

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

*Updated: 8/19/2015*

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 candidates 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 candidates, staff and children is of utmost importance.

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

**Candidates 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 (CA/NR), as described below. This process is currently free, only takes a few minutes, and can be done once a course starts. If a candidate 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 candidates who plan to work with children need to plan to meet guidelines such as:

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

(This is a partial reference. For complete licensing regulations, please visit the Department of Human Services website at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).)

#### **R 400.8125 Staff and volunteers.**

Rule 125. (2) All staff shall be of responsible character and suitable to meet the needs of children.

(4) A criminal history check using the Michigan department of state police internet criminal history access tool (ICHAT), or equivalent, for a person's state of official residence, shall be completed before making an offer of employment to that person.

- (8) Documentation from the department of human services that a volunteer has not been named in a central registry case as the perpetrator of child abuse or child neglect shall be on file at the center before having unsupervised contact with a child in care.
- (9) If a staff person has resided outside of this state as an adult within the 10 years immediately preceding the date of hire, a criminal history check equivalent to Michigan department of state police internet criminal history access tool (ICHAT) and the department of human services central registry clearance shall be requested for all states of previous residence during those 10 years. The out-of-state requests and any responses shall be kept on file at the center.

History: Eff. Jan. 2, 2014

**Rule 400.8128 Health of staff and volunteers.**

Rule 128. Evidence that all staff members 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 or volunteering, shall be kept on file at the center.

History: Eff. Jan. 2, 2014

**Field Experience Statement**

Field experiences help candidates to refine and polish best practices and give staff an opportunity to influence candidate practice. A candidate must spend a minimum number of clock hours in the field of early childhood and education in order to earn either the Associate of Applied Science in Early Childhood Education or the Associate of Elementary Education. Program staff believe candidates must work with children and adolescents before receiving a degree stating they are competent in supporting young children's and adolescent's healthy growth and development.

This belief is supported by National Standards of Early Childhood Education and Education and by State mandates of staff requirements. The Programs recognize how busy some candidates are in their everyday lives. In order to support candidate efforts to earn credentials, the Program does try to work and accommodate candidate schedules when possible including the use of some paid work experience towards the completion of internships and observation hours when applicable. If a candidate has a question regarding the field experience requirements, he or she should contact the ECTE office at: 269-965-3931, ext. 2109.

**State of Michigan Criminal Background Checks**

Candidates must successfully pass a criminal check law enforcement agencies can use based on an individual's fingerprints. At this time, KCC Early Childhood Education candidates can expect to participate in a criminal background check prior to starting their field placement in the internship course (whether or not the individual is paid). Candidates incur the cost of this process through a lab fee linked to the course fee - currently around \$75 to \$100. 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 candidates are required to meet the health guidelines established by

area sites as they visit to complete assignments and field experiences. Candidates may incur the cost of health screenings required at sites for internships and other types of field experience.

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

KCC Early Childhood Education candidates are required to successfully pass the State of Michigan Abuse and Neglect Central Registry screening within the first four (4) weeks of most ECE courses. This process needs to be completed once every three (3) years and currently is at no cost to the candidate.

**Student Conduct Policy**

Kellogg Community College student conduct policies are outlined in the KCC Student Handbook. If a student has violated one or more of these policies, the ECE program reserves the right not to place a student with children.

Candidates 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.

Please sign and return this page to the Early Childhood and Teacher Education Office.

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

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Print Name

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KCC Id number

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Signature

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Date