

# Minister's Awards of Excellence in Child Development

## 2022 guidelines for nominations

Early childhood professionals make life better for children and families and support government's commitment to high quality child care choices that are responsive to and inclusive of all children.

Nominate an individual, team, or program where early childhood educators work with children in child care programs licensed by the Alberta government.



### Nomination guidelines

The Government of Alberta will administer the Minister's Awards of Excellence in Child Development according to these guidelines, and will consider nominators and nominees who agree to or sign the nomination form to have read and agree to abide by these guidelines and requirements for participating in the awards nomination process. Nominations that do not comply with these guidelines may be disqualified.

The Minister's Awards of Excellence in Child Development 2022 welcome the sponsorship of **Wintergreen Learning Materials**.

**Nomination deadline March 4, 2022**

### Award Categories



#### Individual (Three awards)

An early childhood educator working with children in an eligible program licensed in Alberta



#### Team (Three awards)

An early childhood educator working with children in an eligible program licensed in Alberta



#### Program (Three awards)

An early childhood educator working with children in an eligible program licensed in Alberta

### Award Criteria

Nominees must demonstrate professional excellence in at least one, or a maximum of two, of the following award criteria areas.

Highlight these criteria throughout the nomination, illustrating how the nominee demonstrates excellence in each area in ways that support children's learning and development.

#### Innovative programming

Translate unique, research-based knowledge into creative actions that support learning and development

#### Family/parent support

Demonstrate open, collaborative relationships, family-oriented support and programming

#### Continuous improvement

Participation in training, professional development of staff is a priority; active pursuit of professional growth

#### Community building

Develop partnerships and advance supports within the community to complement children's learning

#### Inclusive practices

Demonstrate practices that include special needs, explore learning and cultural diversity

#### Leadership

Training, coaching and mentoring professionals, colleagues to ensure quality child care



## What you need to submit

To be complete, all nominations must include:

- 1. Nomination form:** nominator must complete all sections and must sign the form.
- 2. Declaration of consent:** each person nominated must agree to the declaration of consent section and/or sign the form.
- 3. Nomination statement:** (maximum 500 words) prepared by the nominator provides evidence of professional excellence. Statement uses concrete, descriptive explanations to highlight specific examples of professional excellence for the criteria selected for this nomination. Refer to the template for assistance: [alberta.ca/childdevelopmentawards](https://alberta.ca/childdevelopmentawards)
- 4. Letter of support:** (maximum 500 words) written support for the nomination from someone other than the nominator with direct knowledge of the work of the nominee. This could be a parent, guardian, colleague, community agency or other organization. The letter describes how the nominee meets the award criteria specified by the nominator and explains why they are a good candidate for the award. Refer to the template for assistance: [alberta.ca/childdevelopmentawards](https://alberta.ca/childdevelopmentawards) Each nomination package may include only one letter of support.
- 5. Alberta certification:** provide evidence of early childhood educator certification for nominees.
- 6. Optional:** nominators may submit up to four small photos to illustrate the nomination. Copy and save photos into a Word document to a maximum of two pages and submit with the nomination package. The awards program will accept a maximum of four photos in the specified format, will delete extra photos, and will not accept large photo files.



## Eligibility and Consent

### Eligible Applicants

Albertans are encouraged to nominate professional early childhood educators. Members of the public, parents and organizations are welcome to submit nominations.

Nominated individuals/teams/programs must:

- Live and work in Alberta; and
- Not be a member of the awards Selection Committee.

An individual, team or program that received an award in a previous year is not eligible to receive another award in that category.

### Eligible Programs

Nominations are eligible for early childhood educators working in facility-based and home-based child care programs that are licensed by the Government of Alberta and focus on child development, including: day care, preschool, out-of-school care, group-family, innovative child care, or family day home educators

### Consent

A signed or checked Declaration of Consent section on the nomination form confirms the nominee provides their consent to all of the following:

- Meeting all requirements of the guidelines that govern the Minister's Awards of Excellence in Child Development;
- Participating in award-related activities, if selected as a recipient;
- The use of their name and nomination materials in any awards-related publicity of the Government of Alberta or other awards sponsors;

- Releasing their name and address to their local Members of the Legislative Assembly.
- Release and publication of their name, nomination materials or other awards-related material from the Government of Alberta for any purpose related to this award program.

### Information Collected

In accordance with the Freedom of Information and Protection of Privacy Act, personal information related to the nominees and all nomination supporting material are collected for the sole purpose of administering the Minister's Awards of Excellence in Child Development. Information will be used to select and publicize the achievements of award recipients.

Nomination Packages including all supporting material become the property of the Government of Alberta and will not be returned. Please note only one nomination per individual, team or program will be accepted. Duplicate nominations will not be processed.

