraft College of Early Childhood Education to receive a Mothercraft ECE Diploma.

Academic Honesty

Mothercraft College of Early Childhood Education values academic integrity and professional conduct. Students for whom evidence of academic dishonesty is provided will receive a zero for the test or assignment. A meeting with the student(s) will be requested to examine the evidence. The student could be asked for the following: verbal and or written explanation, original copy of assignment, cited references and any other requested documents to support intellectual property/authenticity of work. If proven, the incident will be documented and will be placed in the student's file. The student will be given one chance to submit an alternate assignment with the possibility of achieving a 60% maximum grade.

A Letter of Advisement will be issued to the student for the first incident of academic dishonesty. If the student is proven to have engaged in a second incident, the student's academic status will be under review which may result in course failure and/or withdrawal from the ECE Diploma program.

Academic dishonesty on a test or assignment includes:

- Copying from another student's paper or test
- Using materials not authorized for the test
- Collaborating with another student during a test without instructor permission
- Plagiarism, which means using the work of others as if it was one's own work
- Collusion, which means obtaining from, or giving to, another student unauthorized assistance in any course work
- Falsifying an examination paper, record or report for the purpose of obtaining additional credit
- Knowingly using, buying, selling, or soliciting contents of a test, exam or assignment
- Taking a test for another student or permitting another student to take a test for oneself
- Bribing an instructor to obtain a passing grade or better grade on a test
- Obtaining assignments from previous students and handing them in as one's own
- Submitting an assignment one has written for credit in another course

AI in the Classroom (policy is in development)

Student Code of Conduct

Mothercraft College of Early Childhood Education promotes a positive, respectful adult learning environment. Students are expected to always conduct themselves in a professional manner. Students are expected to interact with staff, Instructors, classmates and peers professionally and collegially throughout their period of study. Students are expected to meet and resolve their differences respectfully if problems arise. If a student continues to have difficulty with a classmate, they should initiate a joint meeting with Manager of Academic Programs. The meeting will be documented, and students involved will be asked to develop and sign a mutually acceptable agreement. This document will be placed in each student's file.

If a student has questions or difficulties relating to the instruction of a course and/or the delivery of the course, the student should first speak in a positive and productive manner with suggestions for solutions to the Course Instructor. If the issue is not resolved, a meeting with the Course Instructor and Manager of Academic Programs can be requested to resolve any differences, questions or concerns.

If a student exhibits unprofessional, aggressive and/or belligerent behaviour in class, to a Course Instructor or fellow student, or exhibits inappropriate behaviour that diminishes the professional atmosphere at Mothercraft College of Early Childhood Education, a meeting will be held with the student and Manager of Academic Programs. A Letter of Advisement will be issued to the student and their professional conduct will be monitored closely. If the behaviour continues, a subsequent meeting will be arranged with the Director of Education, Training and Data to review Mothercraft College of Early Childhood Education's Student Code of Conduct expectations. Upon the second incident of unprofessional conduct, the student's academic status will be under review which may result in course failure and/or withdrawal from the ECE Diploma program.

Expulsion/Withdrawal Policy

Mothercraft College of Early Childhood Education assists all students to complete their training program successfully. There are occasions, however, when expulsion is required. Expulsion is a serious consequence in response to unprofessional behaviour and/or poor academic performance. The following policy identifies conditions for expulsion and the process involved.

Conditions for Expulsion/Withdrawal:

- a) Non-payment of fees.
- b) Failure in a third course after having dropped to partial load.
- c) Failure of a second attempt at a placement. If a placement is failed, a second attempt will be allowed. Failure of a second attempt will result in withdrawal from the program.
- d) Violation of Mothercraft's Sexual Violence and Harassment policy (vexatious comments, physical aggression/violence or conduct against a classmate or staff member because of sex, sexual orientation, gender identity or gender expression).
- e) Clearly documented violation of behaviour management policy and procedures while on placement as per the Mothercraft Placement manual and placement site policies. The student may be given a second chance if:

- i. a meeting is held with the Centre Manager, Manager of Academic Programs and Placement Coordinator. At this time, a clear warning is communicated about professional expectations.
 - ii. the student raised a hand to strike but withdrew it before actual physical contact was made
- f) Possession of property stolen from another student or staff of Mothercraft constitutes a reason for expulsion.
- g) More than one incident of academic dishonesty.
- h) Substance abuse. Any student in possession of drugs or showing evidence of using drugs or alcohol in class, on placement, before class, during lunch, etc., will be withdrawn from the program.

