

# Child Development and Early Education Program

## Policies for Field Placement Participation – Updated August 2010

The purpose of field placement is for students to apply the knowledge and skills learned in Child Development and Early Education courses. It is the belief of the Child Development and Early Education Program that student learning is best served by completing field placement in the college's lab classrooms. Participation in the college's laboratory classrooms allows students to receive weekly individualized instruction on course skills as well as coaching to make changes in performance. In addition, the LCC Lab instructors model the course skills, allowing the students to see them in practice with children.

Recognizing that many students are currently working in early education and care programs, and that students employed can make a positive impact on their classrooms by using their worksite as a field placement, the Program also allows employed students to use their worksite as the required field placement. Employed early education and care students will benefit from participating at the college lab site as well and are encouraged to participate there.

Students who are employed in licensed or registered childcare centers or family childcare homes that meet requirements below may use their worksite as their field placement with the director's permission.

Students **not** employed in childcare will participate in Early LCC (Early Learning Children's Community), LCC's on-campus lab classrooms, located at the north end of campus. If Early LCC spaces are filled, students will be placed at sites arranged by the CHDV Program.

### I. Course Requirement Policies (all sites)

#### A. *Participation Schedule*

1. Students must participate each week of the entire semester so that sequential course skills can be integrated into work with the children.
2. Field placements begin after the first class meeting.
3. CHDV 284 and summer classes begin the first week of the semester, even if the class has not yet met.
4. If the worksite is not open within two weeks of the first class meeting, arrangements must be made with the field placement coordinator for volunteer hours at an alternate site until your program opens.

#### B. *Number of Hours per Week Required*

1. CHDV 111, 220, and 221 require 60 hours of participation per semester, for four hours each week.
2. CHDV 284 requires twelve hours each week in three four-hour blocks.
3. CHDV 251 requires 60 hours per semester. However, eight hours per week are recommended to meet CDA lead teacher requirements.;

#### C. *Health*

1. When the course requires working with children four hours or more per week, negative TB test results and a statement of good health signed by a physician must be filed with the center by the first day of placement (Licensing Rule R400.5104b).
2. Complete Bloodborne Pathogens training on course Angel site with a score of at least 80%

#### **D. Criminal Background**

##### ***From the State of Michigan Child Care Licensing Rules:***

##### ***Rule 400.5104 Staff***

- Rule 104. (1) All staff shall be of responsible character and suitable to meet the needs of children.
- (2) A staff member shall not be present in a child care center if he or she has been convicted of either of the following:
- (a) child abuse or child neglect
  - (b) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire
- (3) A staff member shall provide the child care center with documentation from the Department of Human Services that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect before having contact with a child in care.

1. Students volunteering at Early LCC or other site are required to complete an ICHAT criminal background check.
2. Students volunteering at Early LCC or other site must obtain written clearance from the state that they are not on the Child Abuse or Neglect registry. This documentation must be completed before beginning field placement. This is valid for one year.
3. Any student participating as a volunteer in a field placement must, within 72 hours of arrest for any felony or misdemeanor, contact the Program Coordinator of the Child Development Program.

#### **E. Field Placement Grade**

1. You must receive a 2.5 or better on the final evaluation of the lab experience to pass the course.
2. Course instructors and field instructors work in partnership in evaluating student progress on skill development and communicate regularly

#### **F. Courses that Require Departmental Approval before Registering**

1. CHDV 284
  - a. Applications will be due one week before the start of registration
  - b. Prerequisites will be verified and a degree audit will be done
  - c. Application will be ranked for approval priority according to the following:
    - First** – Graduating current semester or before course is offered again
    - Second** – Finishing Certificate of Achievement current semester or before course is offered again
    - Third** – Completion of transfer requirements
    - Fourth** – Date of application
2. CHDV 251
  - a. Applications are due one week before registration
  - b. Employed students must meet requirements (IV E 4). Students not employed and unable to use worksite must have completed CHDV 284

## **II. Feedback and Evaluation**

### **A. Students Participating at Early LCC**

1. You will be given feedback each week on your work with the children by either the lab instructor in your classroom or the education coordinator.
2. About four-five times, you will be formally observed and given feedback on the field observation forms. The final evaluation will be completed by the lab instructor or the education coordinator.
3. The final evaluation is based on your performance each week, as well as "formal" observations.

