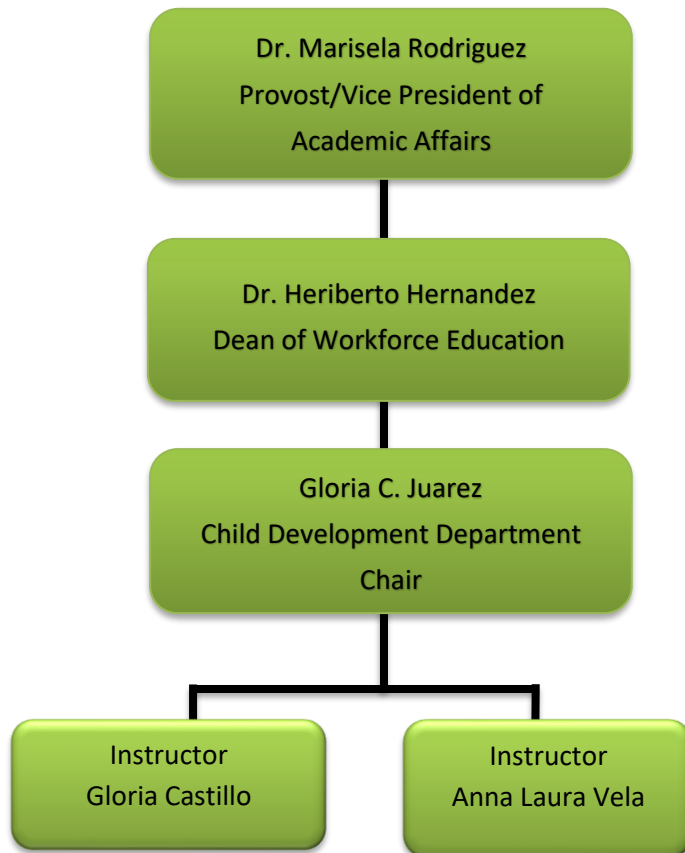


Child Development Program Student Handbook



Child Development Program



Contact Information:

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Table of Contents

| | |
|---|-------|
| Welcome/Introduction/Disclaimer | 5-6 |
| Student Records & Privacy/FERPA | 6 |
| Equal Opportunity Policy | 6 |
| About the Program | 7-10 |
| Pre & Co-requisites | 10-11 |
| Attendance Regulations/Withdrawals | 11-12 |
| Grade Regulations/Incomplete Grades | 12 |
| Academic Dishonesty | 12 |
| Disciplinary Action | 13 |
| Professionalism/Personal Hygiene | 13 |
| Dress Code/Required Immunizations | 14 |
| Internship | 14-15 |
| Internship Experience Illustration | 16 |
| Lab Folder Table of Contents | 17 |
| Folder Requirements | 18 |
| Internship Laboratory Directions CDEC 2187 | 19-24 |
| Internship Laboratory Directions CDEC 2188/2486 | 25-30 |

| | |
|---|-------|
| Internship Responsibilities | 31 |
| Lab Student Information Form | 32 |
| Agreement for Cooperating Teachers | 33 |
| Agreement for Internship Lab Sites | 34 |
| Child Development Code of Ethics | 35 |
| Child Care Licensing Request for Background Check | 36-37 |
| Affidavit | 38-39 |
| Internship Attendance Form CDEC 2187/CDEC 2188 | 40 |
| Internship Attendance Form CDEC 2486 | 41-42 |
| Liability Release | 43 |
| Internship Student Evaluation | 44 |
| Student Handbook Acknowledgement | 45 |

WELCOME

The faculty and staff of the Child Development Program and the Workforce Education Division at Laredo College would like to welcome you! As you work towards realizing the aspirations that you have set for yourself, remember that we are here to assist you. Our desire is for you to be successful in all of your endeavors. As you embark on a journey that will lead to a career as a Child Care Educator, you will discover that it is a vocation that is equally challenging and gratifying. You will learn that the Child Development Educator must adhere to high standards and ethics while providing high quality child care. It is through your education and training as a Child Development Program (CD) student that these attributes will be formed. Consequently, these principles will develop into the code by which every individual in the child care profession abides in delivering high quality child care.

INTRODUCTION

This handbook is a procedural manual for Child development students admitted and enrolled in the Child Development Program (CDP). The student is responsible for reading, understanding, and complying with the CDP Student Handbook. Revisions are based on procedural changes and new requirements from the Laredo College Board of Trustees, Accreditation Organizations, Federal, State, and Local Agencies. Students will be responsible to remain current with changes or revisions to this handbook by viewing the online handbook every semester.

The handbook provides information regarding student conduct, procedures, and general practices within the program. The CD student is expected to abide by the procedures and guidelines outlined in this handbook, the [Laredo College Catalog](#), and the [Laredo College Student Handbook](#).

The administration, faculty and staff of Laredo College's Child Development Program are dedicated to assisting students to achieve academic and employment success in their chosen career fields. The processes do not take place in the classroom alone, but require a coordination of academic and administrative support services.

DISCLAIMER

For face to face/hybrid courses and/or instructional activities and services, the Centers for Disease Control and Prevention (CDC) Guidelines and Laredo College Health Protocols for Educational Programs/Courses will be discussed with each student on day one of class by their instructor or by the LC staff member prior to instructional activity/service. All students must adhere to these guidelines and protocols. Students are to report to their instructors/staff member any symptoms associated with COVID19 and/or close contact with a confirmed positive patient with COVID-19 and/or probable secondary exposure. In accordance with the Center for Disease Control and Prevention, if you have Covid-19, there are precautions you can take to prevent spreading it to others: isolation, masking, and avoiding contact with people who are at high risk of getting very sick. Students need to quarantine for five days and upon return to school or work, it is highly recommended to wear a mask for an additional five days. Any violations of these guidelines and protocols will subject students to disciplinary action.

For instructional courses, if unexpected conditions relating to COVID 19 occur which require immediate action, Laredo College will respond accordingly by abiding to national, state and local governmental edicts in order to maintain the health and safety of students, faculty and staff while minimizing interruption to instruction. Courses may change from face-to-face or hybrid to an online format. Due to the changing COVID-19 guidelines, Laredo College Health and Safety Protocols are subject to change at any given time. Your instructor will inform you of any modifications as needed.

STUDENT RECORDS and PRIVACY

The student is responsible for providing current address, telephone number(s), and email address to the instructor and to Laredo College. This is necessary for notification of family in case of emergency or in the event the instructor needs to contact the student regarding classes and or labs.

Provisions will be made to ensure protection of records against invasion of privacy.

In accordance with the Family Educational Rights and Privacy Act (FERPA) Law, information regarding a student's academic records cannot be released without the student's participation and/or consent.

FERPA is an acronym for the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, 34 CFR §99). Congress enacted FERPA, also referred to as the "Buckley Amendment," in 1974. FERPA conditions federal educational funding on providing student access to, and maintaining the privacy of, education records. Faculty, staff, administrators and other College officials are required by FERPA to treat education records in a legally specified manner. The rights under FERPA apply to all individuals that submit an admissions application to Laredo College.

Dissemination of Information to Students

- When a student attends LC, the student exercises the rights under FERPA. In elementary and secondary schools, those rights are exercised by the parent. However, if a student is in a secondary school and begins attending a postsecondary institution FERPA rights transfer to the student.
- Faculty and staff may not provide information to parents, spouses, or others who may call and asks for information about a student. If there is no written waiver by the student or the student is not a dependent, disclosure even to a parent can be unlawful. In addition, faculty and staff will require a waiver if the student requests another person to attend conferences. The conference discussion will be directed to the student and the guest will be an observer during the interactions.

EQUAL OPPORTUNITY POLICY

In compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 and Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Laredo College is open to all persons regardless of race, color, religion, sex, age, marital status, disability, or national origin who are otherwise eligible for admission as students.

Laredo College is an Equal Opportunity Employer, and no applicant or employee will be discriminated against because of race, color, religion, sex, age, marital status, disability, or national origin. This institution will not enter knowingly into any contractual agreements for services or supplies with any firm failing to follow fair employment practices.

ABOUT THE PROGRAM

The mission of the Child Development Program is being committed to transforming students' lives by providing instruction that fulfills the needs of preparing a well-qualified child care educator of young children for the community with a learner-centered education.

The Child Development program is designed for persons who want a challenging and rewarding career in educating and caring for young children. Through the development of practical skills, knowledge of theory, and a nurturing attitude, students learn to be quality child care providers for children. In response to community demand for qualified child care providers, the Child Development program at Laredo College addresses student competencies and standards for early childhood programs developed by the National Association for the Education of Young Children (NAEYC), State Board for Educator's Certification Pedagogy and Professional Responsibilities Standards, and The Child Development National Credential Program.

