Early Childhood Development ASSOCIATION OF PEI

Leading with Excellence Award

How to Apply:

Fill out the ECDA Leading with Excellence Award Nomination form and ensure you have a complete nomination packet to send. The following is an example of a complete & successful nomination package outline. This list is a suggested outline of all nomination packages; however it should be modified to accommodate the needs of each individual nomination package, depending on applicable content.

- **Completed Nomination Form:** Signed by two nominators
- **Cover page:** Include name of award nominee, name of applicable award, and present year.
- **Cover letter:** Letter from the nominator outlining personal experience with the nominee and why they have chosen to nominate them.
- **Nominee biography:** A brief description of the nominee's background in the Early Learning and Child Care sector and other applicable personal experiences.
- **Nomination text:** Describe in full detail the reasons the nominee should be considered for this award. This text should follow the qualification criteria outlined on the applicable Call for Nominations form. Use strong evidence and concrete examples of the nominee's actions that have allowed them to meet the requirements of the award criteria. Include examples of activities, success stories, personal accomplishments, any instance of the nominee going above and beyond the duties of employment. Successful nomination packages will cover each of the relevant qualification criteria in detail with concrete examples
- **Supporting letters:** Letters from coworkers, clients (families past & present), and/or children pertaining to the nomination criteria. Letters must be signed by the author and include contact information (maximum of 5 letters)
- **Photographs and/or supporting documentation:** Children's art and other projects lead by the nominee, photographs of activities and events the nominee has participated in, Early Childhood content created by the nominee. This section should provide visual evidence to support the nomination text
- **Certificate:** Copy of the nominee's certification.

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Award Description:

The Early Childhood Development Association of PEI (ECDA) will present the Leadership Award to one individual working within or on behalf of the Early Learning and Child Care sector who demonstrates strong leadership and a commitment to the advancement of Early Learning and Child Care standards.

This award gives well-deserved recognition to those who are champions for children, families and the early childhood sector; whether as a policy-maker, volunteer, educator, facilitator or advocate. A person from Prince Edward Island with working within or on behalf of the early childhood sector may be nominated by any person(s) with an interest in early years excellence.

Nominations must be seconded by the signature of a current colleague of the nominee. The nomination package must clearly demonstrate how the nominee has excelled in any/all of the qualification criteria listed below. Evidence must show how this nominee went above and beyond their employment responsibilities.

Nomination Criteria:

- The Nominee must be certified by the Early Learning and Child Care Board of PEI as an Early Childhood Intern, Early Childhood Associate or Early Childhood Educator
- The nominee must be currently employed and/or volunteering within or on behalf of the Early Learning and Child Care sector licensed by the Early Learning and Child Care Board of PEI.
- Nominations must be seconded by a current colleague of the nominee or a parent/guardian of a child currently registered in the program lead by the nominee.
- Nominations must be received by 4:00PM on January 8th in order to be considered.
- Nominators must send in a complete application as one document.
- Nominations that are incomplete or do not comply with these guidelines may be disqualified. ECDA takes no responsibility for incomplete, inaccurate, lost, or late nominations.
- Nominations, including all supporting material, become the property of ECDA and will not be returned.

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Qualification Criteria:

- The nominee has demonstrated outstanding leadership within the Early Learning and Child Care sector
- The nominee has demonstrated outstanding leadership within a child care facility.
- The nominee has demonstrated outstanding leadership on behalf of children, families, colleagues and/or the early childhood sector within their community.

Award Recipient will:

• Be presented with a beautiful keepsake award

• Receive a complementary registration to the 2027 ECDA Spring Conference

• Will be profiled in an upcoming issue of the ECDA's monthly Frontline Newsletter

•May be profiled and celebrated on ECDA's social media platforms

Selection Process:

Award recipients are chosen by the ECDA's 2027 Award Selection Committee, composed of representation from ECDA Board Members.

The successful award recipient will be honoured during the ECDA's ECE Week and Awards Celebration, taking place Saturday, February 6th from 7:00 PM – 10:00 PM.

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Nomination Form:

Nominee Information:

Name of Person Nominated:_____

ECDA Membership Number:_____ Email:_____

Address:_____

Phone Number:_____ Place of Employment:_____

Certification:_____ Number of Years Working in ELCC:_____

Nominator One Information:

Name:_____ ECDA Membership Number:_____

Relationship to Nominee: _____

Address:_____

Phone Number:_____ Email:_____

Signature:_____

Nominator Two Information:

Name:_____ ECDA Membership Number:_____

Relationship to Nominee: _____

Address:_____

Phone Number:_____Email:_____

Signature:_____