Welcome to the Early Childhood Education (ECE) Program
The ECE Team is here to give you every opportunity to gain the knowledge and skills needed for success. Students completing this program are prepared to enter careers or begin advanced training in the field.

ECE instructors are experienced early childhood education professionals, who have made the choice to ready the next generation for this exciting career. ECE courses provide effective professional preparation for students to work in educational roles that do not require teacher licensure. Courses completed and credits earned often transfer into bachelor degree early childhood and child development programs at participating universities.

Use this handbook throughout your educational journey to ensure requirements are met. The information in this handbook is subject to revision as necessary. If you received college credit based on prior work experience, those credits are unlikely to transfer to other colleges or universities.

Mid Michigan College is an equal opportunity institution and does not discriminate on the basis of race, color, origin, sex, age, or disability.

July 2019

Academic Pathways
ECE Associate of Applied Science
ECE Certificate of Achievement
Early Childhood Organization (EChO)

Mid’s ECE Program established a student club in 2009 to increase opportunities for professional development and networking. Membership is open to all Mid students.

Student clubs provide a place where students learn to operate as a team as they set and reach goals. Most employers indicate that teamwork is the fundamental mode of operation. Participating in a club and holding a position of leadership indicates to potential employers that the student is willing to show initiative and work beyond the parameters of simply being a student. Participation demonstrates the skills necessary to be successful in any workplace.

Volunteer work demonstrates a willingness to give back to your community and is an indication of character, generosity, and sense of humanity. Most businesses feel so strongly about volunteerism that they create opportunities for employees to participate in volunteer work during operating hours, or as a work-related event.

If a potential employer is reviewing two resumes that are comparable item by item, but only one of the candidates has participated in ongoing volunteer work, the candidate who volunteers often gets the opportunity to interview for the open position.
Student Requirements

Minimum Grade Requirement
The Early Childhood Education Program Advisory Board has stated that a minimum grade of C (2.0) must be achieved by each student in each Early Childhood Education course to receive the Child Development Certificate, and in every course required for the ECE Associate Degree. This requirement is in place to ensure that we are graduating competent, qualified early childhood professionals.

Health Requirements
Students must have a TB test completed yearly during the time the student is participating in ECE courses. This is required by the Department of Health and Human Services (DHHS) Child Care Licensing Division for individuals working with children in licensed settings. A copy of the TB test must be on file with the MMC ECE office. This requirement must be renewed every year and not set to expire during a semester of lab work/placement. No ECE student is permitted to attend a lab site without completing this requirement first.

Validation of No Evidence of Child Abuse or Neglect, National Sex Offender and ICHAT Search
ECE students must have a current Central Registry Clearance from their local county DHHS office. Students should receive a verification letter stating that they have no history of abuse/neglect. This requirement must be renewed by the student every two (2) years and not set to expire during a semester of lab work/placement. No ECE student is permitted to attend a lab site without completing this requirement first.

To complete the DHHS Central Registry Clearance Form (12-13) scroll to bottom of the webpage to download the form. Print and complete the form, and deliver it to your local DHHS office. Indicate whether you want to pick up your letter or have DHHS mail the letter to you. Results can take up to 2 weeks.

No student may be present in a center if he/she has been convicted of a sex offense, misdemeaor or felony as described in the Michigan Department of Licensing and Regulatory Affairs, Child Care Licensing Rules and Regulations. ICHAT and National Sex Offender registry searches are completed by the ECE program at no cost to the student. Students are notified if they do not pass background checks for the ECE Program.

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Students who do not pass background searches are not eligible for the ECE program.

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CPR/First Aid
We recommend that students have Pediatric CPR and First Aid instruction when working with children. ECE 160, a full certification course in Pediatric CPR First Aid and AED, is available to students.
Policies and Procedures

General Information
The career you have embarked on is a service profession, and the children and families you work with are the most important focus of your future career. Your ability to function effectively as a member of a child caring team determine your success to a great extent. Your conduct in College courses, as a worker or volunteer in the field, as well as after graduation, represents not only you but the Early Childhood Education Program, Mid Michigan College, and the profession as a whole. The following information is to help guide you toward success as a member of the early childhood education community.

