

# Minister's Awards of Excellence In Child Development



2018 Nomination Guidelines

Deadline for Nominations is 4 p.m. September 24, 2018

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## About the Awards

The Government of Alberta presents the 2018 Minister's Awards of Excellence in Child Development. Child development professionals make life better for children and families and support government's commitment to high quality, accessible and affordable child care that is responsive to and inclusive of all children.

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

Nominate a child development professional, team or program for demonstrating professional excellence in at least one of the following areas: innovative programming, inclusive practices, collaborative partnerships, leadership, promising practices, family/parent support, community building, and continuous improvement.

## Award Categories

The awards celebrate child development professionals and their exceptional contributions in the following 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 involving working with children that is licensed or approved by the Government of Alberta.

## Award Criteria

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

- Innovative programming (i.e. unique, creative ideas put into action)
- Inclusive practices (i.e. special needs, cultural diversity)
- Collaborative partnerships (i.e. separate agencies working together)
- Leadership (i.e. coaching, mentoring)
- Promising practices (i.e. evidence-informed, research-based)
- Family/parent support (i.e. inclusive, family-oriented programming)
- Community building (i.e. advancement of supports within community)
- Continuous improvement (i.e. professional development and training for staff is a priority)

## 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 understood these guidelines and requirements to participate in the awards nomination process.

- 1. Eligible Applicants** ~ Albertans are encouraged to nominate child development professionals. Members of the public, parents and organizations are welcome to submit nominations.

The 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.



**1. Eligible Programs** ~ Programs focusing on child development that are licensed or approved by the Government of Alberta, including:

- day care programs
- out-of-school care programs
- family day home agencies/approved day home providers
- preschool programs
- early childhood services programs
- parent link centres

**2. Nomination Packages** ~ Nomination packages including all supporting material become the property of the Government of Alberta and will not be returned.

The Government of Alberta will accept only one nomination per individual, team or program, and will not process duplicate nominations.

**Incomplete Submissions** ~ Nominations that are incomplete or do not comply with these guidelines may be disqualified. 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.

**3. Consent** ~ By signing a Declaration of Consent 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.

**5. Award Selection** ~ Decisions made in the selection of the award recipients are final.

## The 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.

All nominees and nominators will receive an email (or letter) confirming receipt of their nomination. The Government of Alberta will contact award recipients directly after the Committee has completed the selection process. Decisions made on the selection of award recipients are final.

## Nomination Requirements

To be eligible, all nominations must include:

1. A completed **nomination form**; signed by the nominator.
2. A signed **Declaration of Consent** from each person nominated.
3. A **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. A **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, etc., explaining 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 child care staff certification or post-secondary education for each individual nominee, team member, or for at least one program 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 at the same time as the nomination package. The Ministry will not accept more than four photos in the specified format. Large photo files are not accepted.

The deadline for nominations is  
**4 p.m. September 24, 2018**

### Checklist

- All sections of the nomination form are completed.
- The nominator has signed and dated the form.
- Each person nominated has signed and completed the Declaration of Consent.
- The Nomination Statement (500 words) is included. The statement provides evidence and examples of professional excellence in at least one area of focus listed in the Award Criteria.
- A letter of support for the nomination (maximum 500 words) should be included.
- All relevant copies of the child care staff qualification certificate, teaching certificate, or evidence of post-secondary education are included.

For a copy of the Nomination Form, please go to [alberta.ca/childdevelopmentawards](https://alberta.ca/childdevelopmentawards)

