

Preparation for Teaching Practice

Revised Summer 2012

1. CREDIT TRANSFER:

If you have teaching practice credits in ECE or other related fields that you wish to have considered for credit transfer, please request information at x 3125.

2. PRIOR LEARNING ASSESSMENT AND RECOGNITION:

If you have ECE work experience and wish to have it considered for Prior Learning Assessment and Recognition, please request information at x 3125 or contact the PLAR counselor at x 1382.

3. ECE DIPLOMA REQUIREMENTS:

CASE 104 (Teaching Practice I) is 105 hours and must be taken concurrently (in the same term) with CASE 103 (Teaching Practice Seminar). CASE64, CASE66, CASE74, CASE76 (Teaching Practices) are **each** 126 hours. EARL78 (Professional Role and Development) must be taken concurrently with CASE76.

COURSE PREREQUISITIES:

The following course prerequisites/co-requisites must be in place before registering for:

CASE 104: EARL 4 *or* EARL1, CHIL1004 *or* CHIL 1000, CHIL1005 *or* CHIL 1, CHIL11, EARL23, EARL 29 *or* EARL27, EARL 36 *or* EARL35, HEAL 200.

CASE 64: CASE 104 *or* EARL 62, CHIL 2010 *or* FAMI 6, EARL 58, EARL 59, CHIL 2012 *or* CHIL 2011

CASE 66: CASE 64

CASE 74: CASE 66

CASE 76: CASE 74

For part time students, all of the academic ECE courses in all groups must be completed before commencing the final four teaching practices. In the distance education ECE program, teaching practice is seen as a consolidation of learning.

For full time students, some the courses will be taken as co-requisites rather than prerequisites.

AECE,O EQUIVALENCY REQUIREMENTS:

The Association of Early Childhood Educators of Ontario will provide each student with a list of required courses and field placements to be completed before the Association will grant equivalency. Placements may not be completed in centres where the student is employed. Students should complete placements with the age group (Infants 0-18 months; Toddlers 1.5 -2.5 years; Preschoolers 2.5 -5 years or School Age 6 -12 years) with whom they have the least experience.

SETTING UP TEACHING PRACTICE

The following steps must be completed before teaching practice can begin.

1. Check to see that all of the course prerequisites are successfully completed (see previous page).
2. Contact the faculty instructor at least **two months** prior to commencing teaching practice in order to discuss with her the various options available in your community.
3. Contact the licensed agency where you wish to do your teaching practice. Arrange an interview with the Director and tour the facility. It is normal for centres outside of Eastern Ontario to only be familiar with the colleges in their immediate area. Some students have had luck by mentioning that St. Lawrence College is registered with OCAAT (Ontario Colleges of Applied Arts and Technology - through the Ministry of Training, Colleges and Universities) and therefore recognized by the College of Early Childhood Educators of Ontario.
4. Your police check (CPIC) is to be submitted to the agency during the initial visit. It is at the discretion of the centre to accept or reject your placement based on the police check, so confirm with the director when you contact him or her as to what type of check is required and how current it needs to be. It can take several weeks to complete the process so start early. Please **do not** send a copy to the college for confidentiality reasons. Some police stations will waive the fee for students with a letter from the college confirming that you need the check done for school purposes. If you need this letter, please contact your faculty placement supervisor. Any cost incurred is the responsibility of the student.
5. Following this initial meeting, **at least three (3) weeks before the preferred start date** for field placement (start dates are the first day of the term or first Monday, unless the 1st Monday is a holiday then it is the second Monday, of the 2nd and 3rd months for CASE 104 or the first 3 months of each term for CASE 64-76), **the following documents must be on file with:**

The College: send by courier or registered mail to:

ST. LAWRENCE COLLEGE
2288 Parkedale Avenue
Brockville, ON K6V 5X3
Attention: Nancy Ashton

Include

1. Placement Immunization Form from the current Prep for Teaching Practice package (two page form) **completed and signed originals**
Without your signature for consent to release info on page one, your placement set up cannot be completed
 2. Copies of current Standard First Aid (within last 3 years) and (within last 12 months) Infant, Child and Adult CPR (level C) including instruction on how to administer an epi-pen
Program policy requires annual recertification of CPR and epi-pen training
 3. Information Required to Set up Field Placement page complete and **Signed by centre contact**
 4. Field placement policy form (2 pages) **Signed**
 5. Confidentiality statement **Signed and witnessed**
 6. Training Participant's Consent Form **Signed**
 7. WHMIS certificate (please see information page to do online training if you don't already have this certificate)
6. Once this information is received and cleared as complete, the Field Placement Supervisor will confirm centre's license and cooperating teacher's RECE number are current in order to send placement information packages to the centre and online information to student via email.

