



# EARLY CHILDHOOD EDUCATION

## POLICY GUIDE



Mercer County Career Center does not discriminate on the basis of age, race, color, national or ethnic origin, sex, or disability in employment or in the administration of any of its education programs and activities in accordance with applicable federal statutes and regulations. Inquiries should be directed to Title IX and Section 504 Coordinator, Aaron Kline, Mercer County Career Center, 776 Greenville Road, Mercer, Pennsylvania, 16137. 724-662-3000.





## Ms. Dale Ann Edmiston

Mercer County Career Center  
776 Greenville Road  
Mercer, Pennsylvania 16137  
Phone: 724-662-3000 Ext. 1145  
dedmiston@mercercareercenter.org

## PROGRAM DESCRIPTION

The Early Childhood Education program prepares students for a variety of occupations in child care under the supervision of professional personnel in child or day care centers. This program includes instruction in growth and development; nutrition; program planning and management; safety; behavior guidance; play activities; child abuse and neglect; family/teacher relationships; learning experiences for children; and laws, regulations and policies relating to child care services.

## CORE CURRICULUM

- Child Development
- Child Safety & Health
- Food & Nutrition
- Learning Activities
- Literacy & Play
- Professionalism
- Program Development & Curriculum

### Industry Certifications:

- Better Kid Care
- Mandated Reporter
- PA CDA-Ready
- Pediatric First Aid, CPR, & AED

### Pennsylvania Skills Certificate/College Credit:

Students who successfully complete their program of study have the opportunity to earn college credits to post-secondary institutions where we have current articulation agreements. Students who meet a 70% benchmark on the written portion of the NOCTI end-of-program assessment, may also earn 3 credits at over 60 colleges and universities in Pennsylvania.

A sample listing of post-secondary articulation agreements include: Butler County Community College, Laurel Technical Institute, Pittsburgh Technical College and Precision Manufacturing Institute. For more information about articulation agreements and college credit, please see the MCCC Guidance Counselor.

Graduates that complete the program are equipped with the knowledge, understanding and the skills essential for entry-level employment in the following:

- Childcare Provider
- Preschool Teacher
- Teacher's Aide

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# WELCOME

## PROGRAM OUTLINE

**A Orientation, Health & Safety**

**B Childcare Industry & Careers**

**C Observations**

**D Child Development**

**E Food & Nutrition**

**F Environment &  
Materials Planning**

**G Children's Safety & Health**

**H Guidance**

**I Pediatric First Aid & CPR**

**J Curriculum**

**K Literacy & Play**

**L Learning Activities**

**M Parents & Community / Field Trips**

**N Program Development / Special Needs Children**

**O Professionalism**

**P Clinical Experiences**

### Advanced

- Program Supervision
- Health, Safety and Nutrition Management
- Activities Management
- Guidance Management
- Observation Management
- Teachers, Schools and Society

## PROPOSED 9 WEEK UNIT PLANS

	1ST 9 WEEKS	2ND 9 WEEKS	3RD 9 WEEKS	4TH 9 WEEKS
YEAR 1	100 Orientation & Safety 300 Health & Safety 500 Child Development 700 Observations 900 Learning Activities & Experiences  Child Care Industry & Careers	500 Child Development 900 Learning Activities & Experiences 300 Children's Safety & Health	300 Children's Safety & Health 400 Learning Environment & Materials 900 Learning Activities/ Experiences	600 Classroom Management and Positive Guidance 900 Learning Activities/ Experiences
YEAR 2	1000 Program Partnerships 200 Professionalism 800 Curriculum 900 Learning Activities/ Experiences  Literacy & Play	900 Learning Activities/ Experiences Pediatric First Aid & CPR	900 Learning Activities/ Experiences Field Trips Guiding Special Needs	1100 Clinical Experiences
YEAR 3	Program Supervision Health, Safety, Nutrition Management	Program Supervision Activities Management	Program Supervision Guidance Management Teachers, Schools and Society	Program Supervision Observation Management



