



Early Childhood Careers Handbook
Instructor: Tifani Herbert



Please read, sign, and return the signature page in this packet by **Friday, August 26th.**

Disclosure

Welcome to the 2022-2023 school year! It will definitely be a year of transition back to a routine without COVID-mandated procedures. The following handbook is the traditional handbook for our ECC program. Since we are about to begin another unique school year, there will be some changes and add-ons to our handbook. These changes may be in place already; however, some changes may need to be made as we go this year. We will be traveling on this journey together. We will need patience, understanding, and flexibility!

Adaptability and Flexibility: embracing change

Welcome to Lewis and Clark and the Early Childhood Careers Program!

It is with great pleasure that I welcome you to Lewis and Clark and hope that this will be the most enjoyable year for all of us. I am so excited to have you in my class and in the Early Childhood Careers (ECC) program. I have an amazing year of learning planned, that should help prepare you for a career working with children.

In the first year of this program, you will learn about the full spectrum of early childhood development, including the milestones, abilities, and skills that infants through nine year old children should be expected to attain. You will also learn about working in childcare facilities, preschools, and elementary schools, and what expectations are required to be an employee as a childcare provider. You will become proficient at developing and implementing lessons and activities to foster the growth of preschool and/or elementary aged children. During the 2nd year program, you will take the strategies and techniques you have learned during the first year to a focused age-group classroom to work as an assistant teacher while earning practicum hours.

This course will include practicum time for you to observe and work in many different avenues of Early Childhood Education. You will visit various rotation sites and get a good idea of what a career as a child educator would be like. During the first year of the program, you will visit various age levels and classroom settings as a whole class during the first semester. During the second semester, you will be assigned a classroom and a cooperating teacher for one (approximately) 18 week rotation placement, four days a week. During the second year of the program, it is my goal for each student to get to spend a concentrated focus in either baby/toddler placement or a preschool placement. This is approximately nine weeks each, four days a week or one placement for the entire school year. Fridays will be a class work day or demonstration days to complete the ECC portfolio requirements.

For our program to represent Lewis and Clark in a professional manner and to become productive employees, students will be required to purchase several materials at the BEGINNING of the school year. The out-of-pocket costs will mainly be at the beginning of the school year and are required for each student in the ECC program. Each student will purchase at least 3 uniform polos and a gray jacket (approx. \$110-200), a curriculum workbook (\$30-1st year)(\$25-2nd year), and join the SkillsUSA student professional organization (\$25). We ONLY accept debit/credit payment through our Storefront online program. Links are located on our Lewis and Clark Career Center website. YOU CAN ONLY PAY FOR ECC UNIFORMS, WORKBOOK FEES, AND SKILLSUSA MEMBERSHIP USING STOREFRONT. If you are experiencing financial hardship, please feel free to contact me.

One of my highest priorities for this class is to help guide you in your decision making process about where you want to go and what you want to do after finishing high school. I hope to help answer your questions about what an Early Childhood Career is really like and help you decide which avenue of this profession best meets your interests and skills. We hope to have different guest speakers and visit a variety of sites that should aid you in the decision making process.

I am here to help in any way that I can. I am looking forward to getting to know each of you, and having a great year together!

Mrs. Tifani Herbert
636-443-4968
therbert@stcharlessd.org

“You have to learn the rules of the game. And then you have to play better than anyone else”. *Albert Einstein*

All of the ECC expectations have been designed to foster employability skills that will be of benefit when applying for a job.

CLASSROOM MANAGEMENT

Planning, Organizing, and Management: processes to be efficient and productive

A. Attendance: Being at your job daily, on time, and ready to work fuels your chances for success!

1. Attendance is taken daily. Students are expected to be **in their appropriate seat ready for class when the second bell rings.** (First Session: warning bell 7:35am, starting bell 7:40 am; Second Session: warning bell 11:05am, starting bell 11:10am)
2. Any student who arrives late will need to report to the office and get an admit slip. Five tardies equal one absence. Frequent tardies will result in disciplinary action, which can be removal from the program.
3. **Attendance is very important.** Employability points will be deducted from the employability portion of their grade if the student is absent. Students who are not in attendance **cannot earn those points**, regardless of the reason for the absence. Home school approved activities and field trips do not count against your certificate attendance requirements.