TEACHING PRACTICE SETTINGS:

- Agencies:** Teaching practice must be taken in a provincially licensed centre (licensed centres for your area can be found at: <http://www.ontario.ca/ONT/portal61/licensedchildcare>) and approved by the Field Placement Supervisor. Other agencies, such as schools, will be considered on an individual basis. Each placement is to be completed in a different centre. Umbrella sites of an agency are considered as the same centre. There are five (5) placements in the ECE program and these are to be completed in five (5) different childcare facilities.
- Supervision:** Students are to be directly supervised by a qualified RECE (current member in good standing with the College of Early Childhood Educators, Ontario) or equivalent (Ministry equivalency documentation will be required without a valid RECE #). The Director of the centre will oversee this daily supervision.
- Ages:** CASE 104 (Teaching Practice I): Preschoolers
CASE 64, 66, 74 or 76: Students are to complete one placement with each of the age groups: Infants (0 – 18 months), Toddlers (18 months – 2.5 years), Preschool/Kindergarten (2.5 – 6 years) and School Age (6 – 12 years). If a placement with a particular age group is unavailable in your area, contact the Field Placement Supervisor immediately. CASE 76 cannot be completed in an elementary classroom. Age groups can be completed in any order (i.e. not necessary to start with infants). Infant and Toddler placements can be more difficult to arrange because there are fewer available and during the fall and winter terms inclass ECE students will be on placement as well, so plan ahead.
- Work Centres:** Students are required to do their teaching practice in centres where they are not employed.
- Hours:** A normal working day is 7-8 hours contact with children (maximum 8 hours plus breaks). Placement hours do not include lunch and break times or planning, set up or end of day clean up times. Students are expected to follow the schedule of their cooperating teacher. Minimum days or hours/week are either 3 full days (7 or 8 hours) or 5 days/week for 5-6 hours/day which is the maximum contact hours for Before and After School or school classroom settings. Changes to designated hours (those on submitted Required Info page) must be agreed to by the centre and the Field Placement Supervisor. Time lost due to illness or other circumstances cannot be made up by lengthening the hours in a day. Additional days will be added on to the placement in order to attain the required 126 hours of practice teaching.

Students may not be paid by the centre, (receive reimbursement), for placement hours.

Immunization Program Requirements

| Program | TB # 1 | TB # 2 | MMR | Polio | TD | Hep B | First Aid/ CPR |
|---------------------------|-----------|-----------|-----|-------|----|-------|--------------------------|
| Early Childhood Education | √ | | √ | | √ | √ | Std FA & CPR-C, WHMIS |

The chart on the above on this sheet, details the immunization documentation that is required by St. Lawrence College for final entrance into your chosen program. Below is a short description of the immunizations that you may be required to have received, as well as the schedule of vaccinations if necessary for those requiring more than a single injection. The process of acquiring immunizations can take up to six months in some cases to complete. Please begin the process well in advance of your placement date, to ensure your placement opportunity is not put at risk.

HEPATITIS B: The hepatitis B virus can permanently damage your liver, and is the biggest cause of liver cancer worldwide. You can get hepatitis B through the blood and other body fluids from an infected person. It is primarily an STD, but you can become infected through used needles, and through body/ear piercing or tattooing with dirty equipment. You **cannot** get Hep B from someone coughing, or from hugging or using the same dishes. There is no cure for Hepatitis B, but it can be prevented with a series of 3 injections. The 1st injection is administered on day 0, the 2nd injection is given one month later, and the 3rd and final shot is given 5 months after the 2nd. The entire series should be completed in 6 months.

MEASLES, MUMPS, RUBELLA (MMR): The MMR vaccine is a three-in-one needle which contains the vaccines for measles, mumps, and rubella (German measles). MMR should be given to children sometime after their first birthday, but can also be administered to adults. It should **not** be given to: anyone with a disease or taking medication which lowers the body's ability to fight infections; pregnant women; or anyone allergic to eggs or to the antibiotic neomycin.

TETANUS, DIPHTHERIA, & POLIO (TDP): TDP is a three-in-one needle that protects people against tetanus, diphtheria and polio. It is used in people 7 years or older, and given as a booster needle around the 15th birthday. After this needle, booster doses are required every ten years for continued protection. Vaccination against tetanus, diphtheria and polio is required by law for all children attending school in Ontario (unless exempted). When the TDP vaccine is given in the recommended number of shots, it protects virtually 100% of people against tetanus, over 95% of people against diphtheria, and 99% of people against polio. The doctor may decide **not** to administer the vaccine if the person has: a high fever or serious infection; a severe allergy to the antibiotics neomycin or polymyxin B; or a severe allergic reaction to any component of the vaccine.

