



Early Childhood Education Application

Rolesville Senior High School Work-Based Learning Internship Program

****Applications Due by March 29th, 2019****

Course Requirements

- Parenting and Child Development (FE60), prerequisite;
- 3 Early Childhood Education Candidate Recommendation Forms
- Attendance and Discipline Records from the 2018-2019 academic school year – reviewed by the instructor (poor attendance and discipline issues is unacceptable);
- Health Insurance (personal or low-cost health insurance provided through WCPSS;
- TB Screen;
- Dress Code (during work-based learning internship experience)

Articulation and Cooperative Agreements

High School Students shall advise that to receive college credit they must:

- Complete the revised Early Childhood Education I and II courses with a final grade of “B” or higher in each course,
- Have attained a score of 90 or higher on the standardized CTE Post-Assessment,
- Meet sufficient competencies to be awarded articulated college credit for EDU 119: *Introduction to Early Childhood Education*, and
- Enroll at a local community college offering an early childhood education program with two years of their high school graduation.

Additionally, high school students shall advise that to be eligible for the North Carolina Early Childhood Credential equivalency awarded by the Division of Child Development they must:

- Receive articulated college credit for Early Childhood I and II courses by meeting all criteria identified in the North Carolina High School to Community College Articulation Agreement referenced above,
- Have attained a high school diploma or GED
- Be 18 years of age; enrolled at a local community college, and submit completed application to the Division of Child Development after all met requirements.



Additional Internship Requirements

1. Students must have a current negative TB screen or chest X-Ray to participate in work-based learning by mid-semester of the 2019-2020 academic school year. Please do not miss class to complete this- complete in the summer of 2019.
2. Permission forms for all internship transportation (permission to ride and drive) must be on file at the school. WCPSS Form 1713a & b, Parental Consent and Emergency Information for School Trips is required.
3. Students are required to complete and turn in all permission forms with parental signatures to participate in all course-related OFF-CAMPUS activities
4. Students must complete a staff health questionnaire and an emergency information form to have on file with Ms. Mitchell and at the internship site.
5. Students are required to have health insurance to participate in off-campus work-related experiences. Students may have a personal policy or purchase one through the Wake Co. Public School System.
6. Students may be required to have a Criminal Records Background Check if the childcare center at which the student is assigned to serve his/her internship requires it for volunteers.
7. Students must adhere to the dress code policy and demonstrate a professional appearance and professional behaviors at all times.
8. Students must maintain confidentiality concerning any information they acquire about children and their families.
9. Students must follow WCPSS and Ms. Mitchell's attendance policy. Students who are absent without an excuse will need to arrange to make-up participation time at the center or school (after school or during teacher workdays to maintain a 100 average for participation). Students who are absent during a direct instructional day will be given three days to make up any class assignments.

EXPECTATIONS FOR ECE I STUDENTS:

Students planning to continue the Early Childhood Education pathway must receive an acceptable grade in Level I (FE11), as well as, a recommendation for the Early Childhood Education instructor.

***KEEP THIS PAGE FOR YOUR RECORDS! ***

ONLY TURN IN APPLICATION PAGES THAT FOLLOW



Early Childhood Education

Rolesville Senior High School Work-Based Learning Internship Program

Student Information Form

Please return to Ms. Mitchell in Room 4801 or e-mail tmitchell3@wcpss.net

Students participating in this internship program must have their applications reviewed by Ms. Mitchell, the Early Childhood Education instructor. **Only students who have demonstrated exemplary behavior, a high level of responsibility, and an interest in teaching, and a love of children, will be considered for admission into this career pathway program.**

Name _____ Present Grade Level _____
(Must be 16 by October 1) Birth Date _____

Are you aware if you have any communicable diseases that would prevent you from working in a child care center as per North Carolina state statute number 122C-51; 143B-147? Yes _____ No _____ If yes, please explain.

To work in a child care center as an intern, by law you must have a TB (tuberculosis) test. Are you willing to have a TB test? The approximate cost is \$55 and will be at your expense. Yes _____ No _____

Have you been to court for anything other than a traffic offense? Yes _____ No _____
If yes, please explain. _____

Do you have any health issues that could prevent you from going to the internship on the scheduled dates? _____



What is your career goal?

Briefly describe how this Early Childhood Education Work-Based Learning is related to your career goals?

What experiences have you had with children? (Be specific).

List extra-curricular activities and /or hobbies that you are involved in.

List special recognitions or awards that you have received and when. (School related or non-school related)

Why do you want to take this Early Childhood Education course?



***RECOMMENDATIONS**

Please have three RHS instructors fill out one of the “ECE Candidate Recommendation Form” provided on pages (6-8) within this application. Place the completed recommendation form in a sealed envelope with the instructor’s signature on the back. Failure to follow these instructions will result as an incomplete application.

***Classroom Management Scenario**

As an ECE intern, you will be assisting in classroom activities and even presenting curriculum to young children. The following scenario is to evaluate your classroom management skills. Please give a detailed response to the following scenario:

During your teaching time, you notice that one child is distracting the other children by making funny noises. How should you react?

