



HLC Accreditation Evidence

- 2021-2022 Early Childhood Student Handbook

URL:

Office of Origin:

- Vice President of Instruction

Contact(s):

- Dean of Workforce Training and Community Education
 - Executive Director of Workforce Training and Economic Development



Early Childhood Education

Student Handbook 2021 – 2022



earlychildhood.bartonccc.edu

Contact Information



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Students are advised to consult with their instructors first and then the Instructor/Coordinator about matters associated with program courses they are actively enrolled in. If students are dissatisfied with the outcome of these discussions, they should follow-up with the Coordinator. The Coordinator will set up an appointment between the Executive Director and the student. In cases where the students remains dissatisfied, there is a conflict resolution for students to follow.



Placement Testing

Students must have ACT, SAT, ASSET, Accuplacer, or COMPASS scores on file prior to enrolling in the Early Childhood Program.

Placement scores are utilized to ensure prospective students have essential English, reading, and math skills necessary to be successful in college coursework.

If you do not have testing please contact Barton's Testing Center at 620-792-9344, to schedule an appointment for testing.



Student Behavior Policy

Disruptive or rude behavior, including verbal threats, hazing and sexual harassment is not tolerated. Violators will be dismissed from class at the discretion of the instructor or supervisor in charge. Depending on the severity of the violation, further disciplinary action may include: anything up to permanent expulsion from the program and/or Barton Community College. Behavior considered to be criminal in nature, or thought to be an endangerment to others will be reported to the proper authorities.



Personal Computing Policy

Students are in need of a computer for classroom activities and assignments. It is the students' responsibility to make sure they are able to submit all assignments and take quizzes according to the needs for each particular class. **It is illegal to record, take pictures and post from inside a classroom, zoom, or fusion environment without written permission from all parties involved.**



Textbooks

Certain textbooks and online course materials are program requirements that each student must possess when the course begins. Students are responsible for the whereabouts and care of their books, as well as their personal usernames and passwords. If a textbook is required for the class, students are required to have that/those textbook(s) for the class when the class is scheduled to begin. Courses that lend themselves to an OER format for low cost or no cost of textbooks are in the developmental stages and will be added when possible.



Attendance Policy

Students are expected to arrive for face to face classes on time. Prospective employers often inquire about a Student's record of attendance. Students who are routinely late to class or accumulate unexcused absences will not receive a favorable employment recommendation. Barton's early childhood courses are scheduled at times that help students manage appointments and non-college related activities outside of scheduled class hours. If a student believes an absence or tardy is worthy of being excused, it is their responsibility to speak with the instructor

before the event and make arrangement for work to be turned in. It is the student's responsibility to make-up assignments missed if allowed. If a student knows he/she will be absent, he/she is to notify the instructor ahead of time. If illness and or personal emergencies result in frequent absences, the instructor may require a written note from the doctor or other individual to explain the reason for reoccurring absences. The student is responsible for work whether they are in class or not. Students need to have a backup plan for internet if they do not have it at home for any reason.

The instructor reserves the right to make the final determination whether the absence or tardy is excusable. **As in the workplace**, attendance is critical to success! Absences due to personal illness or family emergency will be considered by the instructor for an excused absence, but not guaranteed. The key is to keep the instructor informed in advance, when possible. And to make absences few and far between.

Online, hybrid, fusion and face to face students are expected to be in their courses at minimum of three to four times a week. Regular participation helps students meet deadlines and get additional help, if needed. Therefore, regular participation most generally increases the students' success rate within each and every course.

Course syllabi will have more detailed instruction for students in all class whether they are offered face to face, hybrid, fusion or completely online.



Cell Phone Policy

Cell phone use (including text messaging) is prohibited during face to face and fusion class times. The instructor reserves the right to confiscate a student's phone or remove a student from class for violation of the cell phone policy. Phones confiscated will be returned to the individual at the end of the class period. **As in the workforce**, phones should not be used, checked; constantly or occasionally, during classroom time: **unless instructed by the professor for classroom purposes**. It is a best practice, to have cell phones on silent and tucked away in a book bag and **not on the students body or table**.

Students are encouraged to notify the instructor **before** class if he/she is expecting an important phone call (*this can be used only once per semester*).



Homework Assignments

Students are expected to submit homework and/or complete face to face and online assignments on time. Assignments turned in late will be docked up to 50% for 48 hours. After 48 hours, the teacher does not have to accept late assignments. Exams are given electronically so students should be able to complete them on time, it is up to the instructor if extensions will be given.

BCCC distance learning classes are designed in weekly modules. This concept allows the student to complete the assignments any time during the seven-ten day block period. Students are expected to complete all required reading, submit completed projects, post module essay entries, and participate in required threaded discussions on a weekly basis.

Courteous participation in class threaded discussions is the standard. Disruptive and/or offensive behavior in the electronic medium will not be tolerated. Time for makeup work is very limited, and at most times unavailable. As a result, online participation is extremely important to the learning process.

To be successful you need to log into the course no less than three to four times per week, actively working to complete all required readings, research and assignments. A student's commitment to a 3 college credit hour class = a minimum of 10 hours per week. Therefore, 12 college hours makes a full-time student or 40 hours dedicated to studies per week.

Participation in meaningful discussion is critical to both your success and the success of the course. Your instructor is able to monitor how often you logged into the course, which parts you have visited and which pages/assignment you have participated in.