Communication: sending and receiving clear messages

4. By MO state law, If a student will be absent, **a parent or guardian must call L&C that day.** (636)443-4960 – Ms. Rechten, attendance secretary. A student may only call the attendance secretary to report an absence if an emancipation form is completed on file in the Lewis & Clark office. A parent or doctor's note should also be provided on the first day a student returns from an absence. The note should include the parent or guardian signature, the date, and the days of the absence. This note

- should be turned into the attendance secretary and a copy will be given to the instructor. **Students are required to contact the instructor** of an absence by email or voicemail. therbert@stcharlessd.org -OR- (636)443-4968 **Students will be required to contact their rotation site AND instructor, notifying them of their absence PRIOR to their scheduled arrival time, if the day they are missing is a scheduled practicum day. Failure to notify your cooperating teacher and instructor of your absence will result in an employability grade deduction of one percentage point for each occurrence, which is applied to your grade at the end of the quarter.**
5. If a student is absent on the day that an assignment is due or test is planned, **they must turn in their work and/or make up the test ON THE FIRST DAY THEY RETURN FROM THE ABSENCE!! It is the student's responsibility to ask for the materials from the absence, not the instructor's.**
 6. Students must maintain at least 93% attendance (160/172 days) to remain in the program and receive a certificate of completion. Home school approved activities and field trips do not count against your attendance record for your ECC certificate.

B. Academic Areas: Knowledge is Power!

Work Ethic: putting forth my best effort to meet expectations

The instructor uses Google Classroom for most assignments and communication.

a) There will be homework in this class. The student will be assigned a 1st year textbook (*Working With Young Children*)/2nd year 2 textbooks (*Essentials for Working With Young Children*), will purchase a 1st year workbook for \$30.00/2nd year workbook for \$25, and will be responsible for all materials. It will be the student's responsibility to replace/pay for any lost or damaged book. Textbook replacement cost is \$128.00.

b) All completed work must be legible. Some assignments will need to be typed.

c) The student will include their name, date, and class in the top right-hand corner of every assignment.

d) Use of proper grammar and spelling is expected. Points will be deducted for improper spelling and grammatical errors on some work.

e) **Late work policy:** In the case that the student is absent on a date an assignment is due, the assignment will be due the next

school day you are in attendance. If an assignment is incomplete or not handed in, for each day it is late, a letter grade deduction will be given, for up to 3 days. After the third late day, the student will receive a zero for the assignment and will not be able to make-up the assignment. **Students and parents will be notified through email when assignments are missing or an overall grade is falling below certificate standards.**

g) **MATERIALS** for class time includes a 2 1/2 inch binder with clear plastic outside sleeves, 2 packages of page protectors, 1 package of loose leaf notebook paper, writing utensils, a personal pair of inexpensive headphones to plug into your chromebook, and one package of 8 binder tabs. **OPTIONAL:** Student Planner

C. Academic Dishonesty:

Integrity: doing the right thing in a reliable way

- a) Cheating or plagiarism will not be tolerated. If a student is caught cheating they will receive a zero on that assignment.
- b) All acts of cheating are subject to administrative review for additional disciplinary action. SEE L&C HANDBOOK FOR MORE INFORMATION.

D. Class Disruption/Inattentiveness:

Responsibility: taking ownership of my work, behavior, and actions

- a) Continued disruptions, sleeping in class, cell phone usage, or disengaged will result in a zero for that day's daily grade. If this continues to be an issue, a conference with the student will be held and the parent will be contacted.
- b) Cell phones will not be allowed to be used in the classroom except during break periods. Cell phones should be turned off or on silent. They will be stored in a cell phone parking lot wall holder. If cell phones are found being used in the classroom, the phone will be confiscated by the instructor, and held until the end of class. Upon a second cell phone offense, the phone will need to be picked up in the administrator's office after class. **Cell phones will not be allowed to be taken to rotation sites due to possibly breaking privacy and safety guidelines at the sites. If phones are confiscated by the instructor at a rotation site, it will need to be picked up by a parent after school hours at the L&C**

office. Phones may not be charged using outlets at Lewis and Clark.

- c) Purses and/or handbags are not allowed in class, except during break periods. ECC students are given a locker to store their personal items during class. The student will be assigned a combination lock that will need to be used to protect all personal belongings during class time and during rotations.

Professionalism: meeting the behavior expectations of others
Multi-Cultural Sensitivity: Respecting those who are different from yourself

E. Insubordination

- a) Will not be tolerated. Your instructor/cooperating teachers should be viewed as your supervisors at a job; therefore, respect will be demonstrated at all times. In the classroom, we will practice working as a team. Respect will be shown to the instructor and classmates at all times. SEE L&C HANDBOOK FOR MORE INFORMATION.

