

Early Childhood Education  
2015-2016  
Student/Parent Handbook  
**Holly Springs High School**



Ms. Kathleen Morse~

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**"In a completely rational society, the best of us would be teachers and the rest of us would have to settle for something less, because passing civilization along from one generation to the next ought to be the highest honor and the highest responsibility anyone could have."**

Lee Iacocca

**The NC Early Childhood Education I & II program is in the North Carolina Career Cluster: [Human Services](#)**

The course specific related pathway is [Early Childhood Development and Services](#)

Course Description

- **Early Childhood Education I Course Number 7111 – 2 credits**

Early Childhood Education I is the first course in a two-course, four-credit sequence designed to prepare students to work with young children in early education and child care settings. The focus is on children from infancy to age twelve. Major areas of study include personal and professional growth, observation and teaching methods, guidance techniques, health and safety policies and procedures, child development from birth to age twelve, developmentally appropriate activities and programs, history of the early childhood field, and opportunities in early childhood education. This is a two-credit course with work-based learning comprising 50 percent of instructional time. Because they intern in early childhood centers that must meet North Carolina Child Care General Statute 110.91, Section 8, students must be sixteen years of age prior to October 1 in order to enroll in this course. In addition to the internship, other work-based learning strategies appropriate for this course include service learning, field trips, and job shadowing. FCCLA leadership activities provide additional opportunities to apply instructional competencies to authentic field experiences. Parenting and Child Development is recommended, though not required, as preparation for this course.



- **Early Childhood Education II HONORS Course number 7112 – 2 credits**

Early Childhood Education II is the second course in a two-course, four-credit sequence designed to prepare students to work with young children in early education and child care settings. The focus is on children from infancy to age twelve. Major areas of study include personal and professional growth, observation and teaching methods, guidance techniques, health and safety policies and procedures, child development from birth to age twelve, developmentally appropriate activities and programs, history of the early childhood field, and opportunities in early childhood education. This is a two-credit course with work-based learning comprising 50 percent of instructional time. In addition to the internship, other work-based learning strategies appropriate for this course include service learning, fieldtrips, and job shadowing. FCCLA leadership activities provide additional opportunities to apply instructional competencies to authentic field experiences. Early Childhood Education I is the prerequisite for this course.

**This course articulates with the North Carolina Community College System.**

- **Early Childhood Education Articulation with Community College**

Students who complete both levels with a “B” average and obtain a 93 scaled score or above on the CTE Post assessment- Elements end of course test have the option of applying for Articulated Credit through the NC community college system.

- **North Carolina Child Development Lead Teacher**

Students who complete Early Childhood Education I & II will receive a certificate called **North Carolina Child Development Lead Teacher**. This certificate meets the Pre-service Requirements for Lead Teachers, Teachers and Aides in child care as per section 10A NCAC 09 .0710 Chapter 9- Child Care Rules, of the North Carolina Division of Child Development. The Child Care Regulations of North Carolina define "teacher" as the care giver who has responsibility for planning and implementing the daily program of activities for each group of children in a child care facility. These students are entitled to the same benefits and are bound by the same requirements as other teachers in child care centers.

## **Special Requirements for Early Childhood Education**

### **1. Internship requirements**

- **Proof of health insurance is required as per Form 1713a.**
- Students must have a **current negative TB screen** or chest X-ray to participate in work based learning. **This screening is due September 10, 2014. No exceptions.**
- **Students must complete a staff health questionnaire and an emergency information form to have on file with the ECEd teacher and at the internship site.**
- **Students are required to have a criminal background check. The background check is due on September 10, 2014. No exceptions.**
- **Students must adhere to the dress code policy** and demonstrate a professional appearance and professional behaviors at all times.
- Students must **maintain confidentiality** concerning any information they acquire about children and their families.
- **Permission forms** for all internship transportation (permission to ride and/or drive) must be on file at the school. WCPSS Form 1713a & b, Parental Consent and Emergency Information for School Trips is required.

### **2. Dress Code Policy for internship site**

- Students will get a **grade each quarter** for professionalism; adherence to the dress code and professional behavior policy.
- **Uniform (tops)** are required for professionalism. The uniform for the 2014-2015 school year will be a HSHS Purple Scrub top and appropriate slacks, unless different requirement are necessary per site.
- Short skirts and shorts are **prohibited** at the internship site.
- Due to safety issues, **flip-flops, backless sandals, high heels** are prohibited. Only closed toe shoes can be worn.
- When working with infants and toddlers, **dangling earrings and necklaces** are prohibited for safety reasons.