Procedure: Progressive Discipline

1. Faculty and Course Instructors are required to notify the Manager of Academic Programs to issue a Letter of Advisement regarding problems in academic dishonesty. A meeting between the Course Instructor and student is held to set expectations and outline consequences. The student signs and returns the letter to the Manager of Academic Programs documenting that the student received an official warning.
2. If a student receives two (2) or more failing grades the Manager of Academic Programs reviews the student's record with the Course Instructor and solicits input concerning reasons of failure. The following options may be presented:
 - a) Drop to partial course load;
 - b) Retake courses failed in the continuing education program; and
 - c) Withdraw from program

If extenuating circumstances (e.g. family problems, poor health, economic difficulties, etc.) are interfering with academic success, option 1 or 2 or a combination of these will be recommended to the student by the Manager of Academic Programs.

3. The student may appeal the recommendation and subsequent decision made by the Manager of Academic Programs. See student Complaint/Appeals procedure.

Student Complaints/Appeals

Mothercraft College of Early Childhood Education academic programs are provided under the auspices of the Canadian Mothercraft Society and must maintain compliance with the Career Colleges Branch of the Ministry of Colleges and Universities and financial aid requirements. Any student enrolled in an approved program at Mothercraft College of Early Childhood Education may appeal any final grade in a subject or any decision by the college which affects grades or standing in a subject or program. Any student enrolled in an approved program may also bring forth complaints pertaining to Course Instructors, delivery of courses, student services and/or overall satisfaction while enrolled at Mothercraft College of Early Childhood Education. It is Mothercraft policy that a student who invokes this appeals process will be given a fair hearing.

It is best for both students and Mothercraft College of Early Childhood Education to resolve differences quickly and informally. Therefore, a student who is dissatisfied with their final grade(s), on an exam, an assignment, course mark, program status, delivery of course content/in-class instruction or student services should discuss the matter as soon as possible to see if a mutually satisfactory solution can be reached between the student and Course Instructor. If this is unsuccessful, an informal meeting with the Manager of Academic Programs should be arranged as soon as possible to see if a solution can be mutually agreed upon. If a mutually agreed upon solution is not reached with the Manager of Academic Programs, an information meeting with the Director of Mothercraft College of Early Childhood Education will be arranged. Written documentation will be requested by the student. This appeal will be then heard by the Director of Mothercraft College of Early Childhood Education and the decision of the Director is final.

Where the student may feel uncomfortable in submitting a written complaint or appeal, the student will have an opportunity to make an oral submission to the Manager of Academic Programs. Students are entitled to have another person present throughout the complaint process and/or to have a third party make oral submissions on behalf of the student. The student should be prepared to discuss the contents of the complaint/appeal as well as any other information they believe to be relevant. All oral submissions and meetings between the student and Manager of Academic Programs will be documented with date, time, details of the conduct and witnesses, if any.

The following procedure is to be followed when making a formal academic appeal and should be used only if one has been unable to resolve the problem informally:

Formal Appeal

Once an appeal has been requested, a committee will be struck to review and respond to all stages of the formal procedure. Students have the right to address the appeal committee to present their case. Students will have an opportunity to make oral submissions and are entitled to have another person present throughout the complaint process and/or to make oral submissions on behalf of the student. The student should be prepared to discuss the contents of the letter of appeal as well as any other information they believe to be relevant.

The committee will also contact the Course Instructor(s) who recommended the grade(s) under appeal where applicable, and anyone else with information relevant to the appeal. The process for receiving and responding to a student complaint will also accommodate any special needs.

Students will be provided with a copy of the complaint, any submissions filed, and decisions made. A record of the student complaint, including a copy of the complaint, any submissions filed, and the decisions will be kept at Mothercraft College of Early Childhood Education for a period of at least three years following the date of the decision.

Step 1

Submit a written letter of appeal to the Director of Mothercraft College of Early Childhood Education and include the nature of the appeal, the reasons for making the appeal, and any factors which are believed to be helpful in considering the appeal. In accordance with the Freedom of Information and Protection of Privacy Act, the student must authorize the use of their academic records and any relevant documentation, assignments, tests or examinations. The student's records and other documents to be referenced in the appeal will be distributed to the Director of Mothercraft College of Early Childhood Education and the Course Instructor(s) who assigned the grade(s), and to the appealing student. The student must submit this letter within two weeks of receipt of the grade (in case of tests, papers, presentations and final exams), within one month of receipt of a final mark, or within one month of any other situation being appealed.