The Child Development Program provides teacher training through a variety of courses. It requires students to spend a major part of their credit-hour time working with young children in various early childhood programs. In addition, it has expanded the role of the CDP in Laredo and the surrounding communities by offering online courses.

Laredo College offers two levels of study: a two-year Associate in Applied Science (A.A.S.) degree in Child Development and a one-year Child Development Assistant Certificate. Both are based on the principal that quality care makes a positive difference in the lives of children and their families. **Instruction** is centered on lecture, lab, internship, and field experience courses, which offer direct experience in a variety of settings.

In addition, Laredo College has a child care center, Camilo Prada Child Development Center, that all child development students use as a laboratory and is the only child care center in Laredo, Texas, that has been accredited by The National Association for the Education of Young Children, a national organization that promotes high-quality early learning for all children, birth through age 8, by connecting practice, policy and research. **NAEYC** advances a diverse, dynamic early childhood profession and support all who care for, educate, and work on behalf of young children.

Camilo Prada CDC is licensed by the Texas Health and Human Services Commission and is involved in the Texas Rising Star Certification Program which is a voluntary, quality-based child care rating system of child care providers participating in the Texas Workforce Commission's subsidized child care program. The TRS Provider Certification System offers three levels of certification (2-star, 3 Star, & 4 star) Camilo Prada CDC is recognized as 4-star certified center in Laredo.

The Camilo Prada Child Development Center is located at the LC South Campus and is readily available to meet the necessary course requirements for the child development students. The center is a model high quality early childhood program that provides a full day quality preschool program to children of Laredo College students, staff, faculty, as well as children from the community and surrounding areas. It provides equitable learning opportunities for children that enables them to achieve their full potential as

engaged learners and valuable members of society; it provides a wide range of developmentally appropriate materials and learning through play experiences; whole-child approach to learning and teaching; serves as a field site for the Child Development students to complete their lab requirements. and supports the instructional Child Development Program.

Students enrolling for Child Development courses with a laboratory, internship, or field experience component must comply with certain entrance requirements and criteria of the childcare licensing laws as required by the Texas Health and Human Services Commission Minimum Standards for Child-Care Centers.

Due to the nature of the curricula and the criteria for child-care center and public school volunteers, determined by the state licensing agency, there are **special entrance and continuation requirements for the completion of CDEC and TECA Child Development courses.**

As required by Texas Health and Human Services Commission Minimum Standards for Child-Care Centers, the student must comply with the following:

- A student must be able to supervise children at all times as defined by Texas Administrative Code (TAC) §746.1205.

[TAC §746.1205](#). What does Licensing mean by "supervise children at all times"?

Supervising children at all times means that the assigned caregiver is accountable for each child's care. This includes responsibility for the ongoing activity of each child, appropriate visual and/or auditory awareness, physical proximity, and knowledge of activity requirements and each child's needs. The caregiver must intervene when necessary to ensure children's safety. In deciding how closely to supervise children, the caregiver must take into account:

- Ages of the children;
- Individual differences and abilities;
- Indoor and outdoor layout of the child-care center; and
- Neighborhood circumstances, hazards, and risks.
- At the beginning of each semester, students must complete a background check as defined by TAC §745.607.

[TAC §745.607](#) Requesting Background Checks. What are the different types of background checks?

- A name-based criminal history check: The Department of Public Safety (DPS) conducts a comparative search between a person's name and the DPS database of crimes committed in the State of Texas;
- A DFPS central registry check: DFPS conducts a comparative search between a person's name and the DFPS central registry, which is a DFPS database of people who have been found by DFPS's divisions of Child Protective Services, Adult Protective Services, or Licensing to have abused or neglected a child; and
- An out-of-state central registry check: a comparative search between a person's name and another state's database of persons who have been found to have abused or neglected a child.
- A student must not have any criminal convictions as defined by §745.661.

TAC §745.661 Criminal Convictions and Central Registry Findings of Child Abuse or Neglect

What types of criminal convictions may affect a person's ability to be present at an operation?

(a) A felony or misdemeanor conviction under Texas law, the laws of another state, or federal law may affect a person's ability to be present at an operation. There are three charts with information regarding specific crimes that may affect a person's ability to be present at an operation. Each chart specifies whether a conviction permanently or temporarily bars a person from being present at one of the relevant operations while children are in care, whether a person is eligible for a risk evaluation, and whether a person who is eligible for a risk evaluation may be present at the operation pending the outcome of the risk evaluation. The three charts are:

- (1) [Licensed or Certified Child Care Operations: Criminal History Requirements;](#)
- (2) [Foster or Adoptive Placements: Criminal History Requirements; and](#)
- (3) [Registered Child Care Homes and Listed Family Homes: Criminal History Requirements.](#)

(b) The three charts listed in subsection (a) of this section will be reviewed and updated annually, published every January as an "In Addition" document in the Texas Register, and are available on the DFPS website at https://www.dfps.state.tx.us/Child_Care/

(c) A person currently on parole for a felony offense must have an approved risk evaluation prior to being present at the operation.

(d) For any felony offense that is not specifically enumerated in the relevant chart listed in subsection (a) of this section, a person convicted within the past 10 years for the offense must have an approved risk evaluation prior to being present at the operation.

(e) Substantially similar federal offenses and offenses in other states will be treated the same as the similar Texas offense.

(f) This rule does not apply to a person who requires a background check under this subchapter because of the person's responsibilities as a DFPS or Licensing employee or volunteer. The person will have a background check conducted by DFPS or HHSC as part of the person's application to become an employee or volunteer.

Additional Requirements:

- The student must be able to attend and actively participate in all classroom courses.
- The student must be able to attend and actively participate in all required courses, instructional, and/or laboratory classes or internship courses as required.
- The student must be able to communicate effectively and professionally when interacting with peers, faculty, staff, other college personnel, guests, and employers. Examples of relevant communication activity include, but are not limited to:
 - a. use of effective verbal and/or non-verbal communication skills
 - b. effective utilization of the English language
- The student must be able to sufficiently meet and perform all course objectives that are essential to all classroom, laboratory, day care, and internship courses.
- The student must be able to sufficiently maintain the safety and well-being of children and fellow students without posing a safety threat to you or others in all environments on or off-campus.

- All assignments must be turned in on due dates. Late work must be completed and turned in within one week from its original due date. The highest grade for all late work is an 80.
- Throughout the semester, only ONE make-up test will be granted only in extraordinary circumstances such as a viable serious illness or death in the immediate family and if the instructor has prior notification that the student will be absent on the day of the scheduled test.
- Make-up tests must be completed within one week from its original due date and must be taken either online (for online classes) or at LC South Child Development Resource Room, AAC 104.
- All students needing special accommodation will test at the LC South Learning Center.
- All make-up tests will be all essay questions and each question must be answered completely correct in order to get any credit for the question.

NOTE: Entrance and continuation requirements listed above also apply for CDEC 2187, CDEC 2188 and CDEC 2486. Internships are on or off-campus at either LC Camilo Prada Child Development Center or at a Contracted Webb County Head Start Center.

NOTE: Due to the nature of the curricula and the criteria, for public school volunteers, there are special entrance and continuation requirements for the completion of **EDUC courses**. All students enrolling in EDUC classes requiring field experience assignments must turn in a clear criminal history background check from the Webb County Sheriff's Department or the Laredo Police Department indicating that the student does not have a criminal history.

NOTE: If the criminal history check identifies any criminal convictions, the student will not be permitted to continue in any CDEC Internship course or EDUC course.

NOTE: Successful completion of all undergraduate, lower level courses, taken at Laredo College does not guarantee acceptance to a transfer institution.

NOTE: Due to the pandemic, some of the internship external agencies require specific Covid-19 protocols. As a guest in the facility, programs must adhere to the agency's requirements. If you chose not to adhere to the agency's or Laredo College Protocols, you may not be able to complete your internship requirements, therefore you may need to "withdraw" from the course.

PREREQUISITES/CO-REQUISITES

Students must meet or exceed the basic skills requirements to register for the Child Development courses. Because of the unique nature of the curriculum, there are some courses that must be passed before you will be permitted to take the next course. These courses must be taken in sequence or may have to be taken concurrently with others. If a course with a co-requisite is dropped, the concurrent courses must be dropped as well. These prerequisites and co-requisites are set by the program, approved by the Curriculum Committee and enforced by the Enrollment Office. If there are questions, please contact a representative of the Student Success Center for further clarification.

ATTENDANCE REGULATIONS

Regular and punctual attendance is expected of each student in every class.

Responsibility for class attendance rests with the student. A student absent from class bears full responsibility for all material covered in class.

