



Guidelines and Procedures Governing Coursework Involving Observation and Direct Involvement at the Child Care Center

Coursework - Observation: Observation Booths Only

Requirements: **Must show current TMCC photo ID, or other NSHE Institution ID**

- TMCC students or students from other NSHE Institutions must be currently enrolled in order to utilize the Center for observation purposes. The assignment must be part of a coursework assignment designed by your instructor of record.
- Observe on an irregular basis; in an Observation Booth only.
- Follow Nevada Child Care Licensing regulations for sign-in and sign-out procedures.
- Dress appropriately.
- Behave in a professional manner at all times.
- May be asked to leave the Center if questionable behavior arises.
- Students must comply with the Requirements for Coursework – Observation & Direct Contact: Classrooms and Play yards in order to observe in the classrooms or play yards.

Coursework – Observation & Direct Contact: Classroom & Play Yards

Requirements: **Must show current TMCC photo ID, or other NSHE Institution ID**

- **SHORT-TERM ASSIGNMENT:** TMCC students or students from other NSHE Institutions must be currently enrolled in order to utilize the Center for coursework that involves direct contact with the children in the classrooms or play yards. Short-term direct involvement with Center children must be part of a coursework assignment designed by your instructor. Direct involvement must be pre-approved by the Center Director and appropriate Head Teacher. Short-term direct involvement categories are:
 - Irregular basis – no more than 6- hours per month, with no set days and times; not required to show proof of a negative TB test or submit to a Nevada Child Care Background Check. Typically used for Classroom and Play yard observation to complete an assignment and does not involve direct contact with the children. *Must complete assignment information form.*
 - Regular basis – more than 6- hours per month and less than 2-hours per week with set days and times; not required to show proof of a negative TB

test or submit to a Nevada Child Care Background Check. *Must complete assignment information and regular schedule forms.*

IN ADDITION:

GUIDELINES: Short-term direct involvement placements

- Required to complete the *Informed Consent To Be Recorded Document*
- Work under the direct supervision of a full time Head Teacher
- Never left alone with children/child
- Follow agreed upon schedule (Regular basis)
- Inform head teacher and instructor if unable to meet obligation
- Dress appropriately
- Behave in a professional manner at all times
- May be asked to leave the Center if questionable behavior arises
- The Child Care Center is not responsible for any costs incurred as a result of your involvement

- **LONG-TERM ASSIGNMENT:** TMCC students or students from other NSHE Institutions must be currently enrolled in order to utilize the Center for coursework that involves direct contact with the children in the classrooms or play yards. Long-term direct involvement with Center children must be part of an assignment designed by your instructor of record. Long-term direct involvement; such as Practicum, must be pre-arranged with your instructor and pre-approved by the Center Director and appropriate Head Teacher. Long-term direct involvement categories are:

- Irregular – not an option
- Regular basis – more than 6- hours per month and more than 2-hours per week with set days and times; required to show proof of a current (within 6-months) negative TB test and submit to a Nevada Child Care Background Check. *Must complete assignment information and regular schedule forms.* Includes Internships.
- Practicum – pre-arranged with instructor of record. Required to show proof of a current (within 6-months) negative TB test and submit to a Nevada Child Care Background Check.

IN ADDITION:

GUIDELINES: Long-term direct involvement placements

- Participate in an Initial Orientation (1-2 hours dependent on assignment) designed to meet the needs of the college student and review Center guidelines for student participation; this provides the student with an opportunity to address their questions in order to successfully complete their field experience
- Required to complete the *Informed Consent To Be Recorded Document*
- Work under the direct supervision of a full time Head Teacher
- Never left alone with children/child
- Follow agreed upon schedule
- Inform head teacher and instructor, if cannot meet obligation
- Dress appropriately
- Behave in a professional manner at all times
- May be asked to leave the Center if questionable behavior arises

- The Child Care Center is not responsible for any costs incurred as a result of your involvement

Other Important Guidelines While at the Child Care Center

- Other than an age range, any and all personal information pertaining to a child will only be supplied by their parent or legal guardian. Permission to obtain such information must be cleared by the Center Director before approaching a parent. A signed *Parent/Guardian Consent Form* must be completed and will be retained on file at the Center; forms may be obtained from the Center's Office Manager. It is the student's responsibility to obtain the signed form. Please have a detailed description of why personal information is necessary and how it will be used.
- Personal information must directly relate to an assignment, as outlined by the instructor of record and must benefit the college student's education.
- Interactions with the children, employees and anyone in the Center must be conducted in a professional manner and pertain to the assignment.
- Cells phone must be turned off while in the classrooms or the play yards. You will be asked to leave. Please remember why you are at the Center.
- Please bring the tools necessary to complete your assignment. For example, pen, paper, class title, instructor's name, and specific details of your assignment. **You must present your Photo Identification.**
- Capturing photographs, recordings, cell phone images etc. of the children, employees or anyone in the Center or on the play yards is forbidden. Permission to obtain such images or recordings must be granted by the parent or legal guardian. Permission to obtain such information must be cleared by the Center Director before approaching a parent. A signed consent form must be completed and will be retained on file at the Center; forms may be obtained from the Center's Office Manager. It is the student's responsibility to obtain the signed form. Please have a detailed description of why obtaining personal information is necessary and how it will be used.
- Interviews of any Child Care Center employees are by APPOINTMENT ONLY. Please do not try and conduct an interview while employees are working.

Inappropriate behavior will result in immediate expulsion from the Child Care Center