F. Scuffling / Horseplay / Harassment

Teamwork: working with others to achieve a common goal

- a) Is a safety issue, either physical or emotional, in the classroom and therefore will not be tolerated. Students involved in such behavior will be sent immediately to the office. SEE L&C HANDBOOK FOR MORE INFORMATION.

G. Skipping Class/Truancy

Self-motivation: exhibiting a passion for life and career

- a) Students caught skipping class/truant will receive community service work assignments assigned by the instructor. Students will be responsible for all work missed. SEE L&C HANDBOOK FOR MORE INFORMATION.

H. Attire and Dress Code: Dress to impress!

Professionalism: meeting the behavior expectations of others

ECC UNIFORMS MUST BE PURCHASED AND WORN FOR YEAR ONE AND TWO of the program Approximate cost (\$110.00-200.00)

Field trip/Rotation Days:

- a) Students will be required to wear the following items on each scheduled rotation day:
- ECC polo shirt
 - ECC Gray pullover jacket
 - A watch
 - Black dress pants (no yoga/workout type pants/leggings/skinny jeans)
 - Black, nude, or no-show socks
 - Black ballet flats or men's dress shoes
 - Very minimal jewelry (only stud earrings and watches)
 - **Visible tattoos AND body piercings (except ears) are not allowed on rotations, must be covered**
 - **Fake nails are not allowed (Permission may be given during certain times of the year)**
 - **Bold or colorful hair dyes, clip-on extensions, and bold accessories are not allowed** (no "trend or fashion color" or artificial pigmentation will be permitted). If the color does not similarly match your eyebrows, it likely does not adhere to the professionalism/dress code for this program. **Determination of hair color appropriateness will be made at the INSTRUCTOR/ADMINISTRATION'S DISCRETION!** The student will not be able to attend rotations until attire follows the above guidelines, and will lose 20 points each day you miss. Non-compliance with this policy may result in further consequences or removal from the program.
 - **Shirts and pants should be wrinkle free, and look professional.** Clothing should not be stored wadded up in lockers or look as if they were re-worn from the day before. Excessive wrinkles will result in you missing rotations and losing points. Pants/Jeans should be appropriate length and should not be revealing. No leggings, jeggings, skinny jeans, or yoga type pants will be accepted.
 - **Appropriate hygiene will be required!** Students who do not appear to have showered, appear unclean, or smell unpleasant will not be able to attend rotations, and will lose points accordingly. Some specific issues to consider are: body odor, unclean, greasy looking hair, and/or dirty fingernails.
- b) **Students who do not come to school dressed to attend their practicum site/ECC classroom days or are in violation of any of the dress code policies above will have one of the following consequences:**

- Be asked to wear a shirt/pants/shoes from previous year's students if an appropriate size is available (this should NOT be considered a backup plan).
- Will stay behind, lose employability points, and complete a 5-Page essay on the topic of professionalism.
- Instructor will have communication with parents if the student is missing multiple rotation days due to dress code.

On Class Days:

Although we are in the classroom much of the first semester of year one, I will still expect you to look professional and appropriate.

- ECC polo
- (OPTIONAL ECC black zip up jacket) or ECC gray pullover jacket
- Black dress pants OR bootcut jeans (without holes or large decals/designs and NO SKINNY JEANS or black workout/yoga type pants, leggings or jeggings)
- Clean and appropriate shoes (may include sandals or tennis shoes)
- Hoodies, sweatshirts, or jackets that are not ECC issued may **NOT** be worn in the classroom
- FRIDAYS ONLY (Or until uniforms come in - can also be a homeschool t-shirt) - ECC, Lewis and Clark, or SkillsUSA t-shirts may be worn with jeans or black dress pants

CLASS GOALS

- A. Develop Skills for Displaying Professionalism
- B. Gain knowledge necessary to provide a safe and healthy learning environment for children.
- C. Become proficient in planning lessons and activities that facilitate learning in all developmental areas.
- D. Learn to create a learning environment that encourages creativity, social development, and positive relationships between students and staff.
- E. Develop skills necessary to effectively guide children in their behavior choices and interactions with others.
- F. Develop employability skills that will aid you in being hired and continuing your career as a child educator.
- G. Gain knowledge about working with families, and the various agencies that are available to support their needs.
- H. Gain a basic knowledge of the special needs that you may encounter when working with children, and develop skills for working with these students.