The appeal will be considered within six/ten days of the receipt of the letter of appeal by the Director of Mothercraft College of Early Childhood Education. The student will be informed in writing of the date, time and place of the meeting and invited to confirm her/his attendance and participation at the meeting. The Director will ask the Course Instructor(s) who recommended the grade(s) under appeal and the Manager of Academic Programs to participate in the meeting. As well, the Director of Mothercraft College of Early Childhood Education may ask anyone else with information or expertise relevant to the appeal, to participate in the meeting. The student may, if wished, to have one person present, who will attend as an observer and/or to speak on the student's behalf. The same opportunity is extended to the Course Instructor(s) who assigned the grade(s).

The Director of Mothercraft College of Early Childhood Education will issue a written decision with reasons within two weeks of the appeal meeting. The student has the option of discussing the decision with the Executive Director of Mothercraft within a period of one week following the communication of the decision.

Step 2

Normally, second level appeals are based on new information that has not been considered by the first level appeal committee. If a student decides to move forward to a second level appeal, she/he must complete a second letter of appeal.

This letter must be submitted within one month, after the Director of Mothercraft College of Early Childhood Education's decision indicating her/his reasons for the appeal, to the Executive Director of Mothercraft, along with copies of the First Level Appeal Letter and decision. The student should be prepared to discuss the written reasons given for the First Level Appeal Decision. In accordance with the Freedom of Information and Protection of Privacy Act, the

student must authorize the use of their academic records and any relevant documentation, assignments, tests or examinations. The student's records and other documents to be referenced in the appeal will be distributed to the Appeals Committee, the Course Instructor(s) who assigned the grade(s), and to the student him/herself.

The appeal will be considered by a committee made up of the Executive Director of Mothercraft or designate and two Mothercraft Board members none of whom was involved in the original designation of the disputed grade or first level appeal decision. The appeal will be considered within ten days of the receipt of the letter of appeal by the Executive Director. The student will be informed in writing of the date, time and place of the meeting and invited to confirm her/his attendance and participation at the meeting. The Executive Director of Mothercraft will ask the Course Instructor(s) and the Manager of Academic Programs who recommended the grade(s) under appeal to participate in the meeting. Also, the Executive Director may ask anyone else with information or expertise relevant to the appeal to participate in the meeting. The student may, if wished, have one person present who will attend as an observer and/or to speak on the student's behalf. The same opportunity is extended to the Course Instructor(s) who assigned the grade(s).

The decision of the Second Level Appeals Committee will be final and will be communicated to the student in writing, with the reasons within two weeks of the meeting. If the student is still not satisfied with the outcome of the appeals process, s/he may refer to the Superintendent of Private Career Colleges and must include a copy of all documents related to the complaint.

Contact information for student appeals:

Karen Li
Director, Education and Training
Tel: (416) 483-0511 ext. 4305
Fax: 416-483-0119
Email: karen.li@mothercraft.org

The Superintendent of Career Colleges
Ministry of Colleges and Universities, Research Excellence and Security
77 Wellesley Street West, Box 977
Toronto, Ontario M7A 1N3

Placement Guidelines

Overview

The ECE Diploma program blends theoretical and practical dimensions of working with young children and their families. The academic program consists of 23 courses. To maximize the integration of knowledge and skills, blocks of academic courses alternate with three (3) blocks of placement that are each six weeks long.

Each student is required to spend a minimum of 210 hours (e.g. 35 hours/week over six weeks) with each of the following age groups:

- Infants – 0 to 18 months of age
- Toddlers – 18 to 30 months of age
- Preschoolers – 2 ½ to 5 years of age OR with school-age children

Placements are Monday to Friday, and students are not to be counted in the staffing ratios. Direct unsupervised access (i.e. student alone with a child) is not permitted for persons who are not employees of a childcare centre or early learning setting. Students are given broad exposure to the field through placement opportunities, as available, in:

- Child care centres
- School board setting (e.g. Kindergarten classes; blend of Kindergarten + EarlyON within school board by special request and in the 2nd placement block only)
- Programs for children with special needs, as available (e.g. in hospitals or other specialized centres)
- Family resource programs such as EarlyON child and family centres
- Early intervention programs

Placements are assigned by the Placement Coordinator based upon site availability and the best possible match between centre and student. Placement site locations near students' homes cannot be guaranteed. Students are not permitted to attend/complete a placement at the student's place of employment/previous employment, or at a centre/school their own children attend.