Professional Conduct
Students must be aware at all times of the importance of professional conduct, and adhere to a high standard of professionalism. Students are to maintain a professional appearance, conduct themselves appropriately, and communicate in a professional manner at all times. Students must make every effort to insure that their overall performance is to the best of their ability and a good reflection on the lab site, the ECE Program, Mid Michigan College, and the early childhood education profession. Confidentiality of information related to children, families, and staff must be maintained, and students are encouraged to use strong discretion when referring to events at the lab site.

Attendance
Individuals enrolled in the Early Childhood Education Program must establish a consistent attendance record because attendance affects the quantity and quality of work that can be accomplished in class. Consistent attendance demonstrates to future employers that you are dependable, attentive, and punctual.

We realize that illness and personal difficulties, over which you have little control, play a part in attendance patterns. However, students should make every effort to attend their course on a regular basis. Attendance policies are outlined on each course syllabus, according to the preference of the Instructor. Barriers to successful completion of a course need to be addressed with the instructor right away.

Articulation
Clare-Gladwin RESD, Iosco County Career Technology, Mecosta CTE, and Montcalm Area CTE students have the opportunity to transfer their Professions in Education class to Mid Michigan College. Initiating the transfer process is the responsibility of the student.

Assignments and Projects Capstone Portfolio
Associate Degree students should save key assignments and projects for their capstone portfolio. Assignments and projects that should be saved include lab activities with photos of children’s work from those activities, lesson plans, volunteer hours (lab hours), employer work hours statement (if you are employed in the field), First Aid and CPR cards, current DHHS Central Registry Clearance, letters of reference, an updated resume, personal philosophy statement, a letter introducing yourself to
parents/potential clients, transcripts, and any other related exemplary coursework that highlight your skill levels.

Other items you may want to save include awards and certificates, conference attendance certificates, child advocacy letters you have written, thank you cards or letters from parents, certificates of membership to professional organizations, sample newsletters, training certificates, and evidence of community volunteer work.

The Successful Early Childhood Professional
There are certain personal tendencies that contribute to an adult’s success in guiding children’s learning and development. It’s important to be willing to look at oneself objectively and think about how personal attributes impact children and families. Kindness, fairness, compassion, patience, a sense of humor, and respect for children and families are desirable attributes. Soft skills such as the willingness to learn, ability to work successfully with others, enthusiasm, advocacy, and relationship-building are also important. These are just some of the desirable qualities that make for quality early childhood educators.
Lab Information

General Information

**ECE 112, 113, 201, and 202 students are assigned to lab sites for the semester by the ECE Program Coordinator.** Students enrolled in courses ECE 112, 113, 201, and 202 are expected to complete 30 hours of lab experience for each ECE course. Students in these courses are required to spend two to four hours per week per ECE course in a licensed, early childhood lab setting. ECE 114, 206, 207 and 208 have field lab requirements as assigned by the instructor totaling 30 hours for each course. ECE 101 does not require lab hours at this time.

**No student is assigned to a lab site until all licensing requirements have been completed and copies are received by the ECE Office.** Students may also need to complete additional paperwork as required by a site prior to attending. **Lab site placements are done through the third week of the semester.** After the third week, be advised that lateness turning in your requirements resulting in a delayed lab assignment may affect your course grade.

Lecture sessions are modified to allow the lab hours for each course. Each course has assignments that complement the lab experience. ECE 114, 206, 207, and 208 have lab hours and assignments in field settings. Students are asked to carry copies of required program paperwork (DHHS clearance, TB and student ID) with them while working on lab assignments in those courses.

