

AELCS - GLOSSARY OF TERMS

Alberta Association for the Accreditation of Early Learning and Care Services (AELCS)

Validators conduct site visits, gather, rate and score evidence. They complete observations on interactions between children and caregivers; and review the environment, as well as, documents and policies, which support the program's practice.

Moderators complete a quality assurance step of the assessment conducted by the Validators. The Moderator writes the Accreditation Feedback Report and confirms the recommendation of the Validator to the accreditation agency.

AELCS Staff

Executive Director (ED) = principal responsibilities include: leadership, administration, financial and personnel management, quality assurance and operational management, strategic planning, and organizational growth.

Accreditation Manager = principal responsibilities include: ensuring quality assurance measures are met during the process of accreditation decisions, delivering presentations about the process of accreditation and the functions of the agency, and acting on behalf of the Executive Director when they are away.

Information and Communication Coordinator = principal responsibilities include: implementing communication strategies and tools to promote and ensure continuing awareness of accreditation in the child care field.

Finance Coordinator/Administrator = principal responsibilities include: ensuring the expenditures and variances are properly tracked and controlled.

Accreditation Technology Analyst = principal responsibilities include: supporting programs through the accreditation process specifically as they navigate the Accreditation Standards online system, and coordinating the re-accreditation timelines for programs across the province.

Site Visit Coordinator = principal responsibilities include: coordinating site visits for applicant services and providing support to the Validators, supports and fields inquiries from the child care programs going through the accreditation process.

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Out-of-School Care Site Visit Coordinator = principal responsibilities include: coordinating site visits for out-of-school care programs and to provide support to the out-of-school care Validators, supports and fields inquiries from the out-of-school care programs going through the accreditation process.

Accreditation Consultant = principal responsibilities include: provide support to programs working through the accreditation process, monitoring of case management of programs in the process, and assist with the coordination of validation teams and performs site visits as required.