

# Minister's Awards of Excellence In Child Development

## 2019 Nomination Guidelines

(Nomination deadline September 27, 2019)

Child development 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.

Albertans are encouraged to nominate child development professionals who work with children in programs licensed or approved by the Government of Alberta.

### Award Categories



**Individual**  
(Three Awards)

A child development professional working with children in an eligible program licensed or approved by the Government of Alberta.



**Team**  
(Three Awards)

A team of two to four child development professionals working with children in an eligible program licensed or approved by the Government of Alberta.



**Program**  
(Three Awards)

An eligible program licensed or approved by the Government of Alberta that involves working with children.

### Award Criteria

Nominees must demonstrate professional excellence in at least one of the following focus areas. Select a maximum of two criteria areas to highlight in the nomination.

**Innovative programming** - unique, creative ideas put into action

**Inclusive practices** - special needs, cultural diversity

**Collaborative partnerships** - separate agencies working together

**Leadership** - coaching, mentoring

**Promising practices** - evidence-informed, research-based

**Family/parent support** - inclusive, family-oriented programming

**Community building** - advancement of supports within community

**Continuous improvement** - professional development and training for staff is a priority.

## Nomination Guidelines

The Government of Alberta will administer the Minister's Awards of Excellence in Child Development according to the following guidelines.

Nominators and nominees who sign the nomination form will be considered to have read and agree to abide by these guidelines and requirements to participate in the awards nomination process. Nominations that do not comply with these guidelines may be disqualified.

## What you need to submit

To be complete, all nominations must include:

- 1) Nomination form: with all sections completed, signed by the nominator.
- 2) Declaration of consent: completed and signed declaration from each person nominated.
- 3) Nomination statement: (maximum 500 words) prepared by the nominator that provides evidence of professional excellence. The statement uses specific examples and concrete, descriptive explanations to highlight criteria for this nomination.
- 4) Letter of support: for the nomination (maximum 500 words) from someone other than the nominator, such as a parent or guardian, colleague, community agency or organization, with direct knowledge of the work of the nominee. The letter explains how the nominee meets the award criteria specified by the nominator and why they should be considered for the award. The Ministry will accept only one letter of support with each nomination package.
- 5) Evidence of certification: evidence of child care staff certification or post-secondary education for each individual nominee, team member, or for at least one staff member for program nominations.
- 6) Optional: Nominators may choose to submit a maximum of four small photos to highlight or illustrate the nomination. Copy and save photos in Word document format to a maximum of two pages and submit with the nomination package. The Government of Alberta will not accept more than four photos and only in the specified format. Large photo files are not accepted.

## Eligibility and Consent

### 1) Eligible Applicants

Albertans are encouraged to nominate child development professionals. 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.

### 2) Eligible Programs

Programs licensed or approved by the Government of Alberta and focusing on child development, including:

- day care programs
- family day home agencies/approved day home providers
- preschool programs
- out-of-school care programs
- early childhood services programs
- Parent Link Centres

### 3) Consent

By signing the Declaration of Consent section on the nomination form, the nominee provides consent to:

- Meeting requirements of the guidelines that govern the Minister's Awards of Excellence in Child Development;
- Having their photograph taken for awards-related publicity purposes;
- 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.
- Participating in award-related activities, including the awards ceremony, if selected as an award recipient;

- The release and publication of their name and nomination materials by the Government of Alberta for any purpose related to this award.

#### 4) 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 that the Government of Alberta will accept only one nomination per individual, team or program, and will not process duplicate nominations.

**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 considered incomplete. Nominations that are incomplete will not be processed.

### Selection process

The selection committee for the awards is composed of representatives from stakeholder organizations and Government of Alberta staff. The committee selects the nine award recipients according to criteria specified in these guidelines.

The committee scores each nomination by reviewing the content of the nomination statement and the letter of support. The Government of Alberta will contact award recipients directly once the committee has completed the selection process. Decisions made on the selection of award recipients are final.

#### Submit your nomination:

Email OR mail your completed nominations with all supporting materials attached to:

#### 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  
Attention: Debbie Langeste  
6th floor, 9940 106 Street NW  
Edmonton AB T5K 2N2

We must receive your completed nomination package in our office by **September 27, 2019** for it to be included for consideration. Nominees and nominators will receive a letter confirming receipt of their nomination.

#### Questions?

Contact Debbie Langeste at [cs.childdevelopmentawards@gov.ab.ca](mailto:cs.childdevelopmentawards@gov.ab.ca), or

**780-422-1092** (or toll free by dialing **310-000** first)

#### Apply Online

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

#### Checklist:

- All sections of the nomination form are completed.
- Nominator has signed and dated the form
- Each person nominated has signed and completed the Declaration of Consent.
- Nomination statement (500 words) is included.
- A letter of support for the nomination (maximum 500 words) is included.
- All relevant copies of child care staff qualification certificate, teaching certificate, or evidence of post-secondary education are included.

# Nomination Form

Contact details (please print clearly)

## Nominator Information:

First name: .....  
Last name: .....  
Address: .....  
City/Town: ..... Postal Code: .....  
Telephone: .....  
Email address: .....

## Award Category (please check one category only):

This nomination is for the following award category:

- Individual       Program       Team

## Select a maximum of two criteria areas of professional excellence:

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

## Nominee Information:

### Individual Category:

First name: .....  
Last name: .....  
Program name: .....  
Mailing address: .....  
City/Town: ..... Postal Code: .....  
Telephone: .....  
Email address: .....

### Program Category:

Program name: .....  
Contact person: .....  
Mailing address: .....  
City/Town: ..... Postal Code: .....  
Telephone: .....  
Email address: .....

## Team Category (2-4 people):

Name: .....  
Signature: .....  
Name: .....  
Signature: .....  
Name: .....  
Signature: .....  
Name: .....  
Signature: .....  
Contact name: .....  
Program name: .....  
Mailing address: .....  
City/Town: ..... Postal Code: .....  
Telephone: .....  
Email address: .....

## Declaration of Consent

### Nominator:

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

### Nominees:

I have read and agree to abide by the guidelines outlined in the nomination package. I meet all eligibility criteria outlined in the nomination package. By signing this declaration, I provide my consent to:

- Meeting the requirements of the guidelines that govern the Minister's Awards of Excellence in Child Development;
- Having my photograph taken for awards-related publicity purposes;
- The use of my name and nomination materials in any awards-related publicity of the Government of Alberta or other awards sponsors;
- The release of my name and address to the Members of the Legislative Assembly (MLAs) in my constituency; and
- Participating in awards-related activities, including the Awards ceremony, in the event that I am selected as a recipient.

.....  
Nominator's signature:      Nominee's signature:  
Date:.....      Date: .....

**Deadline for submissions:** September 27, 2019  
Submit completed nomination forms and materials

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

**By mail:** Minister's Awards of Excellence in Child Development  
Alberta Children's Services  
Attn: Debbie Langeste  
6th Floor, 9940 106 Street | Edmonton, AB T5K 2N2