If a student is currently working at least 15 hours a week in a licensed early childhood setting, he/she has the option of using work hours for up to half of their lab hours. **This employment must be verified in writing by the employer and include a valid state child care license number that is in good standing.** The work site child care license may not be less than one year old. Sites with serious licensing violations within the past two years are not eligible. The rest of the lab hours must be done in an assigned, licensed lab site location, as it is important for students to practice in a variety of early childhood settings for a well-rounded experience.

Students meet with the supervisor at the assigned site and discuss the course lab site hours focus. The ECE Program coordinator places students but does not arrange weekly lab site hours schedules. The student and lab site supervisor set up his/her lab site hours schedule together.

Students must document their hours on a lab hour form as provided by the ECE instructor or the lab site. **Be sure to sign in and out each time you go to the lab site or field observation.** Lab hour records are reported to the ECE Program Coordinator by lab site supervisors on a monthly basis. Hours for field observations are verified at each observation time. Forgetting to sign in or out, or to obtain a verifying signature, may result in the loss of those hours.

It is important to understand that the lab portion of the ECE course(s) is part of the class and is required in order to earn a passing grade. It’s important for the student to emphasize this to their employer and make a plan for scheduling lab hours.
Instructors and the ECE Program Coordinator review any reports of inappropriate behavior at lab sites and may remove a student from a lab site. The ECE Program allows for students to be reassigned one time in an attempt to find a more suitable environment.

Student Behavior at Lab Sites
Attendance is key. Be prompt. Show up as scheduled and call ahead if you are going to be late, absent, etc. Be willing to participate in all parts of the program as needed. For example, writing names on artwork and reading stories are part of caring for children.

Attire and Appearance
Please dress in a manner that is professional, yet suitable and comfortable for working with children. Students often sit on the floor, work with messy materials, play outdoors, etc. so be prepared.

Clothing that is acceptable includes khakis or dress pants, nice jeans, tee shirts, long button-down shirts, sweatshirts, sweaters, dresses or skirts knee-length or longer, and comfortable shoes you can run in. Yoga pants and leggings are acceptable as long as your shirt covers your bottom when both standing and sitting.

Clothing that is not appropriate includes hats, shorts, tank tops or tops with thin straps, clothing with beer, cigarette or obscene writing on it, low-slung pants or short skirts/dresses, low-cut shirts or midriff shirts, torn or ripped jeans, excessive or dangling jewelry, or underwear showing. We strongly encourage students to cover facial piercings and visible tattoos, and to avoid dangling earrings and necklaces, but this is at your lab site’s discretion.

Students who use tobacco are asked to avoid smoking before entering a lab site. This lessens the impact of second or third hand smoke for children and adults at the lab site.

Confidentiality
Any information you may see or hear at the lab site is to be kept confidential. If you have a legitimate concern, please talk to the teacher, site director, or your ECE instructor depending on the urgency of the concern. Gossip is not permitted inside or outside of the lab site. Do not post pictures or information about children and families from your lab site(s) on Facebook, Instagram, Twitter or any other social networking site.

Follow the Rules
If it’s a rule for the children, it’s a rule for you, too! Ask about the policies and procedures the lab site follows. Ask your lab site supervisor if there are any special rules you need to know about. For example, only one child in the bathroom at a time, etc. Cell phone usage is not allowed while volunteering in a lab site. Please keep your phone in your book bag or car.

Evaluation of Lab Experience
Lab site supervisors are required to complete an electronic evaluation of the student’s performance at the lab site. This evaluation is an indicator that the student is able to demonstrate knowledge from
his/her ECE courses. Students are evaluated once during the semester for ECE 112, 113, 201 and 202. A sample section of the Lab Site Evaluation Form is provided in this handbook.