Attendance records will be kept for the first 12 class days during the fall and spring semester, the first two days during the Maymester and Wintermester, and the first four class days during the summer session. This will vary for classes with different beginning and end dates. Check with the Office of the Registrar and Admissions for these special calendar dates.

Students enrolled in a Face-to-Face course or a Hybrid/Blended course will need to physically show up to class within the first twelve (12) class days of the Fall or Spring Semester, within the first two (2) class days of the Maymester or Wintermester, or within the first four (4) class days of a Summer Session to remain officially enrolled in the course beyond the census date.

Students enrolled in a Fully Distance Education course will need to log in within the first twelve (12) days of the Fall or Spring Semester, within the first two (2) class days of the Maymester or Wintermester, or within the first four (4) class days of a Summer Session to remain officially enrolled in the course beyond the census date.

Students will be withdrawn administratively from the course should they fail to abide by this rule. Once the official census date for the semester or session has passed, no formal attendance will be required except for programs where the respective accreditation agency requires attendance records.

Students who do not intend to remain enrolled after attending at least one class day **must** initiate a drop request from any or all classes by submitting a drop slip to the Enrollment and Registration Services Center or through PASPort. **Responsibility for class attendance rests with the student. Regular and punctual attendance is expected.**

WITHDRAWAL FROM CLASSES

Students have the right and the responsibility to initiate a drop request from any course. Requests for withdrawal from a course may be submitted online or at the Office of the Registrar and Admissions.

Students who do not intend to remain enrolled after attending at least one class day **must** initiate a drop request from any or all classes by submitting a drop slip to the Enrollment and Registration Center.

Responsibility for class attendance rests with the student. Regular and punctual attendance is expected.

Please contact the Office of the Registrar and Admission for details on withdrawing from courses. It is the student's responsibility to submit an Add/Drop form prior to the official last day to Drop with a "W."

Students who receive Financial Aid Title IV funds and withdraw from LC, may owe a refund to the Department of Education. Students, who receive Financial Aid, please contact the LC Financial Aid Center prior to withdrawing from any LC courses.

GRADES REGULATIONS

To receive credit for CDEC, TECA, and EDUC courses, the student must complete all CDEC, TECA, EDUC courses with a grade of "C" or better.

All students can access their grades through PASPort (<http://pasport.laredo.edu>)

INCOMPLETE GRADE

A grade of "I" (Incomplete) will be granted only in extraordinary circumstances such as verifiable serious illness or death in the immediate family. Departments may stipulate additional criteria with approval of the designated executive or senior administrator. When the "I" grade is reported to the Office of the Registrar and Admissions, the instructor must sign a form indicating the work which must be completed by the student. Students have a maximum of four (4) months to complete the work. Once completed within the specified time, the instructor will prepare the appropriate paperwork to change the "I" grade to the appropriate grade earned. The student's grade point average will be re-calculated with the changed grade. If the course work is not completed within the four-month period, the "I" grade will remain on the student's transcript and is computed as an "F" grade.

ACADEMIC/SCHOLASTIC DISHONESTY

The student in the Child Development Program will abide by the LC [Student code of Conduct and Discipline](#) and abide by the LC Scholastic Dishonesty policy FLB(Local) as stated in the current [LC Manual of Policy](#). Any student found guilty of dishonesty while in the academic (classroom) and/or clinical affiliation is subject to dismissal from the CD Program.

Procedures for discipline due to scholastic dishonesty shall be the same as in student disciplinary actions, except that all scholastic dishonesty actions shall be first considered and reviewed by the faculty member. One of the consequences for Academic Dishonesty in the Child Development Program will be receiving a grade of zero on the course work that the student was caught cheating, plagiarizing, and/or colluding on. Additional reviews and/or consequences will be referred to the associate dean of students/Title IX coordinator or associate vice-president for student services, the agent within the College District responsible for student conduct.

DISCIPLINARY ACTION

The student may be dismissed from the CD program or EDUC courses for the following reasons, but are not limited to:

- The student fails to meet any of the conditions set forth and determined by the regulating state licensing agency and/or Texas Health and Human Services Commission Minimum Standards for Child-Care Centers.
- The student not having a clear criminal history.
- The nature of the event is so severe that calls for the immediate dismissal of the student from the CD program
- If the event occurred after the last day to withdraw from a course, the student will receive a grade of “F” for the course.

PROFESSIONALISM

As professionals, we are constantly working to enhance the status of the child care industry. Students, faculty, staff, and alumni all share a common pride in their work, workplace, and appearance. We have all chosen the child care industry as our vocation. It is a respected profession. It takes many years of hard work, training, dedication, and tenacity to become a leader in this industry, but it takes only a few moments to dress, act, and think like a professional. The following standards of conduct are expected of anyone who aspires to be regarded as a professional in the child care industry.

Professionals:

- refrain from abusive and foul language
- speak and act without prejudice to race, color, creed, religion, age, gender disability, ethnicity, veteran status, marital status, or sexual orientation
- demonstrate and adhere to ethical practices, with due respect for children their parents, and colleagues
- treat all equipment and property with respect as if personal property
- be polite and courteous to all visitors, peers, and colleagues
- work with a positive attitude
- dedicate yourself to learning
- stay open-minded to the opinions of others
- share knowledge with others

PERSONAL HYGEINE

Every professional in the child care field should be aware of the necessity to maintain the highest standards of personal hygiene and to present a businesslike appearance at all times.

DRESS CODE

The Child Development students are required to wear their lab smocks during all internships. Upon purchasing the smock, the student is expected to wear it with pride and ensure it is neat and clean at the start of each internship class. The maintenance the student's appearance is a professional matter; therefore, they are responsible for laundering and ironing your attire.

- Child Development Black Smock with the LC approved logo
- Khaki pants
- Black Tee-shirt to wear under the smock
- Shoes with closed toes
- No visible body piercing allowed
- Tattoos must be covered during labs

REQUIRED IMMUNIZATIONS

Internship course Requirements due during the first two weeks of the course:

- Must have a negative T.B. test or negative chest x-ray from the USA. If an outbreak of tuberculosis were to occur, an additional T.B. test may be required.
- Provide an immunization card showing proof of the COVID 19 Vaccination

Due to the pandemic, some of the clinical agencies require specific Covid-19 protocols. As a guest in the facility, programs must adhere to the agency's requirements. If you chose not to take the vaccine, you may not be able to complete your clinical requirements, therefore you may need to "withdraw" from the course.

INTERNSHIP

The purpose of the Internship is to provide a capstone experience for students majoring in Child Development. A capstone learning experience is defined by the Texas Higher Education Coordinating Board as a final learning experience that allows the student to apply the broad knowledge of the profession. For this reason, it is recommended that students enroll in the Internship course during the final semester for the Certificate and/or the Associates in Applied Science Degree.

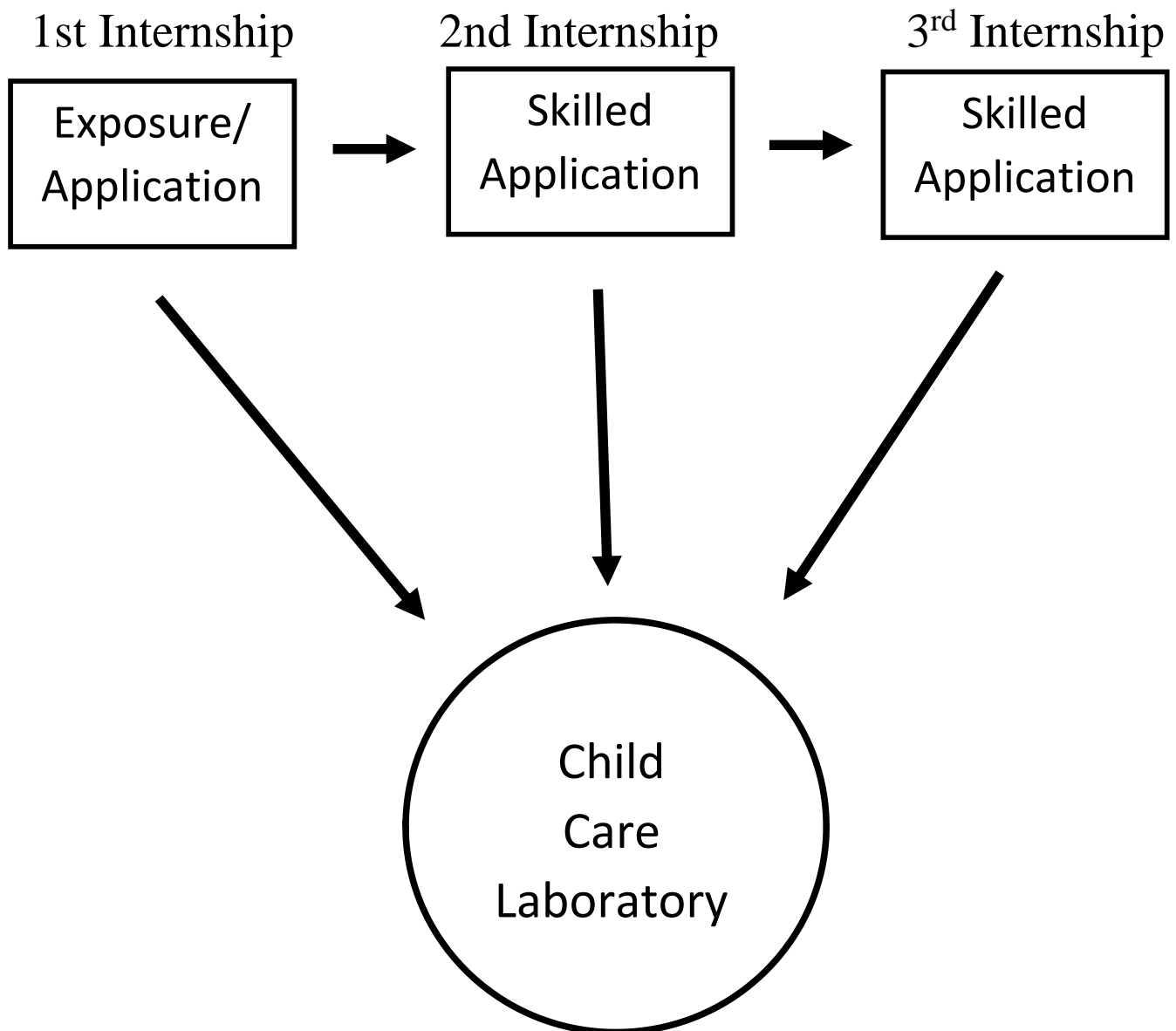
All internship experiences will provide the following benefits:

- Students will gain valuable experience in the field
- Students will be able to apply knowledge and skills in a real-life work setting
- Students will have the opportunity to work with children
- Students will develop professional contacts and references

Internship Student responsibilities:

1. Student folder and other forms: You may not attend your lab unless your yellow folder is complete. At your first meeting, have the Cooperating Teacher sign the Agreement for Cooperating teacher Form (brown), the Lab Student's Responsibilities Form (White), Laboratory Directions and Requirements Form (Blue) and the Agreement for Child Development Lab Sites Form (Green). Please return the above-mentioned forms to your college instructor immediately after your first lab visit.
2. Recognize and accept that the cooperating teacher has the ultimate responsibility for what you do or do not do at the child care center.
3. Know and follow the rules, regulations and policies of the school.
4. Maintain an ethical and professional attitude toward all members of the school (In part, this means no gossiping about students, teachers, school staff/ patrons or parents).
5. Make yourself available for regular planning and feedback sessions with your college instructor and cooperating teacher.
6. Be punctual. If you will not be able to get to lab on time be sure to call and inform the school staff ahead of time.
7. You are not to be absent from lab for other than serious health problems. If you are unable to be present, then you must notify both your cooperating teacher and college instructor before your scheduled lab.
 - Only one absence may be made up if, and only if, the students make it up within a week.
 - Other absences will lead to a loss of points off from the student's attendance grade.
 - Students who are absent when the college instructor is scheduled to observe them will receive a grade of zero (0) for the observation.
8. Follow the CDEC 2187/CDEC 2188/CDEC 2486 lab schedule.
9. Students must follow the LC Child Development dress code at all times.

CHILD DEVELOPMENT INTERNSHIP EXPERIENCES



LAB FOLDER TABLE OF CONTENTS

1. LC Child Development Dept. Folder Lab Requirement
 - a. ID's (State and Institution)
 - b. T.B. Results
 - c. Covid-19 Vaccination Record
 - d. LC Student Schedule & Bill
2. Child Development Dept. Laboratory Directions & Requirements - **Blue Form**
3. Child Development Internship Responsibilities- **White Form**
4. Child Development Internship Experiences – **Pink Form**
5. LC Lab Student Information Child Development Department – **Yellow Form**
6. Agreement for Cooperating Teacher – **Tan Form**
7. LC Agreement for Child Development Lab Sites – **Green Form**
8. Child Development – Core of Ethics for Students – **Purple Form**
9. Child Care Licensing Request for Background Check – **(Pull out for Background check)**
10. Affidavit for Applicants for Employment with a Licensed Operation – **White Form**
11. Child Development Dept. Field Placement Attendance Report – **Gold Form**
12. Liability Release Form- **(Pull out for Department Records)**
13. Letters of Recommendations (2-3)
14. Child Development Dept. Weekly Reports (10)
15. LC Child Development Dept. Student Evaluation (1)

Laredo College
Child Development Department
Folder Lab Requirements

Lab Folder:

1. Two letters of references (not from relatives)
2. A copy of your LC registration receipt
3. Code of ethics and signed by student
4. Lab student information form and signed by student
5. A copy of TB (negative) results
(TB test including chest X-rays from Mexico are not allowed)
6. A copy of Covid-19 Vaccination Record
7. Criminal History Form + check or money order; \$2.00 payable TDPRS
8. Criminal History Affidavit + photo ID
9. College identification card

Student signature: _____ Date: _____

Address: _____ Telephone #: _____

Previous Lab Assignment(s): Where? _____ Teacher _____

TECA 1354/CDEC 1319 section #: _____ Instructor _____

Transportation Problems? _____ Place of Employment: _____

Explain: _____

✂-----

Lab Folder:

1. Two letters of references (not from relatives)
2. A copy of your LC registration receipt
3. Code of ethics and signed by student
4. Lab student information form and signed by student
5. A copy of TB (negative) results
(TB test including chest X-rays from Mexico are not allowed)
6. A copy of Covid-19 Vaccination Record
7. Criminal History Form + check or money order; \$2.00 payable TDPRS
8. Criminal History Affidavit + photo ID
9. College Identification card



**Child Development Department
CDEC 2187
Laboratory Directions and Requirements**

INTRODUCTION:

Student teaching is a challenging and rewarding experience in your development as a teacher. Everyone associated with the program is committed to help you become as fine a teacher as your capabilities and dedication allows.

Student Teachers:

In Advance

1. Have your smock and name tag ready. Make sure, if you have not been to the school before, you drive by the location in advance so you will feel comfortable and arrive in a timely fashion stress-free. Check availability of parking areas and locate main entrance.
2. Attire: Keep in mind you are a visitor in a classroom and will be watched very carefully by children. Your arrival could be your first opportunity to meet your future colleagues. As a dress code recommendation, wear a black top with khaki pants. Be mindful of shoes as well. You need to be able to move fast in both the classroom and in the out-of-doors. Tennis shoes are recommended. Visible body piercing jewelry is not allowed and tattoos must be covered during lab time.

Arrival:

1. Read and make note of plans and assignments posted on bulletin board over the cubbies. This should be the first place you go to in the classroom.
2. Call if you cannot come or we'll be counting on you being here.
3. Locate first aid kit and read directions on what to do if a child is hurt (posted on door).
4. Become familiar with areas in the center: cabinets, kitchen, where things are kept and stored.

Children's Belongings:

1. Children's coats and personal belongings should go in a designated place.
2. Child's name is printed in upper left corner of paper for art work. First letter is capitalized, others are lower case. Manuscript writing is used (see chart posted in CD Resource Room).

Guidance:

1. Use positive guidance.
2. Encourage children to do as much as possible for themselves.

1. Step into a situation immediately if a child is in physical danger.
2. Avoid making a model for the child (applies to all creative experiences).
3. When a child makes something with blocks, paint, clay, etc., don't ask: "What is it?" You may ask, "Would you like to tell me about _____?"
4. Avoid baby talk or babying the children. This includes calling them names such as "honey, sweetheart" or "baby".
5. Toileting accidents should be treated matter-of-factly: Children are not shamed or scolded. Each child has two extra sets of clothing in his/her locker.
6. Student teachers are not to be left alone to supervise children at any time.

Outdoor time:

1. Check climbing equipment and wheel toys to be sure they are safe for children to use.
2. Children must wear shoes outside.
3. Children are to remain in the classroom, unless otherwise specified, and under adult supervision at all times. Teacher must be on the playground before a child goes outside. Student teachers must never be left alone to supervise playground activities. Cooperating teacher or employee should accompany a child inside a building for bathroom or any other emergency.

Indoor Activities:

1. Children are encouraged to put toys back where they got them from when finished using them.
2. Aprons on art shelf are for the children to wear when painting or involved in water play or other messy activities.
3. Please roll up children's sleeves when they are going to participate in a messy activity.
4. If age allows encourage child to be responsible for spills.
5. We may sit in the chairs or on the floor. Tables are for materials and not for people. Please model appropriate behavior.