Prior to the start of placement, all students must provide the following documentation by the assigned deadline date:

- Clear police vulnerable reference check
- Medical certificate/health form completed by physician
- Proof of valid Standard First Aid and Infant Child CPR C certification
- Proof of full COVID-19 vaccination (minimum of 2 vaccinations)
- Workplace Hazardous Materials Information System (WHMIS) online training certificate *
- Health & Safety online training certificate *

Note: *Mothercraft College of Early Childhood Education will provide online training links for students

It is the student's responsibility to ensure documentation is fully completed and submitted by the deadline date. Any incomplete forms or documentation will not be considered. Students with outstanding documentation will not proceed to placement and will jeopardize program completion.

Placement Attendance:

Students are expected to maintain daily attendance on placement and complete 210 hours per placement block within the identified time frames (total 630 hours across 3 placements). Missed time must be reported to the Mothercraft Placement Supervisor and then made up according to arrangements agreed upon by the placement site and/or Placement Coordinator. Arrangements to make-up missed time on placement cannot take place on weekends (Saturday/Sunday), exceed 44 hours per week. If the student absence exceeds three (3) days, the arrangements must be pre-approved by the Placement Coordinator and will require appropriate documentation.

NOTE: Accumulation of additional hours for the purpose of ending placement early is NOT permitted.

Placement Evaluation:

Placement evaluation occurs through a complementary process of observation and competency evaluation completed by the placement site and Mothercraft Placement Supervisor, and marked assignments. Each student will receive a minimum of one visit by an assigned Mothercraft Placement Supervisor for each six-week placement.

Students are required to complete all placement assignments and hours by the placement block end date. Students must also submit their completed placement package for grading by the **assigned deadline date**. Placement packages that are submitted **one day late** and or incomplete will receive no more than a 60% grade. Any submissions thereafter will receive a grade of zero (0) as per the Academic Evaluation policy. If a student encounters difficulties during placement, they may be asked to repeat the placement or be given an extension in order to work on problem areas.

Each placement will be evaluated based on the following criteria:

Observation and Competency Evaluation	60%
Developmental Checklist	10%
Learning Opportunities (8)	15%
Placement-Block Specific Assignment	<u>15%</u>
	100%

Please note the following:

- Unacceptable behaviour with children, parents, families, and placement site or Mothercraft staff will result in a failing mark for that placement irrespective of placement package results
- If a student does not complete a total of 210 hours for each 6-week block placement, the placement grade will be an "incomplete" which may affect the student's academic standing and or continuation in the program. All 630 placement hours (and course work) must be completed by the program end date to be eligible to graduate and receive a Mothercraft ECE Diploma.
- If a student receives a failing grade on two placement blocks, they will not be awarded an ECE Diploma by Mothercraft College of Early Childhood Education.

Placement Injuries/Incidents

Any incident involving a child or student injury sustained on placement must be reported by the student to the onsite Placement Mentor or Supervisor and Mothercraft Placement Coordinator on the day the incident occurs. Following any injury sustained at the placement site, students are required to complete a Mothercraft Student Incident/Injury Report and then maintain communication with the Placement Coordinator. Mothercraft provides WSIB (Workplace Safety Insurance Board) coverage for students during their placement hours. Decisions for claims of injury during placement are made by the Workplace Safety Insurance Board.

It is the student's responsibility to report, as noted above, to the Placement Mentor/Supervisor and Mothercraft Placement Coordinator on the day the incident occurs

Student Accommodation

Mothercraft works diligently to provide a healthy, safe and inclusive learning environment for all students, including those with unique learning needs (e.g., learning disabilities), allergies, and religious practices, and a safe environment for children and families. Mothercraft strives to practice and model the principles of dignity, independence, integration and equal opportunity for all students and to provide our services in accordance with our Accessibility Standards for Customer Service Policy.