### Incomplete Submissions:

The Government of Alberta takes no responsibility for incomplete, inaccurate, lost or late nominations. Nominations submitted without the permission of the nominee are incomplete and will not be processed.



## Submit your nomination

We must receive your completed nomination package in our office by **March 4, 2022** for it to be included for consideration. Nominees and nominators will receive a letter or email confirming receipt of their nomination.

Send completed nominations with supporting materials to:

### Apply online

For an online fillable version of the nomination form, visit our website at [alberta.ca/childdevelopmentawards](https://alberta.ca/childdevelopmentawards)

### By email:

[cs.childdevelopmentawards@gov.ab.ca](mailto:cs.childdevelopmentawards@gov.ab.ca)

### By mail to the following address:

Minister's Awards of Excellence  
in Child Development  
Alberta Children's Services  
Child Care Branch  
3rd Floor, 9920-108 Street NW  
Edmonton AB T5K 2M4



## Selection process

The selection committee for the awards is comprised of volunteers including previous award recipients, representatives from stakeholder organizations and Government of Alberta staff members.

The committee scores each nomination, reviewing the content of the nomination statement and the letter of support, and selects recommended award recipients according to criteria specified in these guidelines.

Award recipients will be contacted directly once the committee has completed the selection process and the ministry approves the recommendations. Decisions made on the selection of award recipients are final.

## Sponsorship

The Government of Alberta acknowledges the generous sponsorship of the Minister's Awards of Excellence in Child Development program by Wintergreen Learning Materials.



## Checklist

Make sure you complete and include all of the following:

- Nominator completes all sections of nomination form
- Each person nominated agrees to the Declaration of Consent sections
- Attach a completed nomination statement (maximum of 500 words)
- Attach one letter of support for the nomination (maximum 500 words)
- Include early childhood educator certificate number and certification level for each person nominated.
- For program nominations, include early childhood educator certificate number and certification level for the contact person listed for the child care program.

**Deadline for submissions is  
March 4, 2022**

## Questions?

### Email:

[cs.childdevelopmentawards@gov.ab.ca](mailto:cs.childdevelopmentawards@gov.ab.ca)

### Phone:

Telephone in Edmonton:  
780-422-1119

### Toll free in Alberta:

1-800-661-9754

# Nomination Form

Award Category (check one category only)

- Individual       Program       Team

## Criteria

Check a maximum of two areas of excellence to highlight

- Innovative programming       Community building  
 Family/parent support       Inclusive practices  
 Continuous improvement       Leadership

## Nominator Information

First name: .....

Last name: .....

Address: .....

City/Town: ..... Postal Code: .....

Telephone: .....

Email address: .....

## Nominee Information

### Individual Category

First name: .....

Last name: .....

Program name: .....

Mailing address: .....

City/Town: ..... Postal Code: .....

Telephone: .....

Email address: .....

ECE Certificate # - Level: .....

### Program Category

Program name: .....

Contact person: .....

Mailing address: .....

City/Town: ..... Postal Code: .....

Telephone: .....

Email address: .....

ECE Certificate # - Level (Director): .....

## Team Category (2-4 people): Check if informed and agree

Name: .....

ECE Certificate # and Level .....

Name: .....

ECE Certificate # and Level .....

Name: .....

ECE Certificate # and Level .....

Name: .....

ECE Certificate # and Level .....

Contact person: .....

Program name: .....

Mailing address: .....

City/Town: ..... Postal Code: .....

Email address: .....

## Declaration of Consent

### Nominator declaration:

I have read and do agree to abide by the guidelines outlined in the nomination package. The nominee meets all eligibility criteria outlined in the nomination package.

.....  
Nominator signature      Date signed

### Nominee declarations:

I have read and do agree to abide by the guidelines outlined in the nomination package. I meet all eligibility criteria.

By checking each item and signing this declaration, I provide my consent to the following:

- Meeting all requirements of the guidelines that govern the Minister's Awards of Excellence in Child Development
- Participating in awards-related activities in the event that I am selected as a recipient
- The use of my name and nomination materials in any awards-related publicity of the Government of Alberta or other awards sponsors
- Release of my name and address to the Member of the Legislative Assembly (MLA) in my constituency; and
- Release and publication of my name, nomination material or other awards-related material from the Government of Alberta for any purpose related to this award for publicity purposes.

.....  
Nominee signature      Date signed

**Send completed nominations with all required attachments:**

**Email:** [cs.childdevelopmentawards@gov.ab.ca](mailto:cs.childdevelopmentawards@gov.ab.ca)

**Mailing address:** Minister's Awards of Excellence in Child Development Alberta Children's Services, Child Care Branch  
3rd Floor, 9920-108 Street NW, Edmonton AB T5K 2M4

**Deadline: March 4, 2022**