

Lindgren Child Care Center

Practicum and Volunteer Experience Guidelines and Agreement Form

Welcome to SCSU's Lindgren Child Care Center, please read the entire document including PowerPoint's (links are provided below). We hope that your practicum/volunteer experience goes smoothly. Please remember to always observe these guidelines during your participation in our center.

Participation

Before any participation in your designated classroom, you must wash hands thoroughly with soap and water. Wash your hands before you leave as well.

1. Enter through the South Entrance located near the walking bridge that crosses University Avenue.
2. You will need to buzz in each time you enter and identify yourself as a CFS 443 practicum student.
3. Coats & backpacks may be kept in the staff room located behind the preschool kitchen area.
4. The Lindgren Child Care Center documents all visitors, therefore, students must sign in according to the requirements when they arrive and leave. A sign in log is located in the preschool room below small computer that parents/staff use to sign in. Students are committing fraud if they sign in for hours not present or sign in for another person.
5. Telephone before 8:15am if you will be late or unable to attend at your scheduled time. (320) 308-3296
6. Be familiar with the Program, daily schedule, curriculum, etc. before your visit. Go to our web site www.stcloudstate.edu/childcare
7. Wear a Visitor tag.
8. Do not attend if ill.

Child/Adult Interactions

Policy

Interactions between children and adults provide opportunities for children to build trust, to develop an understanding of self and others, and to encourage respect for the feelings and rights of others. All interactions between children and adults will be respectful and supportive of each child's gender, culture, language, ethnicity and family composition.

Direct Contact/Supervision with Children

While as a practicum student or student volunteer you will have direct contact with children served by the Lindgren Child Care Center, but you will also be under the continuous, direct supervision the lead teacher or other designated Lindgren staff person. Under no circumstances is it acceptable for practicum students or student volunteers to be alone with a child (not under direct supervision) at any time. This entails assisting children in the bathroom area, taking children outside without Lindgren staff or on walks in the hallway without Lindgren staff. Children will often ask volunteers/practicum students to take them outside or for help in the bathroom; **it is your responsibility to know your boundaries and limitations.**

Procedure

- Adults will greet each child to acknowledge that they belong in the classroom.
- Adults will actively listen to children and observe non-verbal communication.
- Adults will physically place themselves at the child's eye level while interacting.

- Adults will encourage children to talk about their feelings.
- Adults will use language and materials free from ethnic and gender bias.
- Adults will use a voice that is pleasant in tone.
- Adults will stimulate critical thinking skills and cognitive concepts by using open-ended questioning, modeling and other appropriate communication strategies.
- Adults will demonstrate respect and caring for children in all interactions by acknowledging the effort put forth by the child and their feelings regarding the process.

Confidentiality

Observations and class discussions involve real children and families. Professional ethics are of primary importance. Ethical behavior requires that confidentiality be maintained at all times. This means that discussions about children take place in class only. All notes and writing must be protected so as not to accidentally or purposely disclose information about the children and families. Student should use a pseudo name for any child being observed. Do not use the child's actual name. Students should use a pseudonym for children in their observations and the word "teacher" to describe staff.

Students are breaching confidentiality if they discuss families, children, and staff with others not in the class, with classmates outside of class, or if they allow others to read their notes and papers. Students may discuss children in a professional way in class with the other students in that class only. Students may not make recordings of class discussions.

- **Photographs** of the child care environment may be taken and used for personal development. **Taking photographs or video recording of children is not acceptable at any time.**

Conduct

The Lindgren Child Care Center is state licensed. Follow all policies of the Center; follow all instructions at all times. The Director and Lead Teachers have the right to refuse entry to any student not following policies.

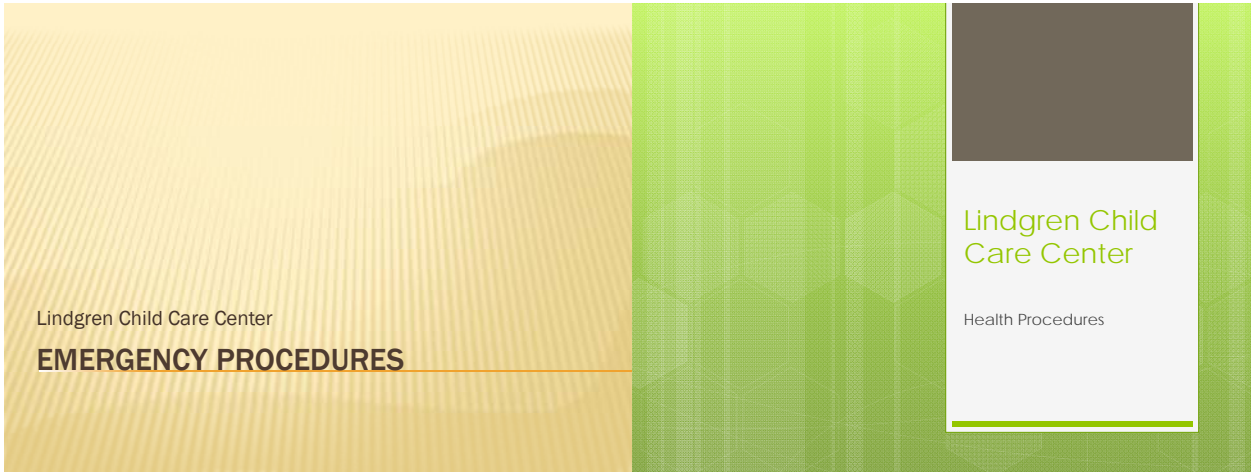
As with all classrooms for young children, the needs of children and their families come first. Observers' needs are considered as much as possible. However, there are times observers must take a backseat to the program for the children. Student observers may not have any unmonitored contact with children at any time. Students cannot be left alone with any child either in the classrooms or on the playground/gym. Students cannot assist a child in the bathrooms or with diapering.

Housekeeping Items

- Dress appropriately--Think in terms of a well-covered body that is neatly clothed and clean. Jeans, Capri's, fingertip length shorts, and longer fuller skirts are acceptable if body is covered when standing, sitting on the floor, or bending. Do not wear spaghetti straps, muscle shirts, or other attire that expose the midriff. No garments allowed that display themes of alcohol, drugs, sex or violence.
- Avoid perfume--Strong odors can fuel asthma attacks in some children.
- Food--Do not bring any food or drink into the classrooms.
- Do not bring any weapons, medications, or other dangerous or toxic substances to the Center. This includes items as pepper spray, key chains, or aspirin you may have.
- If you must have a medication on you at all times, let the Director or Lead Teacher know.
- Do not bring electronic devices into the classrooms including cell phones, computers or recording devices. **All cell phones must be turned off and secured in coat area.**
- If a parent asks you for information about a child or situation, excuse yourself from conversation politely by telling parent that you are here only as a student observer and cannot discuss the information.
- Keep your observation notes private both in the classroom and when you leave. Do not leave your notes/journals unattended in the classrooms.

- If you go outside with children, dress as an example. If the teachers require the children to wear hats, gloves, or coats, you need to wear them too.
- When you observe in the classrooms or playground, do not have conversations with persons outside of the fenced in area.
- If you see something that concerns you and you believe the safety of children is compromised, go immediately to the Teacher or Director and report what you have seen.

Double click on each of the below PowerPoints to view:



REGULATORY AGENCIES

The Lindgren Child Care Center is licensed through the Minnesota Department of Human Services and must follow guidelines outlined in Rule 3 (more information to follow.) We must also follow the guidelines put forth by our accreditation body NAEYC along with the Federal Food Program.

LINDGREN CHILD CARE CENTER

Behavior Guidance