Mothercraft is committed to making reasonable accommodations and adaptations without undue hardship to the organization (Human Rights Code, R.S.O. 1990 c. H.19) to make the educational experiences of students with unique learning needs equitable. "Unique learning needs" are defined as "disability" under the Ontarians with Disabilities Act and includes physical, mental/developmental, and learning needs.

Submitting Accommodation Request Form: Course Instructors and Placement Supervisors will work with the Mothercraft College of Early Childhood Education management to ensure that courses and placements are consistent with this policy. The form is available at Reception or in Moodle. The form must be submitted to the front office for date stamping.

Deadline to submit: October 3, 2025.

Students must submit documentation from a registered professional outlining the need for any medical or unique learning needs accommodations. These may include, but are not limited to:

- Extended time to complete assignments or tests
- Use of special facilities (i.e., separate exam room and proctor) or special equipment, recording devices (i.e., computers, FM systems worn by course instructors, computerized note takers in classroom) and permission to record lectures
- Use of Oral and Visual Language Interpreter and/or support persons, service animals

Mothercraft College of Early Childhood Education will review, outline approved accommodations and provide a copy to both the requesting student and Course Instructors and/or Placement Supervisors who need to be informed of approved accommodation.

Note: It is the responsibility of the student to retain a copy of the approved accommodation request.

Students who have unique learning needs also have an obligation to assist in the accommodation process. This may include suggesting various alternatives for ensuring the safety of children in the placement or discussing their test and exam requirements with their Course Instructor within the first week of class. Failure to do so may mean that the Course Instructor will not be able to accommodate the request in a timely manner.

Students are responsible for discussing any approved learning related accommodations with their Instructors, Mothercraft Placement Supervisor and Placement Site Mentor/Supervisor at the beginning of each course or placement. Approved requests for Religious Accommodation could include approved absence for observance or prayer with make-up arrangements and must also be discussed with the Course Instructor and/or Placement Site Mentor/Supervisor during the first week of the course/placement.

Mothercraft College of Early Childhood Education staff, Course Instructors, and Placement Supervisors are responsible for supporting this policy by discussing and planning for any approved accommodations with students and ensuring specific strategies for academic or placement completion (based on the approval) are implemented in order to make the educational experiences of students with unique learning needs equitable.

Student Requests

Advanced Standing Credit

Students must complete the “Request for Advanced Standing Credit” form and submit it, with appropriate fees and documentation to Mothercraft College of Early Childhood Education for review. All requests regarding course exemptions (placements are not eligible) for the academic year must be submitted in writing, no later than October 3, 2025. Submissions after this date will not be considered. The detailed policy and form are available at reception or in Moodle.

NOTE: There is a fee for each advanced standing credit. For each course that a student receives advanced standing credit, an asterisk (*) will appear on the official transcript. To apply, submit a completed form to the Manager of Academic Programs. Students will be notified in writing of Advanced Standing Credit decisions.

Transcripts

Students have access to their transcripts for a minimum of 25 years after they leave the Program. Students must complete the “Request for Copy of Transcript, Diploma or Certificate Form” available at the front office or in Moodle and remit the appropriate fee for copies to be generated and sent.

Course Outlines

Students will have access to course outlines for each subject via Mothercraft College of Early Childhood Education’s online learning management system (Moodle). These outlines are important for work planning and study organization and provide details concerning course instructors, marking criteria, required reading and limits on absences. They may also be helpful if a student decides to apply for credit at another institution or for future work. Please note there is an application and fee for requesting additional copies of course outlines.

Communications

Student Contact Information

All students are required to have an active professional email address when they enter the Early Childhood Education Diploma program. Students must provide this email to Mothercraft College of Early Childhood Education at the start of the program. All students must also provide written notification to Mothercraft College of Early Childhood Education if there are any changes to their email address or other contact information.

Inquiries

All course presentations and course related materials must be downloaded from Mothercraft's online learning management system. They will not be provided in print form. The following outlines where students should direct their inquiries:

Contact Reception/Front Office for:

- Making tuition payment
- Adding money to student printing account
- Reporting IT or Facility issues (e.g. housekeeping supplies, WiFi, Computer lab)

Contact Manager of Academic Programs for:

- Academic progress
- Assignment Extensions
- Alternate Test Dates
- Accommodation requests

Contact Course Instructors for:

- Attendance/missed classes
- Grades awarded
- Accommodations, assignment extensions, alternate test dates arranged by the Manager of Academic Programs

Contact the Manager, Admissions and Registration for:

- OSAP, ECE Grants Program and other funding or tuition inquiries
- Police Vulnerable Reference Checks
- Grade and Transcript Requests
- Application to Graduate and CECE registration inquiries

Contact the college@mothercraft.org for:

- Support using/accessing technology resources and learning management systems.