CLASSROOM ACTIVITIES

A. SkillsUSA Membership

All ECC students are **required** to join SkillsUSA. This vocational student organization encourages teamwork, leadership and enables students to compete against other schools in many different areas. Students from my class have taken awards at both district and state levels in past years! I like to be able to recommend all of my students for competition, but you must be a member! **The cost is \$20.00, which is due by September 24th. Sooner the better for the SkillsUSA bbq.**

B. Field trips

1. There are no confirmed dates for field trips at this time; however, field trips will include tours of rotation sites, visits to early childhood centers, and on-site observations of various sites that provide services to children.
2. Other field trips may be planned during the year. Details regarding the cost of these field trips will be sent home closer to the date planned. Students will be informed of the required field trips as plans are finalized.
3. Appropriate dress and behavior will be discussed prior to each trip. Permission needs to be granted before the field trip date in order for students to participate in trips that would interfere with home school hours, or extend beyond the normal L&C class period.

C. Rotations (first year - Jan-May; Mon-Thurs) (second year - End of September-May; Mon-Thursday)

Job Specific Skills: unique knowledge and skills required by a job

1. Students will have an opportunity to rotate through various educational programs and facilities throughout the community for job shadowing/observation experience.
2. For the first year, students will be placed at two rotation sites for approximately 9 weeks. These rotation days will be Monday-Thursday. For the second year, students will be placed at a new rotation site each quarter, or approximately every nine weeks or one placement for the entire school year. These rotation days will be Monday-Friday. A focused age group will be determined to meet the CDA credential requirements. Early Release days will be spent in the ECC classroom with the instructor.

3. **The educational locations in which the students rotate will be determined by the instructor based on employability grade, personality, attendance, and skills mastered.**
4. 1st and 2nd year students will be formally evaluated by their cooperating teacher on a weekly basis as well as at the end of each rotation placement. The evaluation will be weighted as two test scores, and may impact the student's overall grade.



EXPECTATIONS AND REQUIREMENTS FOR STUDENTS

This class is designed to prepare you for a profession working with young children. You will be expected to follow the professional standards of conduct set forth for this class in order to prepare you for the demands of this career path. You will be working with, and perhaps responsible for the life and welfare of other people's children. Professional attitudes and work habits developed now are essential to your success in the educational world.

A. Attitude

At this point in your life, school is your job! Even though you do not receive a salary, you are receiving training and forming thinking patterns that will determine who you are and how successful you become at reaching goals and succeeding in this career. You are preparing for the future success or failures you will have in life. Your grades will reflect how well you work. I will help you develop the potential of your mind.

B. Set Goals

It is important to establish reasonable goals to work toward. It should be your priority to decide that you want to achieve a certain grade (hopefully an A), and then work toward that goal. If you have problems understanding the material presented in class, I am here to help. You will need to allocate your time so that you can complete all assigned work. Every assignment will be structured to accomplish a specific goal and help you meet a certain competency as an educator. All homework and assignments must be completed on time.

STUDENT PROGRESS AND VIEWING OF GRADES

Grades: one percentage/letter grade will be given for the overall course. The student's course standards (classroom work, lab/rotation scores, and employability) will receive a score for 1-4.

- Grades may be viewed on the school website. You will receive detailed information/instructions and your password in a parent email. **YOUR STUDENT WILL ALSO BE GIVEN A PASSWORD TO ENSURE THEY MAY LOG IN AT ANYTIME;** it is essential they keep up on their own progress. It is also important that you check grades frequently so you know where your student stands. **L&C does not send home paper progress reports or report cards.** First semester, ECC students will track their ECC grade weekly. Grades will also be discussed at parent teacher conferences. Please help us reach our goal of 100% parent participation.
- If you, at any time, have questions or concerns about your student's grade please contact the instructor at 636-443-4968 or therbert@stcharlessd.org.
- If you have questions or concerns about the online gradebook system at any time please contact Alexis Green at 636-443-4069.

Reviews

- Students will be reviewed before Fall parent teacher conferences, if needed, to determine if they are eligible to continue in their program of study for the remainder of the year. Students receiving LOWER than a 75%, having professionalism and/or employability concerns, or who have accumulated 6 or more absences will automatically be reviewed. The second review will be scheduled at the end of the first semester. Students who are reviewed at this time will be given specific goals to improve upon by the instructor, the counselor, and the administrator. If the student does not show improvement towards their goal or goals they will be determined to be ineligible to remain in the program by the review board and will return to their home school for a full schedule second semester. The review board consists of the instructor, the director, assistant director, and school counselors. The student will attend the review during the school day.