### **3. Other Internship policies**

- **Chewing gum** at the internship site is prohibited.
- It is inappropriate to **EAT or DRINK (anything but water)** in front of children in child care, preschool, or at the elementary schools.
- Due to safety reasons, purses may not be taken to internship sites.
- **Cell phones are permitted ONLY** for the purposes of communicating with the Early Childhood Education teacher, parents, and/or the internship site. Interns must follow the electronic device requirements per their site.

## Attendance requirements

- As per WCPSS Early Childhood Education honors curriculum, **10% of the student's grade** will be based on participation/attendance during work-base learning activities. **Work-based learning activities include field trips, job shadowing, service learning and internship experiences.** Excellent attendance is important in achieving success in the Early Childhood Education program. The Foods and Consumer Science/Early Childhood Education teacher will provide options for making-up time for this work-based learning missed due to **excused** absences.
- If a student is sick and unable to come to school on a work-based learning day, she/he **must call the program site to report the absence** and must **call the** Foods and Consumer Science/Early Childhood Education teacher's **cell phone**.
- Students have 1 week from the internship date missed to make up any missed internship hours on their own time (not school time). Make up time must be documented in the same manner that regular scheduled internship hours are documented. All internship hours must be made up to receive full credit for their internship grade.

## 5. Grading System

### WAKE COUNTY PUBLIC SCHOOLS Grading Scale:

90-100 = **A**      80-89 = **B**      70-79 = **C**      60 - 69 = **D**      Below 60 = **F**

### Work-based learning Assessments 50%

- Internship observations, interviews, lesson plans and presentations, internship journals, interviews/shadowing, service learning, field trip reports 40%
- attendance/ professional intern attire as per the ECEd dress code for internship - 10%

### Final Grade

1<sup>st</sup> Semester grade 40%

2<sup>nd</sup> Semester grade 40%

CTE Post course assessment 20%

## 6. Supplies Needed

- Notebook paper with lines
- 1 ½" or 2" three ring binder for class notes and handouts
- **2" to 3"** three ring binder for ECEd I NOTEBOOK or ECEd 2 Portfolio
- **DARK BLUE or BLACK ink pens ONLY** and **#2 pencils**
- **Flash drive to save computer work**
- **Clear sheet protectors for portfolio entries 50 –100**
- **EMAIL address**
- Access to **internet** for research for ECEd

## 7. Student Internship Responsibilities

- Student will develop a **career plan** by researching early childhood education and related careers, post high school early childhood education programs, and choose a post high school graduation program that best meets the student's needs.
- Students will **promote the development of the domains of children** as per **NCFoundations: Early Learning Standards for North Carolina Preschoolers and Strategies for Guiding their Success. P L A C E S.**
  1. Physical development and health
  2. Language development and communication
  3. Approaches to Learning

4. Cognitive development
5. Emotional development
6. Social development

- **Students will work with FACS/ECEd teacher and internship teacher to plan and implement developmentally appropriate lessons/activities, observations, interviews, etc.** Students will communicate with teachers and adhere to deadlines for lessons/activities.

**Students will:**

- apply **professional development skills** and demonstrate **professionalism** in work-based learning.
- participate in **work-based learning**: field trips, job shadowing, service learning and internships.
- recognize how **theory** is used to plan early childhood education curriculum and environments.
- determine how **state and federal laws and initiatives** influence early childhood education.
- produce a **capstone portfolio** to demonstrate skills and knowledge.
- assist children in practicing **established routines**.
- help maintain a **safe and healthy** environment.
- respect family/child/staff **diversity**.
- establish relationships with and use the **resources of the community** to support the achievement of program goals (ECEd program goals and goals of the internship site).

## 7. Noncompliance

Students must comply with these requirements and the policies of the internship site. Students, who do not comply, **will be removed from their assigned internship site and given an alternative on-campus assignment.**

## 8. Academic Responsibilities

Students are expected to **stay in good academic standing** in all classes that will be determined by each student's teacher to participate in their internship. At the end of each quarter, each student's academic progress will be reviewed and based on the findings decisions will be made about the student's ability to continue with the internship or find an alternative. If students need to attend tutorials, special arrangements can be made with the teacher.