Use of Personal Computing Devices on Campus

To prevent disruptions, telecommunication devices (cell phones, smartphones, etc.) are **NOT** permitted for use in the classroom. Laptops and tablets are permitted for note taking purposes only or to access approved learning platforms.

Students may connect personal devices (e.g., laptops, handheld devices, phones, tablet computers or similar devices) to the Mothercraft College of Early Childhood Education network using their assigned Student IT account. Use is subject to the rules outlined in the Use of IT Policy below. Students are advised not to use transmit private and/or personal information via the Mothercraft College of Early Childhood Education network as any information transmitted through that the network is subject to access by Mothercraft.

Mothercraft College of Early Childhood Education is not responsible for providing IT support on any personal devices. Students must ensure that devices connected to the network satisfy the Mothercraft's network security requirements/protocols.

Computer Lab Access

All students are issued a Mothercraft College of Early Childhood Education identification (ID) card. The card will show an individual student ID number as well as an assigned computer lab password. The student ID card is required for access to computer lab services including using the computers and printer in the lab and adding money to individual printing accounts. Student IT accounts, including computer lab passwords, are considered private and confidential and should not be shared.

Computer Lab Guidelines:

- The computer lab is a shared facility. At times, the computer lab may be booked for external training. As such, refer to signs posted on the computer lab door for availability
- USB or other devices **are not** to be connected to computers in the lab
- If you require assistance, please write down the related issue, contact reception in person
- **No food or drinks** of any kind are permitted in the computer lab
- Ensure that you log off at the end of your session; leave the power on
- proceed to the front office and load money into your printing account. The minimum reload amount is **\$5.00 by Debit or Visa/MasterCard only** (cash will not be accepted). **Students are not permitted to load print money on behalf of other classmates**

Use of Mothercraft Learning Management System (Moodle)

Mothercraft College of Early Childhood Education utilizes Moodle as its learning management system. Mothercraft is responsible for managing the platform on a daily basis and oversees all course content as well as student administration and privacy. The platform enables Mothercraft to create courses, administer and evaluate assignments, tests, and track student attendance and progress. It also allows instructors to communicate with students and provide course content. Within the academic year, each student will receive an individualized Mothercraft Moodle account associated with the student's email address to access course content (<https://mothercraft.lilicampus.com/login/index.php>).

Within the Moodle platform, students will be expected to:

- Login in daily to access course content including but not limited to: student administrative materials, course updates from instructors, course outlines, synchronous live stream links (if applicable), course session presentations, course evaluation surveys (mandatory)
- Access and submit assignments (mandatory)
- Access and complete tests/quizzes (mandatory, if applicable)
- Access and contribute/participate with course discussion forums as part of course engagement (mandatory)
- Access placement content (assignments, paperwork, related training materials), submission of placement paperwork and assignments (mandatory)
- Receive results of quizzes/tests (if applicable) and assignments submitted within Moodle
- Correspond with fellow classmates and instructors, where appropriate

Students are expected to adhere and abide by the Mothercraft College of Early Childhood Education Student Handbook at all times when using Moodle. As noted (p.21), all students are required to have an active professional email address when they enter the Early Childhood Education Diploma program. Students must provide this email to Mothercraft College of Early Childhood Education at the start of the program. The email address provided will be used to create the student's individualized Moodle account. Student email addresses are not visible to fellow classmates. As items are submitted, Moodle will send notifications to the student's identified email address.

Students are provided with an orientation to the Moodle learning management system along with the Mothercraft College of Early Childhood Education "Student Online Learning Guide". Course instructors provide instructions for individual assignments, quizzes/tests (if applicable), and course work to be completed within Moodle. For additional support in accessing Moodle, students are to email: college@mothercraft.org

Mothercraft college management and instructors regularly monitor student activity within Moodle. Instructors maintain their courses and upload session content as the course progresses. Course instructors monitor and track student activity within courses and will inform college management should academic concerns, as noted within the Student Handbook, arise.

