

## **Kellogg Community College Early Childhood Education Program Information Guidelines**

Early Childhood and Education professionals support children and families in a variety of settings such as elementary schools and preschools. These professionals are often asked to stand for periods of time, lift children, and to be competent and responsible in times of emergencies such as a severe weather event. Early childhood and education professionals are expected to have good moral behavior and to make decisions based on a code of ethics. These requirements are supported by minimum licensing regulations, established by government agencies and employers including:

- the State of Michigan Department of Human Services/Child Care,
- the State of Michigan Department of Education,
- U.S. Department of Health and Human Services, and
- U.S. Department of Education.

Early Childhood Education students are required to spend time in group settings with children in order to earn a Child Development Associate (CDA), a Certification in Early Childhood Education, and an Associate Degree in Early Childhood Education. Group settings may include but are not limited to: schools, child care homes, early childhood centers, preschools, and special education settings. Safety of students, staff and children is of utmost importance.

### **What Must I do to Take an ECE Course or to Start in the Program?**

**Students do not need to complete any special process in order to take an ECE course or enter the Program at this time.** Most ECE courses require the completion of the State of Michigan Central Abuse and Neglect Screening (CANR), as described below. This process is currently free, only takes a few minutes, and can be done once a course starts. If a student decides to earn a credential in ECE or must go to sites where children are present to complete assignments, he or she may be subject to the additional guidelines, explained in the next section. **The information about how to complete the State of Michigan Central Abuse and Neglect Screening process is given in class.**

Most group settings will meet state and federal guidelines for safety. Visitors at these sites may be asked to meet guidelines. KCC students who plan to work with children need to plan to meet guidelines such as:

### **The State of Michigan Child Care Licensing Regulations**

#### **R 400.5104 Staff.**

- (1) All staff shall be of responsible character and suitable to meet the needs of children
- (2) A staff 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 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.

**Rule 400.5104a Volunteers.**

- (1) A volunteer shall not have unsupervised contact with children in care 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 offering to volunteer at the child care center.
- (2) A volunteer shall provide the child care center with documentation from the Department of Human Services that he or she has not been in a central registry case as the perpetrator of child abuse or child neglect before having unsupervised contact with a child in care.
- (3) Each child care center shall establish and maintain a written policy regarding supervision of volunteers, including volunteers who are parents of a child in care.<sup>1</sup>

**Rule 400.5104b Health of Staff and Volunteers; report.**

- (1) The center shall have on file in a report, signed by a licensed physician, for each staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks. This report shall declare, to the best of the physician's knowledge, the physical capability of the staff member to perform the duties required. The report shall be signed not more than 6 months before, or 30 days after, the start of employment.
- (2) The center shall have on file evidence that each staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis, verified within 1 year before employment.

**State of Michigan Criminal Background Checks (Live Scan) and ICHAT**

LiveScan is a criminal check law enforcement agencies can use based on an individual's fingerprints. At this time, KCC Early Childhood Education students can expect to participate in LiveScan during field placement in the internship course since employers are required to use LiveScan with volunteers and with employees working with children (whether or not the individual is paid). Students may incur the cost of this process - currently around \$75 to \$100 - if the internship site will not pay for the LiveScan, and if the student is not employed by the field experience site.

In addition, the KCC ECE Program will complete an ICHAT (Internet Criminal History Access Tool ) review on all students registered in ECE 221 Internship. The ICHAT system allows the search of public records contained in the Michigan Criminal History Record maintained by the Michigan State Police, Criminal Justice Information Center. All felonies and serious misdemeanors punishable by over 93 days are required to be reported to the state repository by law enforcement agencies, prosecutors, and courts.

**Health Physical and Tuberculosis Testing**

KCC Early Childhood Education students are required to meet the health guidelines established by area sites as they visit to complete assignments and field experiences. Students may incur the cost of health screenings required at sites for internships and other types of field experience.

---

<sup>1</sup> As a note to this statement, it is the Program's policy that students completing assignments in conjunction with Kellogg Community College Early Childhood Education or Education courses should not be left alone with children in any circumstances.

**State of Michigan Child Abuse and Neglect Screening**

KCC Early Childhood Education students are required to successfully pass the State of Michigan Abuse and Neglect Central Registry screening within the first 8 weeks of most ECE courses. This process needs to be completed once every 7 years and currently is at no cost to the student.

**Student Conduct Policy**

Kellogg Community College student conduct policies are outlined in the KCC Student Handbook under, “Student Rights and Responsibilities and Student Code of Conduct”, and “Harassment and Violence Policy and Procedures”. If a student has violated one or more of these policies, the ECE program reserves the right not to place a student with children.

Students not sure about their ability to meet program requirements, State regulations, or site requirements should contact the appropriate state or federal agency or the department to obtain further information.

***I have read and understand the Early Childhood Education Program Information Guidelines:***

---

Signed Name/Date

---

Printed Name/Date