***Working with Cooperating Teachers and Directors Scenario**

As an ECE intern, you will be aid to your assigned cooperating teacher as well as the director of the early childhood center where you will complete your work-based learning. The following scenario is to evaluate your ability to give allegiance to and cooperate with leadership. Please give a detailed response to the following scenario: *Your cooperating teacher has completed your midterm evaluation sheet. He/she noted that you did not submit a timesheet for a one week however, you have reference that you did. How would you resolve this situation with your cooperating teacher?*



ECE CANDIDATE RECOMMENDATION FORM

Candidate's Full Name _____

The above-named candidate is considering placement in the Early Childhood Education Work-Based Learning Internship Program. The Early Childhood Education Coordinator will use this form to determine if he/she meets the Early Childhood Education high standards of service, leadership, and character. Please complete the survey to the best of your ability. If you have questions or comments, please contact

Ms. Tonya Mitchell (tmitchell3@wcpss.net)

Please place this form in the envelope provided by the student, seal the envelope, sign along the seal and return to the student.

Thank you in advance,

Tonya Mitchell

Instructor completing form: _____

Please rate the student using the scale provided. For responses of disagreeing and strongly agree, please comment.	Strongly Agree, Agree, Disagree, Strongly Disagree	Comments
Do you believe this student is dependable, responsible and hardworking?		
Do you believe he/she displays a positive attitude and self-control?		
Is their attendance above average in your class?		
Would you trust this student to work with young children between the ages of infant to six years old?		
Would you trust this student with your children?		

Overall impression of candidate: (please circle one)

Highly recommend

Recommend

Recommend with reservation

Do not recommend

Signature

Date



ECE CANDIDATE RECOMMENDATION FORM

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Is their attendance above average in your class?		
Would you trust this student to work with young children between the ages of infant to six years old?		
Would you trust this student with your children?		

Overall impression of candidate: (please circle one)

Highly recommend Recommend Recommend with reservation Do not recommend

Signature

Date



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Overall impression of candidate: (please circle one)

Highly recommend Recommend Recommend with reservation Do not recommend

Signature

Date



Attendance Contract

This contract is between _____ (student) and Ms. Mitchell, Early Childhood Education Coordinator.

- I _____ (student) realize that my attendance to class is a crucial part of learning. Class time is very valuable and there is no way to truly “make-up” all that a person misses each day they are absent from any class.
- Make up ALL missed work due to absences and turn it into my teacher within three days of absence. I understand that I am required to make up all work on my own time during lunch, before/after school or at home. _____ (initials)
- Be present to class every single day. I understand that my internship placement counts 50% of my grade. Attendance and participation in this childcare setting are crucial to receiving a passing grade. _____ (initials)
- Be on time to class every single day. I know that I should be in my assigned seat when the bell rings to start a class or on the internship bus when the bell rings. _____ (initials)
- Take my classwork seriously and complete all work assigned to me. I promise to do my very best and attempt all work. _____ (initials)

I have read the entire contract, and I understand the pathway expectation. I agree to uphold this contract for the 2019-2020 school year.

Student Signature

Date

Tonya Mitchell

Teacher Signature

Date



Parent Permission to Leave Campus

Early Childhood Education prepares students for careers working with children birth through age 12. It is a two-credit course that comprises of 50% work-based learning. Work-based learning opportunities appropriate for this course at Rolesville High School are internships at various school and child care centers, field trips, job shadowing, and service learning. We require that students have this permission form signed by a parent/guardian to participate in the above activities.

I give permission to my son/daughter _____ to leave campus during the Early Childhood Education course.

Parent Signature

Date

Student Signature

Date

Insurance Release Form

For your child to leave campus, he/she must purchase the school insurance or covered by another policy. In the event of an accident, the teacher will not be held responsible for any injury.

My child will purchase the school insurance. Yes _____ No _____

My child is covered under _____ Policy.
The policy number is _____.

Student's Name

Date

Parent/Guardian Signature

Date

Thank you,
Tonya Mitchell
Early Childhood Education Teacher/Coordinator
Rolesville High School



The Student Intern will:

1. Be on time to class and internship site.
2. Be in regular attendance to class and internship site.
3. Notify cooperating teacher and Ms. Mitchell if illness or accident occurs.
4. Conform to the regulations of the internship/placement (dress code, conduct, etc.)
5. Understand that dropping the internship will result in a failing grade.
6. Complete lesson plans, assignments and projects and submit them as required at the designated time.
7. Abide by any regulations, practices, and procedures of the Wake County Public School System and the Early Childhood Education internship program at Rolesville Senior High School.

The Early Childhood Education Intern Coordinator will:

1. Provide a challenging learning environment inside and outside the classroom through the work-based learning experience, field trips, and community service opportunities.
2. Monitor student performance during the internship activities.
3. Maintain regular contact with the student intern and cooperating teacher.
4. Advise on appropriate behavior, performance standards, and academic information.

The Internship Cooperating Teachers will:

1. Provide a challenging learning situation for the student intern.
2. Assist the student intern with lesson plan ideas.
3. Confer with the student intern to provide feedback on strengths and areas to be improved.
4. Notify the Intern Coordinator if the student intern is not attending and the internship promptly and regularly.

Student Intern Signature

Date

Parent/Guardian Signature

Date

Tonya Mitchell

Early Childhood Education Coordinator Signature

Date