At the end of the academic year, individual student Moodle accounts will be terminated. Students are to download any course and individual content prior to the termination date.

Use of Information Technology (IT) Policy

This section refers to use of information technology resources (e.g. laptops, smart phones, lab computers) including social networking platforms, websites, and any other online platform that provides a vehicle for individuals to engage in networking activities and/or to public information on the internet. These include, but not limited to: Facebook, Twitter, Instagram, TikTok, blogs, Wikispaces, etc.

As an academic institution, Mothercraft College of Early Childhood Education fully endorses academic freedom of speech. However, these freedoms must be balanced against an individual's right to privacy and/or the potential use/misuse of various technologies or platforms. Students are expected to adhere to the following:

1. Lectures and in-class discussions, whether conducted in person or online, may not be recorded at any time.
2. All messages and comments posted in online or offline forums must clearly state that they express the views of the author. Mothercraft is not responsible for content, views or opinions expressed by students. Although we provide rules for user conduct, we do not control, and are not responsible for any offensive, inappropriate, obscene, unlawful or otherwise objectionable content you may encounter while using Mothercraft equipment, networks or platforms.
3. Under no circumstances will we be responsible for any loss or damage, including any loss or damage to any user content, personal information and/or personal injury or death, resulting from the use of Mothercraft equipment, networks or platforms. This includes any user content or third party content posted on or through the site or transmitted to users, or any interactions between users of the site, whether online or offline.

Additionally, it is a violation of Mothercraft College of Early Childhood Education policy to:

- Access Mothercraft College of Early Childhood Education equipment, facilities, networks, information or accounts to post videos or pictures identifying Mothercraft without authorization
- Modify or manipulate any Mothercraft College of Early Childhood Education documents, including course materials; this constitutes copyright infringement
- Use another individual's Student IT account with or without the individual's permission
- Grant another individual access to one's own Student IT account by sharing a password
- Use technology resources to intentionally interfere with the work of other students, faculty members or college officials
- Access, create, publish or communicate information that is obscene, pornographic, abusive, defamatory, derogatory, threatening, violent or harassing, including any material that may interfere with other individuals' rights under the Human Rights Code or the Occupational Health and Safety Act (subject only to the limited exception in Section 1.2)
- Display, transmit, distribute or make available information that expresses or implies discrimination or an intention to discriminate
- Use technology resources to intentionally interfere with the normal operation of Mothercraft College of Early Childhood Education including, but not limited to: flooding the network with messages, sending chain letters or pyramid solicitations, spreading viruses etc.

- Use, disclose, copy, modify or delete information stored on the Mothercraft network, equipment and/or platforms without authorization
- Use technology resources for personal or political causes or for personal commercial gain without filing a disclosure of conflict statement and receiving authorization under Mothercraft College of Early Childhood Education 's Conflict of Interest Policy
- Gather other individuals' personal information under false pretenses or for unlawful gain
- Create and/or use web-based information or links to point to offending materials that conflict with rights and interests protected by Human Rights Codes and/or Criminal Codes
- Use technology resources for any purpose that could be seen as illegal and/or a violation of Criminal Codes
- Use technology resources for any purpose (e.g. upload material) that is not in accordance with the Copyright Act
- Send bulk commercial electronic messages without authorization from Mothercraft College of Early Childhood Education

In addition, Mothercraft College of Early Childhood Education prohibits the following activities whether or not it is facilitated by the use of Mothercraft College of Early Childhood Education technology resources:

- Publishing any Mothercraft information on social networking sites or the internet that is confidential and/or has not been approved for public disclosure
- Using social networking sites to publish comments, opinions or statements for any purpose without authorization from Mothercraft College of Early Childhood Education
- Implicitly or explicitly making comments, opinions, endorsements, statements made on social networking sites or the internet that imply or infer that they represent the views/beliefs/stance of Canadian Mothercraft Society and/or Mothercraft College of Early Childhood Education without prior authorization
- Publishing comments, opinions or statements that are likely to interfere with employees' or students' rights under Human Rights Codes or the Occupational Health and Safety Act
- Publishing comments, opinions or statements that are likely to adversely affect the reputation of Canadian Mothercraft Society or Mothercraft College of Early Childhood Education or otherwise affect its ability to achieve its mandate

NOTE: Publishing information on a social networking site that can only be accessed by a limited number of people is still "publishing" under this Policy.