## 9. Schedule-Daily Routine

Each intern will report to 2<sup>nd</sup> block and sign out with Ms. Morse daily. Upon signing out, general announcements will be made, and then students will be released. All students must arrive to their internship site **NO LATER** than 9:20 am daily. Upon arriving at the sites, students will have their signature card authenticated by the site supervisor. Students will not be allowed to sign out of their site prior to 12:05 pm. Students will need to eat lunch and return back to Ms. Morse's classroom by 12:40 pm. This is required and must be done prior to any intern reporting to 4<sup>th</sup> block each day. \*On Early Release Days for Holly Springs High School, students will not report to the Internship site.

Dear Parents,

We are excited to offer the courses, Early Childhood Education I and Early Childhood Education II Honors at Holly Springs High School. It is equally exciting to have your son/daughter joining us in this class. Your son/daughter has taken on the responsibility of an intern at a local early childhood education facility. Working with young children can be very rewarding; I hope your son/daughter will experience this joy.

It is important that we present ourselves in a positive manner by the way we behave and the way we dress. This year all ECE students will be required to wear a purple scrub top, lanyard with ID badge and closed toe shoes. This uniform is required unless something different is required at certain facilities. If for any reason the supervising teacher feels the student is dressed inappropriately, then the student will be asked to remain at school and their grade will be affected accordingly.

Since your son/daughter travels locally to their sites, private vehicles will be used for transportation. Your child will be driving or riding in private vehicles. If your son or daughter rides as a passenger of a private vehicle, the private owner is liable in case of an accident or injury. Reimbursement for gas to and from the sites is to be decided amongst drivers and passengers.

Your son/daughter will be expected to follow the rules of ECE as well as Holly Springs High School as they go into the community to intern at their sites. Please review the attached papers and call or email me if you have any questions.

Sincerely,

Kathleen Morse  
Early Childhood Education I & II Teacher  
919.577.1444  
[kmorse@wcpss.net](mailto:kmorse@wcpss.net)

Please sign below indicating that you have read the rules and policies for the Early Childhood Education program and agree to uphold them.

\_\_\_\_\_Parent/Guardian

\_\_\_\_\_Student

\_\_\_\_\_Date

Early Childhood Education Instructor  
Kathleen Morse  
919.577.1444  
Email----kmorse@wcpss.net

## Holly Springs High School Internship (SAMPLE PAGE)

Intern teacher; please check the appropriate box for each category on this rating sheet. Please write comments at bottom and on back. Specific comments on what student does well and what student needs to work on are helpful for student improvement. Thank you for participating in the Early Childhood Education Program.

Student Intern \_\_\_\_\_ Date \_\_\_\_\_

Internship Site \_\_\_\_\_ Internship Teacher \_\_\_\_\_

	4	3	2	1
<b>Work-based learning responsibilities</b>				
Discusses lesson/activity ideas IN ADVANCE and secures your signature of approval.				
Arrives on time with a positive attitude.				
Has good attendance/attends program on assigned dates.				
Dresses appropriately.				
Manages time wisely, works diligently.				
Shows INITIATIVE in helping with the children's activities and other classroom duties.				
Maintains confidentiality.				
<b>Relationships</b>				
Demonstrates a caring interest in children and uses a positive approach with children.				
Has gotten to know the children and their names.				
Has positive communication with peers and all adults at the program.				
Follows directions, and accepts suggestions for improvement.				
<b>Planning/Implementing</b>				
Has lesson materials prepared on time.				
Models appropriate language.				
Presents lessons/activities appropriately.				
Shows improved confidence in presenting activities.				
OVERALL student rating				

Scores:

4=excellent 3=good 2=needs improvement 1=needs conference with FACS teacher

\_\_\_\_\_  
Internship Teacher Signature

\_\_\_\_\_  
date

Comments:

**Statement of Confidentiality  
For Early Childhood Education Student Interns**

As an early childhood education student intern, you are probably very much a “people person”. You are probably interested in every aspect of the lives of the children and their families. Your position allows you to find out all kinds of information about them. You’ll know good things and bad: health problems, family problems, new babies, new spouses, gossip.

But your position as a developing early childhood education professional requires that you not discuss this information with anyone other than the person involved or a professional involved with the early childhood program such as the director/principal, intern teacher/assistant teacher and high school teacher.

If you hear other teachers (or student interns) doing this, you should not join in, but remind them as tactfully as possible that this kind of information is **confidential**. If parents or other teachers try to tell you gossip about other parents or children, let them know in a diplomatic way that you cannot listen to such information.