## EARLY CHILDHOOD EDUCATION – ESSENTIAL SKILLS

### CLASSROOM TESTS

Industry certification style multiple choice tests

Year 1- 12 test

Year 2- 12 tests

Year 3- Submit work samples, essays, etc. 10 times per year

### LECTURE TIME

Year 1-2-3 hours/week average

Year 2-2-3 hours/week average

Year 3-Independent study

### ACADEMIC SKILLS

- Grade level appropriate reading and comprehension
- Grade level appropriate writing to relay information
- Math skills: Add, subtract, multiply, and divide

### SOFT SKILLS

- Effective and appropriate written and verbal communication, including with the public
- Ability to put the needs of the child and family first
- Participate as a team member
- Be able to work independently, show initiative
- Demonstrate punctuality
- Show respect for self and others (ECE respect rules)
- Follow rules and procedures
- Positive work ethic and attitude
- Good personal hygiene and grooming

### COMPUTER SKILLS

Basic computer skills

### PHYSICAL REQUIREMENTS

- Be able to work in noisy atmosphere
- Repeatedly kneel, and sit on floor, to interact with children

### VOCATIONAL TESTING

- Gross/fine motor skills
- Manual dexterity

Essential Aptitudes for lab  
recommended levels

# MCCC POLICIES

## GRADING POLICY

Grading will be broken into three categories.

### Theory Grade:

- Canvas Assignments
- Completion of CDA Items
- Tests

### Lab Grade:

- Prepared
- Follow Procedures
- Lesson Plans
- Interactions
- Activities
- Safety

### STRIVE Grade: (Each letter is assigned 1 point per day)

S

#### SAFETY

Follow dress regulations

T

#### TEAMWORK

Completes assigned job  
Correctly cares for tools & equipment  
Keeps preschool and work area clean

R

#### RESPECT

Respects others  
Uses proper language  
Uses technology correctly

I

#### INSPIRED

On-Time  
Dressed  
Cell Phone is put away

V

#### VISION

Positive Attitude  
On-Task  
Obeys class and school rules  
Obeys safety guidelines

E

#### EXCELLENCE

Completes work on time  
Do your best work possible  
Meet benchmarks

## GRADE REPORTING

A student grade report will be given to a student whose grade drops below 70%.

A parent/guardian will receive notification if a student's grade drops below 70%. (Phone call, Grade Report Sent Home)

A referral to the Student Support Team will be made if a student's grade drops below 70%.

## REPORT CARDS

Grades are reported to the home schools at the end of MCCC's quarters. Home schools report the MCCC program grade on their report card. MCCC does not issue a report card.

## PASSING AND CREDIT

Students must follow their home school's grading scale to ensure they receive credit. MCCC does not issue credit towards student graduation. Credit is issued by the home school.

## MCCC PASSING

To stay enrolled in a MCCC program and to earn a MCCC Certificate, MCCC recognizes 65% as passing.

## MAKE-UP WORK

IF A STUDENT IS ABSENT AN EXCUSE MUST BE GIVEN TO THE OFFICE WITHIN 3 DAYS OF YOUR RETURN TO SCHOOL (Please see the Student Handbook for attendance policies). If a student is absent he/she will receive a "0" for a STRIVE grade and "0" for Lab grade. The procedures for making up work include:

- Upon return to school it is the students' responsibility to check the notice for make-up work. This is to be done between 8:00 a.m. and 8:45 a.m. or 12:00 p.m. and 12:45 p.m.
- The student must complete the assignment and hand it in to the instructor on or before the due date. The student is allowed 1 day to make up assignments.
- The student will then be given credit for the assignment. Unexcused absences cannot be made up.





## GRADE SCALE

Mercer County Career Center only issues a percentage grade to the home school.