TITRE: During this process a small tube of blood is extracted in order to evaluate the body's concentration of vaccine to ensure continued immunity and protection.

If you have any questions regarding any of these immunizations or their administration, please contact please contact Immunizations@sl.on.ca or your local public health unit for more information.



COMPLETION OF THIS FORM IS YOUR RESPONSIBILITY.
 An incomplete form will prohibit your participation in Labs/Field Placements that are a necessary component of your program.
KEEP A COPY FOR YOUR RECORDS.

Personal Information

Legal Name: _____ Date of Birth: _____ / _____ / _____
MM DD YYYY

Student ID#: _____ Sex: Female Male

Program Name: _____ Campus: Brockville
(E.G. SOCIAL SERVICE WORKER) Cornwall
 Kingston

Current LOCAL Address: _____

Permanent Address: _____
(IF DIFFERENT THAN ABOVE)

Preferred Phone: () _____ Other: () _____

Email: _____

HEALTH CARD NUMBER#: _____ **Version Code:** _____

MAIL OR DROP OFF COMPLETED FORMS TO YOUR DESIGNATED CAMPUS (Fax records will not be accepted)

ST. LAWRENCE COLLEGE
 Student Services
 2288 Parkedale Avenue
 Brockville, ON K6V 5X3

ST. LAWRENCE COLLEGE
 Student Services
 2 Belmont Street
 Cornwall, ON K6H 4Z1

ST. LAWRENCE COLLEGE
 Campus Health Centre
 100 Portsmouth Avenue
 Kingston, ON K7L 5A6

Consent for Release of Information

I understand and agree that my immunization record will be released to placement agencies, student service reps., program co-ordinators, faculty, Deans and Associate Deans, and the Public Health Department as required.

Signature

Date

The information in this form is collected under legal authority of the Ministry of Training, Colleges and Universities, Act, R.S.O. 1980, c. 272, S.5 and Health Disciplines Act R.S.O 1980, c. 196. This will be used to ensure students meet health requirements for admission to clinical facilities.

Immunization Record to be completed by Physician/Nurse

Attn Physicians: The immunization protocols have been adjusted to reflect the standards developed jointly by the Ontario Hospital Association, the Ontario Medical Association and approved by the Minister of Health – Communicable Disease Surveillance. All St. Lawrence College students and staff who will be in field placement and clinical settings such as hospitals, nurseries, daycare centres, and correctional facilities **must submit** a **completed** and **signed** immunization record.

Legal Name: _____

Tuberculin Skin Test #1 Date: _____ Date Read: _____ Result: _____

*If positive, please submit a chest x-ray report completed within the last 2 years

Tetanus/Diphtheria/Pertussis Date: _____

MMR #1 Date: _____

#2 Date: _____

Hep B #1 Date: _____

#2 Date: _____

#3 Date: _____

Typhoid (Biotechnology only) Date: _____

Meningitis (recommended) Date: _____

SIGNATURE (mandatory)

Signature of Physician/Nurse: _____ Date: _____

REMOVAL FROM TEACHING PRACTICE

Removal from teaching practice will be done **immediately** for the following reasons:

1. Breach of confidentiality.
2. Failure to attend the agency at the appointed times and dates.
3. Failure to comply with the teaching practice requirements.
4. Failure to abide by the Policies Governing Entrance to Field Practice.

If any of the above should occur, the Director will **immediately** contact the Field Placement Supervisor. Written documentation of the events leading to the call to the faculty for the removal of the student from the agency should be kept and sent to the instructor as soon as possible.

The Field Placement Supervisor will inform the student of the removal from teaching practice.

Student Self-Registration for WHMIS Training: St. Lawrence College - Part-Time Studies

Dear Students:

As part of your program, you are required to complete a WHMIS training course. WHMIS stands for Workplace Hazardous Materials Information System. This course is provided online and will take approximately 1.5 hours to complete.

Instructions for Student Self-Registration

Step 1: Login

Students: Go to www.yowcanada.com/register and enter the following information:

Username: lwalker

Password: WHMIS

Step 2: Register Yourself

You will be prompted to enter the following information. Please double check everything for spelling errors.