You should not talk with parents about their children when the children are present. These conversations are confidential and can be damaging to a child’s self-concept. If parents start talking to you about their child while the child is standing there, tell them you prefer to talk at another time or that perhaps the child can play in another room while you talk. **It is more appropriate that you share any concerns you have about a child with your intern teacher or director**, as it is their responsibility to share the information with the parent as the professional in charge.

Parents and staff who understand how professionally you treat information about children, families, and the program, are bound to respect you.\*

Please read the above description of how to handle information professionally. Sign your name below to indicate that you will treat information that you gain about children, teachers, parents, and other aspects of the early childhood education program operations in a confidential manner. We are depending on you to act in a professional way in regard to confidentiality.

Yes, I understand the above information and intend to treat all confidential information obtained at \_\_\_\_\_ in a professional manner.  
Internship site

Early Childhood Education Student Intern’s signature

Date

\_\_\_\_\_

Student’s Name Printed

\_\_\_\_\_



Reference: Skills for Preschool Teachers, Janis Beatty  
ECE CONTRACT

I, \_\_\_\_\_ have read the contract stated below and agree to adhere to the expectations placed upon me as an ECE students. Due to the nature of this, I realize and accept the responsibility I am undertaking to be a positive representative of Holly Springs High School as well as the Early Childhood Education Program while interning at my site. Any breach of these expectations may not only be reflected in my grade.

I agree:

- I may miss no more than 3 scheduled internship visits as well as 3 class periods. A letter grade will be dropped from my grade each day following.
- For students not dressed with proper ECE attire, will receive points deducted for off of their daily grade. Each offense will result in more points deducted.
- To carry myself in an appropriate manner as a guest at the sites. This includes dress, speech, promptness and politeness,
- To follow the Wake County Public School guidelines for dress code and character education.
- Follow NC driving laws. Leaving campus only with students who have permission to ride in your car.
- Follow all expectations for parking at off campus sites.
- If you are sick or absent on a day of internship, you are required to contact your ECE teacher, your site coordinator as well as the other students who intern at the same site in a timely manner.
- Students who do not drive are required to secure 3 drivers who are willing and have parental approval to drive them to and from their site. This is to ensure student transportation in the event a driver is absent.
- If multiple disciplines have been taken in violating the expectations of the ECE program and Holly Springs High School the student will be removed and given an alternative assignment to complete as directed for grade to be given.

Having read the above expectations, I understand and accept my responsibility in this ECE class.

ECE Student: \_\_\_\_\_

Parent: \_\_\_\_\_

Date: \_\_\_\_\_

# TRANSPORTATION CONTRACT

Students will be driving to and from their internship sites. Students will be responsible for coordinating their transportation to their sites with the other interns in the class. Carpooling with fellow drivers usually is the best practice. For this purpose it is important to specify what appropriate practice for driving to and from sites is.

1. Students will go directly to their site
2. Upon daily internship completion students will then have time to get lunch and return to school by 12:40
3. Students will follow all traffic/driving laws
4. Students will decide amongst each other about paying for gas for their internship transportation

Check all that apply or specify below

- My child may drive any student in the class to and from their internship site
- My child may ride with any licensed driver to and from their internship site

I, the parent of \_\_\_\_\_ give permission for the following students to ride in my child's vehicle.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I the parent of \_\_\_\_\_ give permission for my child to ride in the following student's vehicle.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Please sign below acknowledging that you have read and understand the expectations of transportation for the purpose of the internship.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Parent-Student Signatures Required

We have read the **Student-Parent Handbook** for Early Childhood Education in its entirety and understand the requirements listed below:

- WCPSS Parental permission form **1713a**
- **1713b** Notice to Volunteer Drivers for School Trips form (if the student has permission to drive to internship)
- **TB test results**
- Verification of Family **Health Insurance Policy** for student OR purchase school insurance
- One to two **uniform tops**
- **Emergency Staff Information form** for internship site
- Signature on **Statement of confidentiality**
- Large **portfolio binder, plastic page covers**
- **Criminal Background check** to be given to the Early Childhood Education program where the student will be interning

\*The provisions of G.S. 110-91(8) exclude persons with certain criminal records or personal habits or behavior which may be harmful to children from operating, being employed, or serving as a volunteer in a child care center.

**I have read the ECEd Student-Parent Handbook in its entirety AND understand its contents. I understand that the above list contains items, forms, etc. which are course requirements.**

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**Parent signature    date    daytime phone number    email address**

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**Student signature    date    cell phone number    email address**