### **B. Students Employed or at non-LCC Affiliated Lab Sites**

1. You will be observed at least four times during the semester by an LCC field instructor. These observations will be scheduled in advance. The field instructor will be taking notes on the field advising forms and will give you a copy. The instructor will give you verbal feedback at the end of the observation.

### III. Professionalism

#### A. Confidentiality

It is required that you maintain confidentiality of children, parents and teachers, and Program by not discussing children, staff, or programs by name or outside the center or classroom setting. Concerns about individual children should be discussed with center staff or the instructor only and when children and parents are not present. Please see the confidentiality statement you sign for details.

#### B. Attendance

You are expected to be at your lab placement or worksite at scheduled times. If you are unable to be present, your early childhood specialist or field instructor must be notified early enough to accommodate changes.

### IV. Worksite Requirement Policies

Using your worksite as your field placement is a privilege. You may need to make adjustments to your usual work arrangements to meet course requirements.

#### A. Program

1. Licensed or registered by the State of Michigan Child Care Licensing. Center-based, family child care and group family child care are all acceptable
2. Have at least three (3) children regularly enrolled and present for observation by the field instructor.
3. In Family Day Care, at least two (2) of the children must meet the age requirement listed below for the course.
4. In center-based programs, more than 50% of the children must meet age requirements.
5. Programs must be within 60 miles of LCC
6. Director must agree to course requirement adjustments

#### B. Student Scheduling Requirements

1. Employed at least 10 hours per week in the program with the same group of children
2. Scheduled with the same group of children for all of the field placement required time in a minimum of two (2) hour blocks
3. The majority of time will be when children can freely choose activities. Times that are not workable are naptime, enrichment class time, teacher-directed time, and early morning school-aged child care or during/riding the bus.
4. Employed for two months in the same classroom to use for CHDV 284 worksite
5. If there is a change of employment site, you must contact the field site coordinator immediately and be working with children within a week

#### C. Age Group Requirements

1. CHDV 111: more than 30 months  
CHDV 220: more than 33 months and under six years  
CHDV 221: less than 24 months, in a program structured as a toddler program or family child care home  
CHDV 251: must meet CDA setting requirement for the age group credential
2. If an employee is in a classroom that is not the correct age for a course,
  - a. Full time employees may switch to the appropriate age group for two two-hour blocks or a four-hour block during their regular working hours
  - b. Part time employees (less than 25 hours) are expected to attend ELCC lab

**D. Field Observation Requirements**

1. Field instructor may come into the classroom/program to observe (for approximately one-one and a half hours) during a time when the student can interact freely with the children (four-five times per semester).
2. The student may leave the "classroom" for 15 minutes following the observation to receive feedback from the field instructor. This may require staff coverage for the student while he/she is out of the room
3. The field instructor may demonstrate or model skills in the classroom/program with the children as part of the observation. This may also involve the field instructor scheduling an additional visit

**E. Course Requirements**

1. The student may plan and implement activities and experiences within the program
2. The student is able to demonstrate needed skills. This may require the student-staff member to be assigned to specific areas or activities in the classroom or take on responsibilities not usually in his/her job role
3. The student may do written observations of the classroom and children within the classroom
4. CHDV 251: Students must be employed in a regulated early education and care program as a regular staff person for a minimum of 10 hours each week. Eight hours each week must be with the same group of children, in at least two-hour blocks of time, working directly with children during learning activity times, where they are able to assume the lead teacher role. Students not employed, or those who do not meet employment guidelines above, must have completed CHDV 284. Field placement sites for students not employed will be at Early LCC or another site determined by the CHDV Program.

**V. Lab site Policies** (see Early LCC Handbook for specific absence policies)

- A. Missed time must be made up in a timely manner, and at the center's convenience
- B. Cell phones remain outside of classroom
- C. If center closes on scheduled day (in-service, snow day, holiday), you are expected to make up that day unless LCC is closed
- D. If you miss more than two field experiences in a row, it may result in your being dropped from the class. Talk to your instructor about the absences. ***Excess and unexcused absences will affect your grade.***
- E. Make-ups are arranged at the convenience of the center. You may have to rearrange your schedule to allow time for make-ups.
- F. Lateness – You are expected to be at your field placement and in the classroom ready to participate at the scheduled time. If you are late, you'll be required to make up the missed time.