First Name

Last Name

Email Address

Step 3: Take the Course

Once you have completed the registration, you will be automatically directed to the course. Your login information will also be emailed to you.

The course will take approximately 1.5 hours to complete. If you cannot finish all at once, you may login at a later date and complete the course. Your work will be saved.

Step 4: Print Your Certificate

Once you have successfully completed the course, you may print your certificate on the spot. Your WHMIS training certificate will also be emailed to you.

Technical Difficulties?

If you are having technical difficulties, please contact your technical department.

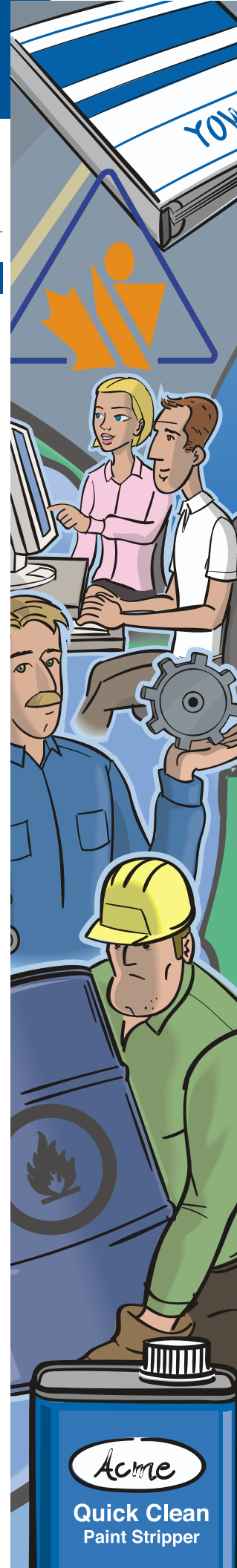


St. Lawrence College

YOW
Canada
Inc.

Safety Compliance Made Easy!

E-mail: info@yowcanada.com



Confidentiality Statement

I, _____, do willingly promise to hold in confidence all matters that come to my attention as a student of St. Lawrence College. This promise of confidentiality applies both during my placement and after my placement has terminated. I will not divulge in any way, any information learned about individuals or groups of people affiliated with any placement site, or any other information which could be seen to be private that is not specified herein. Holding in confidence includes not divulging in any format and not conducting communications that are legitimate but that might be overheard by others.

If a problem or concern arises, I will contact my supervisor or designate for assistance.

If I choose to break this statement of confidentiality, I am aware I will be removed from placement and possibly the program.

Print Student's Name: _____

St. Lawrence College Student's Signature: _____

Print Witness Name: _____

Witness' Signature: _____

Date: _____

POLICIES GOVERNING ENTRANCE TO TEACHING PRACTICE

RATIONALE:

Students of St. Lawrence College are guests in the community agencies that agree to provide field placement experiences. Many of these agencies have clients considered to be vulnerable and thus have a right to be reasonably assured that behaviour demonstrated by students will support good professional practice and the agency's policies and procedures. In other situations the student takes on the role of a community leader and as such becomes a model for others.

Some expected behaviour is not taught as part of the program curriculum, e.g. reliability, integrity, while other behaviours are expected to be enhanced by courses taken within the program, e.g. interpersonal skills.

It is the College's responsibility to recommend students for field placement who consistently demonstrate the following behaviour in addition to the required academic achievement:

To be eligible for field placement the student will:

1. Demonstrate positive and effective interpersonal skills by:
 - a) inviting others to interact both verbally and non-verbally
 - b) initiating contact with others to form relationships
 - c) spontaneously sharing self
 - d) using self disclosure appropriately
 - e) actively listening and showing interest in others
 - f) demonstrating positive regard for others
 - g) demonstrating empathy
 - h) constructively attempting to resolve issues or conflicts with others
 - i) demonstrating verbal and non-verbal congruency in communication
 - j) demonstrating the ability to work as a member of a team
 - k) respecting the rights of others

2. Demonstrate commitment, reliability, and integrity in relation to one's chosen career by:
 - a) participating in learning activities
 - b) being punctual
 - c) actively seeking and using learning resources
 - d) meeting stated or agreed upon deadlines
 - e) maintaining confidentiality
 - g) demonstrating academic honesty
 - h) seeking assistance when necessary

3. Demonstrate socially acceptable behaviour by:
- a) engaging in behaviour that would increase confidence in one's ability to care for others or be an effective change agent
 - b) accepting feedback from others and modifying behaviour if required
 - c) modeling behaviours expected of clients
 - d) maintaining an appropriate standard of dress and personal hygiene

Demonstration of any of the following behaviour may result in ineligibility for field placement or removal from field placement.