End of Course Assessment (Final)

- For the first year students, an end of course assessment will be given to all students. **The IRC (Industry Recognized Credential) exam will count as two test scores toward your student's grade. The assessment is the AAFCA - American Association of Family and Consumer Sciences Assessment.** Mrs. Herbert will instruct you on what paperwork to save for the end of the year and how to study for this exam.

Explanation of Employability Scoring/Grade

Students will receive an employability grade each week. They will be given a copy of the Lewis and Clark school-wide employability rubric to help them understand how they will be scored for this portion of their grade. In addition, I have provided the following list of expectations for the ECC program, specifically.

1. **Appearance** - *Integrity: doing the right thing in a reliable way*
 - projects a **clean**, wrinkle-free, and professional appearance
 - demonstrates appropriate hygiene and usage of makeup and hair styles
 - dresses in appropriate clothing and wears required uniform each day

2. **Attendance** - *Planning, Organizing, and Management: processes to be efficient and productive*
 - Maintains AT LEAST 93% attendance for the school year (NO MORE THAN 12 DAYS)
 - is on time each day
 - contacts instructor/cooperating teacher is an absence occurs
 - asks immediately for make-up work and turn in work that was due on the date of absence

20-21 Absences are waived due to Covid-19 symptoms or diagnosis

3. **Attitude** - *Work Ethic: putting for my best to meet expectations*
 - adjusts to new work and assigned groups
 - cooperates with others and compromises when appropriate
 - is willing to try new procedures and ideas, respects the ideas and opinions of others
 - accepts correction and criticism
 - is patient when encountering difficulties
 - empathizes with the point of view of others
 - listens carefully to all instructions and accepts assignments pleasantly
 - asks for help when necessary, but attempts to do work on their own
 - is mature in thoughts, feelings, and actions

*** Accepts and adapts unexpected/abrupt schedule, routine, and procedural changes due to Covid-19***

4. **Participation and Initiative** - *Self-motivation: exhibiting passion for career and life*
 - has all materials needed for class in person and/or virtual
 - participates in lecture/discussion/activities in person or through virtual learning
 - listens and follows the directions of the instructor/cooperating teacher the FIRST time
 - checks current assignment thoroughly and makes necessary changes before submitting
 - figures out ways to get things done and is continually making an effort to learn more
 - anticipates responsibilities and organizes work to make efficient use of time
 - works diligently regardless of their perception of the importance of the work
 - completes tasks with minimal direction
 - takes time to practice new strategies and techniques during class time

5. **Professionalism and Responsibility** - *Professionalism: meeting the behavior expectations of others; Responsibility: taking ownership of my work, behavior, and actions*
 - manages and accomplishes his/her own work on time despite difficulties or obstacles
 - takes responsibility and carries through on obligations and commitments for those things that are within his/her control
 - admits errors (We all make them....learn from them)
 - does not criticize others and does not speak negatively to others
 - tells the truth and does not steal or cheat...shows integrity

- has a positive attitude toward the instructor, practicum teacher, peers, and practicum class
- maintains confidentiality
- respects all classroom rules for cell phone usage, handbag storage, safety/health guidelines, etc.

6. Knowledgeable - *Job Specific Skills: unique knowledge and skills required for a job*

- sets specific goals and works towards those
- understands and applies the ECC curriculum to my rotation placement, projects, lesson plans, and testing situations
- takes notes, reads the textbook, and studies the information provided

Parent Communication: I may send out parent informational emails periodically. The email address that is on file from your student's registration form, is the email that will receive updates. If you need to change that email, please call or email me immediately, so I don't leave you out on our ECC news.



I have read, understand, and will abide by all of the information presented in the Early Childhood Careers Handbook. I understand and accept that there may be a need for immediate adaptations or amendments to reflect our current health pandemic.

Student Signature/Date

I have read, understand, and support my student's adherence to all of the information presented in the Early Childhood Careers Handbook. I understand and accept that there may be a need for immediate adaptations or amendments to reflect our current health pandemic.

Parent Signature/Date

email: _____ phone #: _____

Please return this page to school and keep the handbook for future reference. If you would like a copy of the signature page, please contact me.