Student and Lab Supervisor Responsibilities

ECE Student Responsibilities

• Complete classroom observations and activities in assigned coursework
• Assist in the general operation of the lab site
• Interact with children at their eye-level
• Make every effort to assure the safety and well-being of children
• Work as a team member and promote positive concepts in the lab site or home
• Assist in the implementation of scheduled activities per the lab site supervisor’s discretion
• Perform other duties as assigned per the lab site supervisor’s discretion
• Keep child, family, and lab site information confidential
• Act and dress in a professional manner

Instructor and Lab Site Supervisor Responsibilities

• Use the MMCC ECE Program Student Handbook for reference as needed
• Allow the student to participate in the program through observation or activities per class assignments
• Oversee and verify student lab site hours
• Provide a professional role model or mentoring experience to the students
• Complete student activity evaluations as requested
• Complete the Lab Site Evaluation Form by the appropriate deadline
• Alert the ECE Program Coordinator immediately to any problems by calling 989-386-6641
• Facilitate lab site visit(s) by the ECE Program Coordinator
Sample of ECE Student Lab Site Evaluation

Student's Full Name*

ECE Course Student is Taking (Check all that apply)*

ECE 112, Infant-Toddler Dev
ECE 113, Learning and Development
ECE 201, Guidance & Implementation of Programs
ECE 202, Creative Dev

Student communicated the purpose of lab hours and/or assignments to be carried out in the lab site. Asked permission of teacher/director before carrying out activities.*

Student completed all lab visits and total number of lab hours as required. Consistently prepared to interact and work with children. Dress is appropriate for this type of work.*

Student focused on and remained involved with children; conversed with a variety of children. Aware of children's whereabouts at all times. Limited talking with other adults while children were present.*

Supported children's language development by initiating conversations, responding to children's verbal and non-verbal communication, consistently modeled appropriate language.*

Supported children's play by following children's leads and interests; showed sensitivity to individual differences and behaviors.*

Please tell us about a success the student experienced during his or her lab hours/lab visits.

*Please offer a suggestion that would help the student grow as an early childhood professional.

Thank you for hosting a Mid Michigan College ECE student. Is there anything else you would like for us to know?
Sample Lab Site Hours Record

Site _________________________  Semester/Year  Fall 2019  Winter 2020

Supervising Teacher/Director ____________________________________

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Grand Total

Student Signature ________________________________ Date _________________

By signing this form the student verifies that the hours recorded are legitimate and understands that the falsification of hours and/or signatures violates MMCC Student Code of Conduct, and may result in disciplinary action by the College. The instructor may contact the listed sites above to verify your hours.

30 Required Hours

Total Hours Completed ______

Students are responsible to complete their lab hour records neatly and compute the hours accurately. Lab hours with missing information are not counted toward totals.

Original copies are due as stated in ECE course syllabi and/or Coordinator email communication to students.
Portfolio Evidence

As Associate Degree courses in Early Childhood Education are completed, students should maintain a notebook or electronic evidence file of their learning and lab site experiences (artifacts). Students should begin compiling documentation in ECE 101 and continue throughout all ECE courses. Students can also include any examples of exceptional, original work from other courses, but particularly those that support the NAEYC standards shown below. Instructors often use rubrics that show which standards the assignments focus on. This helps guide the student when aligning standards with artifacts in the ECE 207 capstone course.

There are six National Association for the Education of Young Children (NAEYC) Professional Preparation Standards, and ECE course work and assignments are designed to support student growth in each area. [NAEYC Professional Development Standards](#)

Standard 1: Promoting Child Development and Learning
   a. Evidence of the candidate’s knowledge and understanding of young children’s characteristics and needs.
   b. Evidence of the candidate’s knowledge and understanding of the multiple influences on development and learning.
   c. Evidence of the candidate’s ability to use developmental knowledge to create healthy, respectful, supportive, and challenging learning environments.

Standard 2: Building Family and Community Relationships
   a. Evidence of the candidate’s knowledge and understanding of diverse family and community characteristics.
   b. Evidence of the candidate’s ability to support and engage families and communities through reciprocal relationships.
   c. Evidence of the candidate’s ability to involve families and communities in their children’s development and learning.