Breakfast and Lunch Time:

1. Children and teachers must wash hands before breakfast and lunch. Facilitate this process for the cooperating teacher according to procedures already in place.
2. Observe routine meal time and follow existing procedures and assist in routines.

Miscellaneous:

1. Students, please tell the cooperating teacher before leaving the room or playground for any reason.
2. Discuss children and their behaviors only in class or with staff at the center. To honor confidentiality, discuss children and their behaviors with your cooperating teacher only.
3. Upon departure inform your cooperating teacher that you are leaving and share any important information.
4. Make sure you sign your attendance sheet and that your cooperating teacher signs as well.

STUDENT TEACHER RESPONSIBILITIES:

1. **Green folder and other forms:** You may not attend your lab unless your green folder is complete. At your first meeting, have cooperating teacher sign the Agreement for Cooperating Teachers Form (brown), the Lab Student's Responsibilities Form (White), Laboratory Directions and Requirements Form (Blue) and the Agreement for Child Development Lab Sites Form (Green). Please return the above mentioned forms to your laboratory instructor immediately after your first lab visit.
2. Recognize and accept that the cooperating teacher has the ultimate responsibility for what you do or do not do in the classroom.
3. Know and follow the rules, regulations and policies of the school.
4. Maintain an ethical and professional attitude toward all members of the school community. (In part, this means no gossiping about students, teachers, staff or administrators).
5. Make yourself available for regular planning and feedback sessions with your college instructor and cooperating teacher.
6. Make adequate plans in advance of teaching assignments and share copies with the cooperating teacher and college instructor.
7. Be punctual. If you will not be able to get to lab on time be sure to call and inform the staff ahead of time.
8. You are not to be absent from lab for other than serious health problems. If you are unable to be present, then you must notify both your cooperating teacher and college instructor before your scheduled lab.
9.
 - a. Only one absence may be made up if, and only if, the students makes it up within a week.
 - b. Other absences will lead to a loss of points off from the student's attendance grade.
 - c. Students who are absent when the college instructor is scheduled to observe them will receive a grade of zero (0) for the observation.
10. Follow the CDEC 2187 lab schedule.

COOPERATING TEACHER RESPONSIBILITIES

1. Accept the student teacher as a professional person.
2. Acquaint the student teacher with materials and resources available in the school.
3. Allow and encourage the student teacher to assume more responsibility as he or she exhibits the readiness to do so.
4. Observe the student teacher teaching on a regular (at least weekly) basis and provide feedback of the observation to the student teacher.
5. Conduct regular planning sessions with the student teacher. There should be one session at the beginning of the semester followed by weekly and/or daily sessions.
6. Complete two student teaching evaluation forms, one at mid-semester and one at the end of the semester and discuss each evaluation with the student teacher. At mid-semester, concrete suggestions for improvement should be identified and then communicated to all parties involved.
7. Document the student teacher's attendance by signing your name on the space next to the student teacher's signature on the Field Placement Attendance Report provided. Date, hours, and signatures are to be recorded at the time of each lab session. If an absence is to be recorded, please enter "Date" and "Hours" and write "Absent" on the blank for the student teacher's signature. Then sign as usual. If making up an absence, use the next space on your attendance sheet to sign in. On the left margin indicate that it is a make-up day by writing in the words "make-up."
8. Establish open communication with the student teacher and the college instructor.
9. All student teachers are required to work in their assigned classroom during scheduled labs. They may not be assigned anywhere else.

Child Development Department Laboratory Requirements

All students enrolling in CDEC and TECA classes requiring laboratory assignment must comply with the following:

- A. Texas Health and Human Services Child Care Licensing
- B. Due to the nature of the curricula and the criteria for child-care center volunteers determined by the state licensing agency, there are special entrance and continuation requirements for completion of CDEC and TECA laboratory courses.

As required by state law, the student:

1. Must complete a request for criminal history and central registry check at the beginning of each semester. (745.661)

SUBCHAPTER F BACKGROUND CHECKS DIVISION 4 CRIMINAL HISTORY, SEX OFFENDER REGISTRY, AND CHILD ABUSE OR NEGLECT FINDINGS

§745.661. What types of criminal convictions may affect a subject's ability to be present at an operation?

(a) A felony or misdemeanor conviction under Texas law, the laws of another state, or federal law may affect a person's ability to be present at an operation. There are three charts with information regarding specific crimes that may affect a person's ability to be present at an operation. Each chart specifies whether a conviction permanently or temporarily bars a person from being present at one of the relevant operations while children are in care, whether a person is eligible for a risk evaluation, and whether a person who is eligible for a risk evaluation may be present at the operation pending the outcome of the risk evaluation. The three charts are:

- (1) [Licensed or Certified Child Care Operations: Criminal History Requirements;](#)
- (2) [Foster or Adoptive Placements: Criminal History Requirements; and](#)
- (3) [Registered Child Care Homes and Listed Family Homes: Criminal History Requirements.](#)

(b) The three charts listed in subsection (a) of this section will be reviewed and updated annually, published every January as an "In Addition" document in the Texas Register, and are available on the DFPS website at https://www.dfps.state.tx.us/Child_Care/

(c) A person currently on parole for a felony offense must have an approved risk evaluation prior to being present at the operation.

(d) For any felony offense that is not specifically enumerated in the relevant chart listed in subsection (a) of this section, a person convicted within the past 10 years for the offense must have an approved risk evaluation prior to being present at the operation.

(e) Substantially similar federal offenses and offenses in other states will be treated the same as the similar Texas offense.

(f) This rule does not apply to a person who requires a background check under this subchapter because of the person's responsibilities as a DFPS or Licensing employee or volunteer. The person will have a background check conducted by DFPS or HHSC as part of the person's application to become an employee or volunteer

In addition, students must also comply with the following:

1. Must have a negative T.B. test or negative chest x-ray from the USA during the first two weeks of the semester. If an outbreak were to occur, an additional T.B. test may be required.
2. Must provide a copy of Covid-19 Vaccination Record.
3. Must submit two letters of reference (not from relatives).
4. Must sign a code of ethics statement at the beginning of the semester.
5. Must adhere to attire recommendations (black top, khaki pants and closed-toe shoe)

The student must meet the above mentioned criterion in order to continue in Child Development/TECA classes with laboratory/internship or field experience requirements.

CDEC 2187 lab is either on or off-campus at program APPROVED or CONTRACTED lab sites.

CDEC 2188 and 2486 labs are either on or off-campus at program CONTRACTED lab sites. For more information, contact the Child Development Department Chair.

*****NOTE:** To receive credit for CDEC, EDUC, & TECA courses, the student must complete all CDEC, EDUC, & TECA courses with a grade of "C" or better.

Cooperating Teacher

Center Director

College Instructor

Date

Student



**CHILD DEVELOPMENT DEPARTMENT
CDEC 2188 & 2486
LABORATORY DIRECTIONS AND REQUIREMENTS**

INTRODUCTION:

Student teaching is a challenging and rewarding experience in your development as a teacher. Everyone associated with the program is committed to helping you become as fine a teacher as your capabilities and dedication allow.

STUDENTS TEACHERS

IN ADVANCE:

1. Have smock and name tag ready. Make sure, if you have not been to the school before, you drive by the location in advance so you will feel comfortable and arrive in a timely fashion stress-free. Check availability of parking areas and locate main entrance.
2. Attire: Keep in mind you are a visitor in a classroom and will be watched very carefully by children. Your arrival could be your first opportunity to meet your future colleagues. As a dress code recommendation, wear a black top with khaki pants. Be mindful of shoes as well. You need to be able to move fast in both the classroom and in the out-of-doors. Tennis shoes are recommended. Visible body piercing jewelry is not allowed and tattoos must be covered during lab time.

ARRIVAL:

1. Read and make note of plans and assignments posted on bulletin board over the cubbies. This should be the first place you go to in the classroom.
2. Call if you cannot come or we'll be counting on you being here.
3. Locate first aid kit and read directions on what to do if a child is hurt (posted on door).
4. Become familiar with areas in the center: cabinets, kitchen, where things are kept and stored.

Children's Belongings:

1. Children's coats and personal belongings should go in a designated place.
2. Child's name is printed in upper left corner of paper for art work. First letter is capitalized, others are lower case. Manuscript writing is used (see chart posted in CD Resource Room).

Guidance:

1. Use positive guidance.
2. Encourage children to do as much as possible for themselves.
3. Step into a situation immediately if a child is in physical danger.
4. Avoid making a model for the child (applies to all creative experiences).
5. When a child makes something with blocks, paint, clay, etc., don't ask: "What is it?" You may ask, "Would you like to tell me about _____?"
6. Avoid baby talk or babying the children. This includes calling them names such as "honey, sweetheart" or "baby".
7. Toileting accidents should be treated matter-of-factly: Children are not shamed or scolded. Each child has two extra sets of clothing in his/her locker.
8. Student teachers are not to be left alone to supervise children at any time.