%	GPA	%	GPA	%	GPA	%	GPA	%	GPA
100	4.0	80	2.3	60	0.3	40	0.0	20	0.0
99	4.0	79	2.2	59	0.2	39	0.0	19	0.0
98	3.9	78	2.1	58	0.1	38	0.0	18	0.0
97	3.9	77	2.0	57	0.0	37	0.0	17	0.0
96	3.8	76	1.9	56	0.0	36	0.0	16	0.0
95	3.8	75	1.8	55	0.0	35	0.0	15	0.0
94	3.7	74	1.7	54	0.0	34	0.0	14	0.0
93	3.6	73	1.6	53	0.0	33	0.0	13	0.0
92	3.5	72	1.5	52	0.0	32	0.0	12	0.0
91	3.4	71	1.4	51	0.0	31	0.0	11	0.0
90	3.3	70	1.3	50	0.0	30	0.0	10	0.0
89	3.2	69	1.2	49	0.0	29	0.0	9	0.0
88	3.1	68	1.1	48	0.0	28	0.0	8	0.0
87	3.0	67	1.0	47	0.0	27	0.0	7	0.0
86	2.9	66	0.9	46	0.0	26	0.0	6	0.0
85	2.8	65	0.8	45	0.0	25	0.0	5	0.0
84	2.7	64	0.7	44	0.0	24	0.0	4	0.0
83	2.6	63	0.6	43	0.0	23	0.0	3	0.0
82	2.5	62	0.5	42	0.0	22	0.0	2	0.0
81	2.4	61	0.4	41	0.0	21	0.0	1	0.0

**“OUR MISSION  
IS TO EQUIP  
STUDENTS WITH  
MARKETABLE  
SKILLS  
THROUGH  
EFFECTIVE  
CAREER AND  
TECHNICAL  
EDUCATION”**



National Technical  
Honor Society



# MCCC POLICIES

## DAILY HOUSEKEEPING

To fulfill Early Childhood Education requirements, students will be assigned a daily housekeeping job. The student will be responsible for completing their duties correctly. Their performance will be evaluated as a weekly STRIVE grade as well as overall task completion credit.

## FOLLOWING INSTRUCTIONS

Throughout the semester students will receive various verbal and written instructions. To fulfill Early Childhood Education requirements the student will be evaluated on their ability to follow these instructions. This will be graded as part of their STRIVE grade.

## STUDENT OF THE SEMESTER

The criterion for selecting the "Student of the Semester" is as follows:

- Attendance
- Attitude
- Grades
- Work Ethic
- STRIVE

## STANDARDS OF DRESS

As a SAFETY REQUIREMENT, proper clothing is required in order to participate in preschool activities. If a student forgets his/her proper clothing or if the clothing possesses a safety hazard they will receive a "0" for the day as part of his/her STRIVE grade. The student will additionally be given an alternative assignment. The student will not be allowed to return to the preschool until the assignment is complete to the satisfaction of the instructor.

Proper clothing consists of their uniform, scrub top and pants, and shoes dedicated to MCCC. Students who wear unacceptable clothing will be given a "0" as part of their STRIVE and Lab grades for the day.

## UNIFORMS AND CLOTHING REQUIREMENTS

### PROFESSIONAL APPEARANCE

**Cleanliness is not an option, it's a mandate.**

#### Hair:

- Clean, neat, out of your face at all times.

#### Uniforms:

- Scrub top and pants
- Clean looking and clean smelling preschool appropriate uniform, free of wrinkles, first name embroidered on top left of top. Pants need a side pocket to carry a booklet and pen.
- Uniform tops must be snapped completely.
- Underneath the smock - only tops without hoods or baggy sleeves.
- No tops over smock unless we are going outside.
- Uniform should be worn as to not show your backside when sitting.
- Uniforms must go home on Thursdays to be washed and brought back for Monday.
- Hands cleaned thoroughly and often.

#### Shoes:

- Canvas or athletic shoes that cover the entire foot.
- These will be left in the ECE room for the entire year. Students will change footwear at the ECE room door at the beginning and end of each session.

#### Accessories:

- Zero tongue, eyebrow or lip jewelry allowed - inappropriate in a preschool. 1 nose stud allowed.
- Perfume and cologne - cause allergic reactions, inappropriate in a preschool.
- Purses and bags - locked in locker at all times.
- Make-Up and Grooming - not applied during class times.
- Carry a pen at all times.

## SCHOOL LOCKERS

School lockers are the property of the school and not the student. Students shall have no expectation of privacy in their lockers. Lockers should be locked at all times. All students will be issued a school lock for use at the Career Center,



locks are to be returned at the end of the school year. The instructor will be given a master key that will open all student locks. This system will provide access to lockers in an emergency situation quickly and easily without having to cut the lock and incur cost to the student. Students shall assume responsibility for maintaining the security of their lockers. The Mercer County Career Center is not responsible for the personal property of pupils. At the conclusion of the school year students should clean out their locker completely. Any remaining items will be discarded.