Standard 3: Observing, Documenting and Assessing to Support Young Children and Families
   a. Evidence of the candidate’s understanding of the goals, benefits, and uses of assessment.
   b. Evidence of the candidate’s knowledge about using observation, documentation and other appropriate assessment tools and approaches.
   c. Evidence of the candidate’s knowledge and practice of using responsible assessment to promote positive outcomes for each child.
   d. Evidence of the candidate’s knowledge about assessment partnerships with families and professional colleagues.
Standard 4: Using Developmentally Effective Approaches to Connect with Children and Families
   a. Evidence of the candidate’s understanding of positive relationships and supportive interactions as the foundation of their work with children.
   b. Evidence of the candidate’s knowledge and understanding of effective strategies and tools for early education.
   c. Evidence of the candidate’s use of a broad repertoire of developmentally appropriate teaching/learning approaches.
   d. Evidence of the candidate’s ability to reflect on their own practice to promote positive outcomes for each child.

Standard 5: Using Content Knowledge to Build Meaningful Curriculum
   a. Evidence of the candidate’s understanding of content knowledge and resources in academic disciplines.
   b. Evidence of the candidate’s knowledge and use of the central concepts, inquiry tools, and structures of content areas.
   c. Evidence of the candidate’s use of their own knowledge, appropriate early learning standards, and other resources to design, implement, and evaluate meaningful challenging curricula for each child.

Standard 6: Becoming a Professional
   a. Evidence of the candidate’s identifying and involving oneself with the early childhood field.
   b. Evidence of the candidate’s knowledge and upholding of ethical standards and other professional guidelines
   c. Evidence of the candidate’s engagement in continuous, collaborative learning to inform practice.
   d. Evidence of the candidate’s ability to integrate knowledgeable, reflective, and critical perspectives on early education.
   e. Evidence of the candidate’s engagement in informed advocacy for children and the profession.

The Early Childhood Education Program also refers to the following professional development documents:
Michigan DOE-Early Childhood Standards of Quality for Preschool
Michigan DOE-Early Childhood Standards of Quality Infants and Toddlers
CDA Credentialing Program
The Child Development Associate (CDA) Program represents a national effort to credential qualified teachers and caregivers who work with children from birth to age five. Mid offers coursework (ECE 150) that prepares a student to receive the national credential, should students wish to pursue it. The CDA Credential is recognized in all 50 states as well as many other countries, and shows that the person has an understanding of child development and developmentally appropriate practices.

Candidates enrolled in CDA training programs do not automatically receive the CDA Credential. The only way to earn the CDA Credential is to successfully complete the assessment through the Council for Professional Recognition. The CDA is awarded by the Council, not Mid.

How Much Does It Cost?
The cost for the CDA application is currently $425.00. Contact Julie Ehle at 989-386-6641 for information or cdacouncil.org.

Scholarship Assistance
The T.E.A.C.H. program in Michigan provides scholarships for students wanting to earn this credential. Please call 1-866-648-3224 or visit www.MiAEYC.org for more information. Students need to be working at least 20 hours per week in a licensed child care setting.

Eligibility Requirements
Candidates for CDA assessment must meet and verify the following criteria

1. Be 18 years or older
2. Hold a high school diploma or equivalent
3. Have 480 hours of experience working with children within the past 3 years
4. Have 120 clock hours (about 3 ECE courses) of formal childcare education and training
Early Childhood Education Program Student Handbook 2019-2020

Please sign this form indicating you have read, understand, and are responsible for complying with these policies. The completed form should be returned to your ECE Instructor, and is placed in your file.

All policies and procedures as stated in this handbook are subject to change at any time at the discretion of the College.

I hereby acknowledge that I have received a copy of the Mid Michigan College Early Childhood Education Program Student Handbook and have read, understand, and am responsible for the policies and procedures outlined therein.

Full Name _____________________

Please print.

Signature _____________________________________________________________

Date _________________