Outdoor time:

1. Check climbing equipment and wheel toys to be sure they are safe for children to use.
2. Children must wear shoes outside.
3. Children are to remain in the classroom, unless otherwise specified, and under adult supervision at all times. Teacher must be on the playground before a child goes outside. Student teachers must never be left alone to supervise playground activities. Cooperating teacher or employee should accompany a child inside a building for bathroom or any other emergency.

Indoor Activities:

1. Children are encouraged to put toys back where they got them from when finished using them.
2. Aprons on art shelf are for the children to wear when painting or involved in water play or other messy activities.
3. Please roll up children's sleeves when they are going to participate in a messy activity.
4. If age allows encourage child to be responsible for spills.
5. We may sit in the chairs or on the floor. Tables are for materials and not for people. Please model appropriate behavior.

Breakfast and Lunch Time:

1. Children and teachers must wash hands before breakfast and lunch. Facilitate this process for the cooperating teacher according to procedures already in place.

1. Observe routine meal time and follow existing procedures and assist in routines.

Miscellaneous:

1. Students, please tell the cooperating teacher before leaving the room or playground for any reason.
2. Discuss children and their behaviors only in class or with staff at the center. To honor confidentiality, discuss children and their behaviors with your cooperating teacher only.
3. Upon departure inform your cooperating teacher that you are leaving and share any important information.
4. Make sure you sign your attendance sheet and that your cooperating teacher signs as well.

STUDENT TEACHER RESPONSIBILITIES:

1. Green folder and other forms: You may not attend your lab unless your green folder is complete. At your first meeting, have cooperating teacher sign the Agreement for Cooperating Teachers Form (brown), the Lab Student's Responsibilities Form (White), Laboratory Directions and Requirements Form (Blue) and the Agreement for Child Development Lab Sites Form (Green). Please return the above mentioned forms to your laboratory instructor immediately after your first lab visit.
2. Recognize and accept that the cooperating teacher has the ultimate responsibility for what you do or do not do in the classroom.
3. Know and follow the rules, regulations and policies of the school.
4. Maintain an ethical and professional attitude toward all members of the school community. (In part, this means no gossiping about students, teachers, staff or administrators).
5. Make yourself available for regular planning and feedback sessions with your college instructor and cooperating teacher.
6. Make adequate plans in advance of teaching assignments and share copies with the cooperating teacher and college instructor.
7. Be punctual. If you will not be able to get to lab on time be sure to call and inform the staff ahead of time.
8. You are not to be absent from lab for other than serious health problems. If you are unable to be present, then you must notify both your cooperating teacher and college instructor before your scheduled lab.
9. a. Only one absence may be made up if, and only if, the student makes it up within one week.

b. Other absences will lead to a loss of points off from the student's attendance grade.

c. Students who are absent when the college instructor is scheduled to observe them will receive a grade of zero (0) for the observation.

1. Regularly attend the lecture session of this class.
2. Follow the CDEC 2188/2486 lab schedule.

COOPERATING TEACHER RESPONSIBILITIES

1. Accept the student teacher as a professional person.
2. Acquaint the student teacher with materials and resources available in the school.
3. Allow the student teacher to assume more responsibility as he or she exhibits the readiness to do so.
4. Encourage the student teacher to be creative and try new teaching strategies.
5. Require lesson plans from the student teacher at least two weeks in advance of his or her teaching experience.
6. Observe the student teacher teaching on a regular (at least weekly) basis and provide a written copy of the observation to both the student teacher and the college instructor.
7. Provide an organized feedback session for each observation made (in addition to incidental observations and remarks) and provide the student teacher and college instructor with a written summary of the results.
8. Document the student teacher's attendance by signing your name on the space next to the student teacher's signature on the Field Placement Attendance Report provided. Date, hours, and signatures are to be recorded at the time of each lab session. If an absence is to be recorded, please enter "Date" and "Hours" and write "Absent" on the blank for the student teacher's signature. Then sign as usual. If making up an absence, use the next space on your attendance sheet to sign in. On the left margin indicate that it is a make-up day by writing in the words "make-up."
9. Establish open-communication with the student teacher and college instructor.
10. Conduct regular planning sessions with the student teacher. There should be one session at the beginning of the semester followed by weekly and/or daily sessions.
11. Complete two student teaching evaluation forms, one at mid-semester and one at the end of the semester and discuss each evaluation with the student teacher. At mid-semester, concrete suggestions for improvement should be identified and then communicated to all parties involved.
12. All student teachers are required to work in their assigned classroom during scheduled labs. They may not be assigned anywhere else.

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1. Must have a negative T.B. test or negative chest x-ray from the USA during the first two weeks of the semester. If an outbreak were to occur, an additional T.B. test may be required.
2. Must provide a copy of Covid-19 Vaccination Record.
3. Must submit two letters of reference (not from relatives).
4. Must sign a code of ethics statement at the beginning of the semester.
5. Must adhere to attire recommendations (black top, khaki pants and closed-toe shoe)

The student must meet the above mentioned criterion in order to continue in Child Development/TECA classes with laboratory/internship or field experience requirements.

CDEC 2187 lab is either on or off-campus at program APPROVED or CONTRACTED lab sites. CDEC 2188 and 2486 labs are either on or off-campus at program CONTRACTED lab sites. For more information, contact the Child Development Department Chair.

*NOTE: To receive credit for CDEC, EDUC, & TECA courses, the student must complete all CDEC, EDUC, & TECA courses with a grade of "C" or better.

Cooperating Teacher

Center Director

College Instructor

Date

Student



CHILD DEVELOPMENT LAB STUDENT'S RESPONSIBILITIES

Student's Responsibilities

- ___ Attendance and promptness
- ___ Performance and completion of all assignments and duties
- ___ Working with a minimum of direction
- ___ Translating theory into performance

College/University Supervisor's Responsibilities

- ___ Conducting orientations
- ___ Clearly outlining duties, responsibilities, and class assignments
- ___ Arranging and monitoring placements
- ___ Observing progress and confirming strengths and talents
- ___ Providing feedback
- ___ Helping students develop individual plans for future growth
- ___ Working as a liaison between cooperating teacher and student, consulting frequently as a team member
- ___ Becoming aware of cooperating teacher's assigned tasks for student teacher
- ___ Serving as a resource and modeling when possible
- ___ Evaluating student's competencies

Cooperating Teacher's Responsibilities

- ___ Orienting student teachers to room environment, schedules, class rules, and children
- ___ Serving as a model of philosophy, teaching style, and teaching technique
- ___ Clearly outlining student teacher's expectations, duties, and assigned work
- ___ Answering questions
- ___ Giving feedback on observations when possible
- ___ Providing ideas for child activities and materials
- ___ Increasing the student teacher's opportunity to gain and sharpen skills by giving increased responsibilities when appropriate
- ___ Following agreed-upon tasks

Responsibilities of All

- Maintaining professional conduct
- Communicating ideas and concerns; seeking aid when in doubt
- Gaining new skills and sharpening existing skills
- Working as supportive, caring team members



**LAREDO COLLEGE
CHILD DEVELOPMENT DEPARTMENT
LAB STUDENT INFORMATION**

NAME _____

ADDRESS _____

TELEPHONE _____

SCHOOL ID NO. _____

IN CASE OF EMERGENCY CALL:

NAME _____

TELEPHONE _____

Have you ever been convicted of a felony or a misdemeanor offense against a person, the family or of public indecency?

NO _____ **YES** _____

SIGNATURE _____

DATE _____

I understand that upon registration for a lab course I automatically will be charged for malpractice insurance and therefore, will not hold the college liable.

SIGNATURE _____

DATE _____

AGREEMENT FOR COOPERATING TEACHERS

I _____ from _____ agree to accept
(Cooperating Teacher) (Day Care Center)

an LC Child Development Student in my classroom in order to fulfill the student's CDEC 2187/2188/2486 lab requirements. I understand and accept the fact that I will assist, guide, assess, and work closely with the student on a regular basis. I realize that I am a model to the student and am in full agreement that anything that goes on in my classroom is subject to discussion during the lecture portion of the CDEC 2187/2188/2486 courses.

Cooperating Teacher

Center Director

College Instructor

Date

Student

Laredo College

Agreement for Child Development Lab Sites

I _____, from _____ agree to accept
(Child Care Center Director/School Principal) (Name of Child Care Center/School)

Laredo College Child Development Students in order to assist the student's in fulfilling their CDEC 2187, CDEC 2188, and/or CDEC 2486 course requirements for the _____ semester.