- 1. Physical or verbal aggression
- 2. Abuse of drugs or alcohol
- 3. Criminal behaviour
- 4. Any involvement with clients not directly related to field placement activities
- 5. Breach of client confidentiality
- 6. Failure to follow college/agency policies or procedures

NOTE:

Students are required to provide a police check (CPIC) to the centre for the director's approval prior to commencing placement. Students must be aware that a criminal record may prohibit them from field placement which is necessary for graduation, and it is not the College's responsibility to go beyond the normal procedures to arrange such placements. A criminal record also may prohibit or limit employment in many social service careers.

Signed: _____ **Date:** _____

**TRAINING PARTICIPANT CONSENT FORM
(COMPLETED BY STUDENTS PRIOR TO PLACEMENT)**

DECLARATION OF UNDERSTANDING OF INSURANCE COVERAGE FOR UNPAID
PLACEMENTS BY THE MINISTRY OF TRAINING COLLEGES UNIVERSITIES (MTCU)

Students of ministry-approved programs are eligible for workplace insurance coverage for injuries or disease incurred while fulfilling the requirements of their placement. MTCU ensures that eligible students receive Workplace Safety Insurance (WSIB) for placement sites that have WSIB coverage and private insurance for placement sites that are not covered by WSIB.

Use of a Vehicle while on Placement

If you are using an automobile while on placement, in the event of an accident causing bodily injury and/or property damage to others, your own auto insurance policy or that of the vehicle owner's would always be the first to respond. This also applies for physical damage to the vehicle itself. All claims, therefore, would have to be reported directly to your or the registered owner's insurance company. In light of this, we recommend that the vehicle be insured against third-party liability for a limit of no less than \$2,000,000. A minimum of \$1,000,000 is mandatory.

Declaration

I have read and understand that workplace insurance coverage will be provided through MTCU while I am on training placements as arranged by the college as a requirement of my program of study.

I understand the implications and have had any questions answered to my satisfaction.

I agree to immediately report any placement related accident, injury, illness or exposure to a communicable disease to the placement agency.

I have read and understood the recommendations regarding use of a vehicle on placement.

Release of Information

I understand that my personal information will be released to the placement employer in the event of a workplace accident, injury or illness at the placement employer's workplace during an unpaid placement.

I understand that MTCU, the college or placement employer will be required to release relevant personal information with each other and to the WSIB.

Student name (print): _____

Student Signature: _____

Program/School: _____

Date: _____

Parent/Legal Guardian's Signature (if the student is less than 18 years of age)

Name (print): _____

Signature: _____

Date: _____

Information required for setting up Teaching Practice.

Student's Name: _____ (student # _____)

Address: _____
(complete including Town/City and Postal Code)

Home Phone: _____ Birthdate: _____

Course Code: CASE 104 / CASE 64 / CASE 66 / CASE 74 / CASE 76
Age Groups for 64-76: Infants / Toddlers / Preschool/Kindergarten / School Age

AECE,O Equivalency student Y / N

Agency: _____

Address of Agency: _____
(Street Address not Box #
including postal code) _____

Agency contact: _____
(director/principal)

Agency phone number: () _____
(Including Area Code)

Agency fax number: () _____

To be completed and signed by the Agency contact (director/principal)

Cooperating Teacher's Name as on RECE card: _____

R,ECE # _____ Valid Until: _____ (School setting – Grade: _____)

Cooperating teacher's email: _____

Centre opens: _____ Centre closes: _____

Student's Shift(s): _____ Days of week: M T W Th F (Ex. 8-4 with one hour lunch;
max 8 hours per day with children)

Ministry licensed centre? _____ Yes _____ No

Is the centre covered under WSIB (Workman's Comp) insurance? _____ Yes _____ No

Immunization record, Current First Aid/CPR certificate? _____ Yes _____ No

Police Check/CPIC reviewed and accepted? _____ Yes _____ No

Student is/was employed by centre or an umbrella site? _____ Yes _____ No

Placement Confirmed? _____ Yes _____ No

Planned centre closures during placement period? _____

Placement to begin first day of term or 1st Monday of _____ or if it is a holiday then
the second Monday. (CASE 104: 2nd or 3rd month of term; CASE 64, 66, 74 or 76: 1st, 2nd or 3rd month
of term)

Agency contact's signature: _____ Date: _____

Contact's email address: _____

Students are to return completed forms to the College at least three weeks prior to the start of placement.