Lockers are the property of the school and remain under the direct control of the Mercer County Career Center at all times. In order to maintain a safe and healthy educational environment, lockers may be subject to search by school personnel without student permission at any time the Principal or Safety Coordinator has reasonable suspicion to believe that anything stored in the locker may be a threat to the health, safety, and welfare of other students or school personnel. The Mercer County Career Center reserves the right to enlist the services of trained dogs to search for drugs or weapons anywhere on school property including the parking lots and adjacent outdoor areas.

## CELL PHONES/HEADPHONES

Cell phones are NOT permitted in the classroom or the preschool area. They must be kept locked in lockers until dismissal.

1st Offense – Referral to the Office

## SAFETY RULES AND REGULATIONS

Safety is a vital part of our educational programs. Safety regulations are strictly enforced in all areas of the school. To ensure the safety of every student, all students are required to successfully complete a safety program. Students are not permitted to work in their technical program without an Emergency Card on file. It is imperative that students realize these rules are to protect them and their classmates. Safety must be taken very seriously.

- All students must arrive on time and be prepared to work. A written excuse must be presented for all cases of tardiness and absenteeism.

- Everyone must wear preschool appropriate shoes, tennis shoes/sneakers to be left at MCCC.
- All bags are to be left in your assigned locker. (back packs, purses, etc.)
- No horseplay of any kind is permitted. No running in the preschool, no throwing of any object, no touching of each other, etc.
- No one is permitted out of the Early Childhood Education preschool area without the Instructor's permission.
- Every student will clean-up their work area at the end of each session. The clean-up task must be completed to the Instructor's satisfaction.
- Sunglasses are permitted to be worn outside in the play area during class time.
- It is the student's responsibility to complete all assignments and turn them in to the Instructor when due. This includes all preschool and classroom assignments.
- Cell phones are NOT permitted for any reason.
- All students will participate in classroom assignments and preschool assignments.
- Every student will use proper preschool language (topics the preschoolers are interested in).

## FOOD AND DRINKS

As per the school policy, food and drinks will only be allowed in the classroom. There will be no food or drinks allowed in the preschool area.

## STUDENT EXPECTATIONS

Students who participate in the Early Childhood Education at the Mercer County Career Center are expected to:

- Participate as a team member
- Work independently
- Demonstrate punctuality
- Demonstrate personal hygiene and grooming
- Show respect for property and others
- Follow all safety rules
- Demonstrate effective oral communication
- Adhere to attendance guidelines
- Demonstrate leadership qualities
- Display a positive work attitude



## PARENT CONTACT INFORMATION

Parent/Guardian/Student: Please read the following policies. These cover what each student is responsible for to complete the Early Childhood Education program. Please complete and sign **both front and back** and return this page to verify that you have read, understand and agree to abide by these policies. Please keep the rest of the pages, they are for your reference.

If you have any questions, please contact Ms. Edmiston at 724-662-3000 ext. 1145 or [dedmiston@mercerc.cc.org](mailto:dedmiston@mercerc.cc.org).

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Print Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Print Name: \_\_\_\_\_



## EARLY CHILDHOOD EDUCATION STUDENT CONTRACT

As I prepare for a career in the Early Childhood Education field I realize rules, policies and specific procedures must be followed to ensure a safe and productive environment.

I have read and understand all preschool policies. I understand any infractions will result in immediate reprimand, such as a verbal warning, loss of STRIVE points, writing assignment, office referral, a call home or in severe cases removal from the Early Childhood Education program.

I also understand to succeed in a rewarding Early Childhood Education career I must meet specific classroom expectations, this includes: being respectful to others, completing all of the required assignments on my own and participating in class discussions.

I further understand that my actions may affect future job recommendations in the Early Childhood Education field.

YES

☐

I can follow all procedures and rules and meet all expectations and will remain in the Early Childhood Education program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NO

☐

I realize this class demands a high level of maturity and hard work. I would like to be removed from the Early Childhood Education program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