The day care center/school agrees to the following conditions:

1. My child care center/school will assist, guide, and work with the LC students, child care center supervising teacher, and the LC lab instructor.
2. My child care center/school will allow LC students to put theory into practice by following the LC Child Development curriculum that addresses student competencies and standards for early childhood programs, as developed by the National Association for the Education of Young Children, State Board for Educator's Certification Pedagogy and Professional Responsibilities Standards, and the Child Development National Credential Program.
3. My child care center/school will place LC lab students with a child care center full-time teacher that has an Associates of Applied Science Degree in Child Development.
4. My child care center/school will allow LC Lab students to always be with their assigned supervising teacher, in the assigned classroom, with the same children, during their scheduled lab time throughout the semester.
5. My child care center/school will allow the child care center supervising teacher to always be with the LC students and never leave LC students alone with the children.
6. My child care center/school employees will be considered LC Lab students during the LC scheduled lab time throughout the semester the student is enrolled in the course.
7. LC Instructors will visit the child care center/school, throughout the semester, to evaluate their LC students. The student evaluation will reflect the student's performance and in no way will it be an evaluation of the day care center/school.
8. Due to the Family Educational Rights and Privacy Act (FERPA) regulations, all LC Instructors are not able to disclose or discuss any student information to the child care center/school.

If at any time the child care center/school has any questions or concerns, please contact Mrs. Juarez, LC Child Development Department Chair or the LC Lab Instructor _____, at (956) 794-4389. If we are not available, please leave your name and number and we will get back to you as soon as one of us can.

***Note:** Any violations to the above mentioned conditions will result in the termination of this agreement.

Thank you for your participation in assisting our Laredo College Child Development Students.

Child Care Center Director/School Principal

Date



Child Development Code of Ethics for Students

Laboratory experiences and child development internships help students gain insight into skills essential to effective early childhood education. The student's growth in professionalism and integrity depends upon acceptance and practice of the following:

The student...

- ...accepts his/her roles as a practitioner primarily concerned with learning.
- ...realizes that all data concerning the host school or center, its pupils, families and staff are held in confidence.
- ...refrains from imposing own religious or political views upon children or co-workers.
- ...deals empathetically with each child without prejudice or partiality.
- ...makes every effort to establish rapport with fellow students, co-workers, school/center staff, parents and children.
- ...becomes acquainted with host school/center policies and procedures and abides by them.
- ...makes every effort to assume assigned responsibilities and duties, and assumes only that authority which has been delegated to him/her.
- ...maintains pride in the child development/early childhood education profession and continues to be informed on professional trends and current events within the field.
- ...realizes that he/she is a representative of Laredo College, and his/her conduct may be a reflection upon this institution.

Signature: _____ Date: _____

(1st Internship)

Signature: _____ Date: _____

(2nd Internship)

Signature: _____ Date: _____

(3rd Internship)

CHILD CARE LICENSING REQUEST FOR BACKGROUND CHECK

Purpose: This form may be used to request background checks required by Texas Administrative Code (TAC) §745.615. You can also submit background check requests through HHSC's [Child Care Provider website](#). See the chart below for instructions based on operation type for submitting background check requests.

| IF | THEN |
|---|--|
| You are applying for a permit | You must send your background check request form along with your application to your local licensing office. |
| Your operation is a licensed child-care center, school-age program, before- or after-school program, or residential care provider | Your operation must submit background check requests via HHSC's Child Care Provider Page . |
| Your operation is a licensed child-care home, registered child-care home, or listed family home | Your operation may submit background check requests via HHSC's Child Care Provider page, fax the background check form to 512-339-5871, or mail the background check form to: HHSC, Centralized Background Check Unit, P.O. Box 149030, Mail Code: 121-7, Austin, TX 78714-9030. |
| You are an exempt operation submitting background check requests only | You may submit your background check requests to the following mailbox: CBCUExemptBGC@dfps.state.tx.us |

Directions: Complete the following information for each person required to have a background check. Additional forms may be downloaded from the DFPS website at http://www.dfps.state.tx.us/Child_Care/Information_for_Providers/cclforms.asp.

| OPERATION INFORMATION | | |
|-----------------------|----------------------------|-----------------------------|
| Operation Name: | Operation Number: | Operation Telephone Number: |
| Operation Address: | Operation Mailing Address: | County: |

| VERIFICATION SIGNATURES | | |
|---|--|--------------|
| I verified (by reviewing the person's Social Security card or driver license) that the information on this form contains no willful misrepresentation, and that the information given is true and complete to the best of my knowledge. I understand that HHSC may contact others and, at any time, seek proof of any information contained here. I understand that any willful misrepresentation or failure to provide identifying information within the stated time limit is a cause for denial of the application or revocation of my license, registration, or listing. | | |
| Printed Name of Director, Owner, or Operator: | Signature of Director, Owner, or Operator: <div style="text-align: center;">X</div> | Date Signed: |

| INDIVIDUAL'S IDENTIFYING INFORMATION | | | | | |
|---|---|--|--|--|----------------------------------|
| Initial | 24 Month Check | | Fingerprint Check Required | | FBI Results in DPS Clearinghouse |
| First Name: | | Middle Name: | | Last Name: | |
| List any other names the individual uses or has used in the past, including married and maiden names, below. If you do not provide every name that the individual has used, you may receive inaccurate results: | | | | | |
| Other First Names: | | Other Middle Names: | | Other Last Names: | |
| Street Address: | | City: | | State: | Zip Code: |
| County: | | Telephone Number: | | Date of Birth: | Gender: Male Female |
| List any other city in Texas where the person has been a resident and any addresses, including county, where the person has lived outside of Texas in the previous five years: | | | | | |
| Ethnicity (must accompany race): Hispanic Non-Hispanic | | Race: White Black Asian American Indian/Alaskan Native Native Hawaiian/Pacific Islander | | | |
| Social Security Number: | | Photo ID Type: Driver License: Number: State: State ID: | | Date Hired or Used by the Operation or Agency: | |
| Contact information is required to schedule a fingerprint appointment. You must select one of the following choices and provide either an email address or phone number for the individual. Preferred method of contact for scheduling fingerprint appointment: Email: Telephone Number: | | | | | |
| Relationship of person to requestor: | | | | | |
| Adoptive Parent <input type="checkbox"/> Other Staff | Caregiver <input type="checkbox"/> Staff | Director <input type="checkbox"/> Volunteer | Foster Parent <input type="checkbox"/> Other: | Household Member | Licensed Administrator |
| For foster/adoptive homes only: Relationship between child/children to be placed and the foster/adoptive parent(s) or prospective foster/adoptive parent(s) <input type="checkbox"/> Relative <input type="checkbox"/> Fictive Kin <input type="checkbox"/> Unrelated | | | | | |
| Will this person be paid or is this person currently paid by the operation in the role selected? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |

The following pages are additional Individual's Identifying Information sheets for use when submitting more than one individual's background check

Signature _____

The failure or refusal of the applicant to sign or provide the affidavit constitutes good cause for refusal to hire the applicant.

Signature _____

Date Signed _____

Subscribed and sworn to (or affirmed) before me this _____ day of _____, _____.

Signature of Notary Officer: _____

My commission expires: _____

_____ {Seal, if any, of notarial officer} _____



Child Development Department
Field Placement Attendance Report
CDEC 2187/2188

Name: _____

Course: _____

Center: _____

| | <u>Date</u> | <u>Hours</u> | <u>Student's Signature</u> | <u>Cooperating Teacher's Signature</u> |
|----|--------------------|---------------------|-----------------------------------|---|
| 1 | _____ | _____ | _____ | _____ |
| 2 | _____ | _____ | _____ | _____ |
| 3 | _____ | _____ | _____ | _____ |
| 4 | _____ | _____ | _____ | _____ |
| 5 | _____ | _____ | _____ | _____ |
| 6 | _____ | _____ | _____ | _____ |
| 7 | _____ | _____ | _____ | _____ |
| 8 | _____ | _____ | _____ | _____ |
| 9 | _____ | _____ | _____ | _____ |
| 10 | _____ | _____ | _____ | _____ |
| 11 | _____ | _____ | _____ | _____ |
| 12 | _____ | _____ | _____ | _____ |
| 13 | _____ | _____ | _____ | _____ |
| 14 | _____ | _____ | _____ | _____ |
| 15 | _____ | _____ | _____ | _____ |
| 16 | _____ | _____ | _____ | _____ |

NOTE: Only one absence may be made up if, and only if, the student makes it up within one week.
Other absences will lead to a loss of ten (10) points off from the student's final lab grade



Child Development Department
CDEC 2486
Field Placement Attendance Report

Name: _____

Course: _____

Center: _____

| | <u>Date</u> | <u>Hours</u> | <u>Student's Signature</u> | <u>Cooperating Teacher's Signature</u> |
|----|-------------|--------------|----------------------------|--|
| 1 | _____ | _____ | _____ | _____ |
| 2 | _____ | _____ | _____ | _____ |
| 3 | _____ | _____ | _____ | _____ |
| 4 | _____ | _____ | _____ | _____ |
| 5 | _____ | _____ | _____ | _____ |
| 6 | _____ | _____ | _____ | _____ |
| 7 | _____ | _____ | _____ | _____ |
| 8 | _____ | _____ | _____ | _____ |
| 9 | _____ | _____ | _____ | _____ |
| 10 | _____ | _____ | _____ | _____ |
| 11 | _____ | _____ | _____ | _____ |
| 12 | _____ | _____ | _____ | _____ |
| 13 | _____ | _____ | _____ | _____ |
| 14 | _____ | _____ | _____ | _____ |
| 15 | _____ | _____ | _____ | _____ |
| 16 | _____ | _____ | _____ | _____ |
| 17 | _____ | _____ | _____ | _____ |
| 18 | _____ | _____ | _____ | _____ |

Child Development Department

| | <u>Date</u> | <u>Hours</u> | <u>Student's Signature</u> | <u>Cooperating Teacher's Signature</u> |
|----|-------------|--------------|----------------------------|--|
| 19 | _____ | _____ | _____ | _____ |
| 20 | _____ | _____ | _____ | _____ |
| 21 | _____ | _____ | _____ | _____ |
| 22 | _____ | _____ | _____ | _____ |
| 23 | _____ | _____ | _____ | _____ |
| 24 | _____ | _____ | _____ | _____ |
| 25 | _____ | _____ | _____ | _____ |
| 26 | _____ | _____ | _____ | _____ |
| 27 | _____ | _____ | _____ | _____ |
| 28 | _____ | _____ | _____ | _____ |
| 29 | _____ | _____ | _____ | _____ |
| 30 | _____ | _____ | _____ | _____ |

NOTE: Only one absence may be made up if, and only if, the student makes it up within one week. Other absences will lead to a loss of ten (10) points off from the student's final lab grade average.

LIABILITY RELEASE

In consideration of the benefits accruing to _____ as a result of participating in the
LC CDEC 2187/2188/2486 Internship from _____ to _____, and
STUDENT'S NAME
NAME ACTIVITY MONTH/DAY/YEAR MONTH/DAY/YEAR

understanding that I will be traveling, and further that in any trip there is a possibility of an automobile accident,
and that injury and bodily harm could occur, and further understanding that I will be participating in CDEC 2187/2188/
2486 Internship activity and further understanding that is such activity injuries such as Bodily injury, mental, phys-
NAME
ACTIVITY
ical and psychological injury, commonly occur I do freely and voluntarily agree to waive my right and that of my heirs and
assigns to hold Laredo College, its employees, representatives, and/or students, individually or as a whole, liable in the
event that I am hurt or injured in any way or damage is sustained by me due to negligence of Laredo College,
its employees, representatives and/or students or any other group or persons, during any part of the transportation to or
during the activity of CDEC 2187/2188/2486 Internship
NAME ACTIVITY AND CLUB

I have investigated, to my own satisfaction, the plans and arrangements for CDEC 2187/2188/2486 Internship.
NAME ACTIVITY
I accept all risks involved with the above mentioned plan of travel and activity and hereby voluntarily agree that in the event
of any accident, injury, or other difficulty incidental to said trip, or during the activity, I will not make any claims of any kind
against Laredo College or its agents and representatives and/or students and that I will and do hereby, release and
discharge Laredo College and its agents and representatives and/or students, from any and all liability or legal responsibility.
I recognize that I alone am responsible for my health; and based on my present knowledge of the correct methods and
being of legal and adult age, I accept the responsibilities and risks involved in this trip.

Further, I understand that Laredo College, its employees and/or students, assume no responsibility nor liability in
connection with the transportation, facilities and/or boarding of students. Neither will Laredo College, its employees and
representatives and/or students, be responsible for any act, error, or omission; nor for any loss, or injury to persons or
property nor for an infirmity or injury, damage or inconvenience sustained by me for any reason whatsoever which may
be occasioned by any defect or equipment, negligence or the neglect of any person engaged in carrying out the purpose of
CDEC 2187/2188/2486 Internship or any negligence in transportation to
and from Laredo or during the CDEC 2187/2188/2486 Internship
NAME CITY NAME ACTIVITY

I also understand that I should and am urged by Laredo College to obtain adequate health and accident insurance
to cover any personal injury to myself which may be sustained during the CDEC 2187/2188/2486 Internship
_____ or the transportation to and from the said event.
NAME

I further agree to become familiar with the rules and regulations of the Laredo College concerning stu-
dent conduct and to not violate said rules or and directive or instruction made by the person or persons in charge of said
trip and that I will assume the complete risk of any activity done in violation of any rule of directive or instruction.

AGREED TO AND ACCEPTED BY _____

DATE _____

PARENT OR LEGAL GUARDIAN MUST SIGN FOR PERSONS UNDER AGE 18



Laredo College
Child Development Department
Student Evaluation
CDEC 2188 & CDEC 2486

Student _____
 Course _____ Semester _____
 Date Evaluated _____

A five point rating scale is used:
 (2.5) unacceptable (4) Good
 (3) needs improvement (5) Outstanding
 (3.5) satisfactory

The cooperating teacher in charge of the student should complete this form.

2.5 3 3.5 4 5

PERSONAL QUALITIES

| | | | | | |
|--|-------|-------|-------|-------|-------|
| 1. Attendance and punctuality | _____ | _____ | _____ | _____ | _____ |
| 2. Self-direction, sees what needs to be done | _____ | _____ | _____ | _____ | _____ |
| 3. Tact, patience, and cooperation with others | _____ | _____ | _____ | _____ | _____ |
| 4. Positive attitude toward children & adults | _____ | _____ | _____ | _____ | _____ |
| 5. Well-modulated voice, use of language | _____ | _____ | _____ | _____ | _____ |
| 6. Ability to evaluate self and benefit from experiences | _____ | _____ | _____ | _____ | _____ |
| 7. Wears LC smock and dresses appropriately | _____ | _____ | _____ | _____ | _____ |

WORKING WITH CHILDREN

| | | | | | |
|--|-------|-------|-------|-------|-------|
| 1. Aware of safety factors | _____ | _____ | _____ | _____ | _____ |
| 2. Understands children at their own levels | _____ | _____ | _____ | _____ | _____ |
| 3. Skill in group guidance & individual guidance | _____ | _____ | _____ | _____ | _____ |
| 4. Listens to children and answers their questions | _____ | _____ | _____ | _____ | _____ |
| 5. Effective in setting and maintaining limits | _____ | _____ | _____ | _____ | _____ |
| 6. Encourages self-help and independence in children | _____ | _____ | _____ | _____ | _____ |
| 7. Sensitive to children's cues in terms of adding to their knowledge or encouraging verbal skills | _____ | _____ | _____ | _____ | _____ |
| 8. Aware of total situation, while working with one child | _____ | _____ | _____ | _____ | _____ |
| 9. Encourages active exploration | _____ | _____ | _____ | _____ | _____ |

WORKING WITH OTHER TEACHERS

| | | | | | |
|--|-------|-------|-------|-------|-------|
| 1. Willingness to accept direction and suggestions | _____ | _____ | _____ | _____ | _____ |
| 2. Establishes good working relationships | _____ | _____ | _____ | _____ | _____ |
| 3. Does not interfere in a situation another teacher is handling | _____ | _____ | _____ | _____ | _____ |
| 4. Shows good judgment in terms of knowing when to step into a situation | _____ | _____ | _____ | _____ | _____ |

PROGRAMMING

| | | | | | |
|--|-------|-------|-------|-------|-------|
| 1. Provides for teacher and child directed activities when due | _____ | _____ | _____ | _____ | _____ |
| 2. Plans in advance and prepares adequately | _____ | _____ | _____ | _____ | _____ |
| 3. Activities are age appropriate | _____ | _____ | _____ | _____ | _____ |
| 4. Promotes theme unit being used | _____ | _____ | _____ | _____ | _____ |

TOTAL _____ + _____ + _____ + _____ + _____ = _____

Comments _____

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

I, (Print Name) _____, have read and understand the content of the Child Development Program Student Handbook and have been given the opportunity to inquire about the content. I agree to abide by all the policies of LC Catalog, LC Student Handbook, and the Child Development Program Handbook. I understand that policies may change during the course of the two-year program and that I will abide by the changes. Students will be responsible to remain current with changes or revisions to this handbook by viewing the online handbook every semester.

Student's Signature _____

ID# _____

Date _____