Let your instructor know if you will not be participating for more than three days in a row. Excused absences are based on college policy and instructor approval. If you are struggling within this course it is your responsibility to communicate with your instructor within a timely manner.

Academic Integrity

Barton Community College values the honest pursuit of knowledge and expects its students to conduct themselves with academic integrity. To that end, it has adopted an [Academic Integrity Value Statement & Honor Code](#) which defines basic and capital violations and outlines the expectations, rights and responsibilities, sanctions and related processes essential to maintain the standards of academic integrity within Barton.

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

Students caught cheating (including plagiarism) on tests or daily work will receive disciplinary action that may include a "zero" points for the assignment to dismissal from the course and/or program.

Graduation Requirements

Students must possess a GPA of less than 2.0 or higher to be awarded Certificates or Degrees from Barton Community College

All High School and other college transcripts must be on file with the BCC Registrar, before one may graduate or earn a certificate.

*Students possessing a GPA of less than 2.0 will not be able to accept Departmental Scholarships.

Students not able to pass 80% of the Early Childhood Classes per semester will be asked to take a Career Placement Test and *may be asked to leave the program.*



Blended Learning on campus

Barton's early childhood program incorporates "blended learning" which means students are responsible to complete a portion of their classwork online; in comparison to a typical "face-to-face" class where 100% of the instruction is delivered in the classroom during regular scheduled course hours.

Blended learning affords students the flexibility to explore topics and complete assignments at their own pace; accommodating various learning styles by exposing students to a number of technologies designed to help them learn. Classroom "seat-time" is focused for a more efficient and educated dialog of core concepts and objectives.

Students enrolled in the early childhood program must have access to a computer and internet service in order to complete certain online activities assigned as a course requirement. Students who do not have access to the internet from home may utilize computer labs located in the Technical Building and Learning Resource Center. Students not located on or close to campus will want to locate libraries and other facilities where they are allowed computer time, if needed.



Prerequisite Courses

Early Childhood Courses are arranged by priority and as such the course Early Childhood Practicum I must be completed with a passing grade of at least a D or better before students can proceed to the next course in sequence. In short, a failing grade in Early

Childhood Practicum I would prevent a student from enrolling in Early Childhood Practicum II, etc.

CHLD 1500 Introduction to Early Childhood is also a required course that must be completed with a passing grade before students can advance to the next semester of Early Childhood classes. It is also a pre-requisite for Practicum One.

The following classes are full semester courses and must be taken in order, only one per semester.

- 1506 Early Childhood Practicum I
- 1509 Early Childhood Practicum II
- 1508 Child Care Internship

The following classes progress from one to the other and are [recommended](#) to be taken in the following sequence.

1553 Creative Experiences for Children

1554 Creative Activities

1504 Early Childhood Curriculum

Practicums and Internship

Attention all Early Childhood Students...a must read

FACT sheet about Early Childhood Practicums

All Practicums/Internships are 15-16 weeks in length and must take place in a licensed child care facility with children ranging in age from birth to age 8. We strive for our Practicum students have as many different Host Facilities as possible. It allows our students to receive a broader world view of our industry. It also develops networking skills that are so vital to our industry. Being able to see and talk about 'cutting edge' programs and procedures is a huge investment in the future of our talented students. It is important to see different curriculums and procedures demonstrated to receive a better understanding of how children learn best and what techniques to use, for the best outcomes.

[** As with all field experiences, it is best to have Mentor Instructors outside of a facility owned by you, a family member or a classroom that you have worked in for years and are already an established instructor. If this is your situation - we will work within this parameter as best we can. Please know that it does limit the learning experiences you will be introduced to, therefore, it also limits the experiences you can learn from. This practicum conflict will result in a few extension assignments for said individuals, to assist them in receiving a broader world view of our industry.](#)

[Extension assignments may be in the form of: Interviewing Child Care Professionals, additional lesson planning assignments, reading, research and writing projects to help give the Practicum Student a larger view of the child care industry. This will also aid in the development of networking skills and connections.](#)

You can only take one Practicum/Internship per semester.

All Practicum and Internship students will need a clear background check in the current state in which they reside. They will also need proof of a negative TB Test to meet Barton's requirements.

Your student fees pay for this background check each semester. We require student to have a clear background check and negative TB test before they can begin logging practicum hour for BCC.

The host site may have their own added requirements such as, but not limited to: proof of immunizations and or a current physical, which the student will need to fund out of pocket.

Students will wear a Barton Early Childhood Uniform shirt and a Student Name Tag while at Practicum/Internship sites. This will allow them to be identified as “professionals in training” and thus set aside from a paid employee. *Students are not to be left alone with children.

CHLD 1506 Practicum I - All students AS and AAS plus Child Development Certificate take this course.

- ✓ Best if you have two Host Facility experiences for 7 weeks each and at least 10 logged hours per week.
- ✓ Best taken toward the end of your AS degree. For Barton’s AAS degree please take within your first or second semester. Certificate earners need to take Practicum I your last semester.
- ✓ This class is only offered in a full semester format in both Spring and Fall semesters

CHLD 1509 Practicum II - for all AAS students

- ✓ One host site for 14 to 16 weeks - logging at least 8 to 12 hours a week.
- ✓ Should be taken third semester and must be taken after Practicum I and before the Child Care Internship experience.
- ✓ This class is only offered in a full semester format in both Spring and Fall semesters.

CHLD 1508 Child Care Internship - for all AAS students

- ✓ Best if you have two Host Facility experiences for 7 weeks each and log 8-12 hours per week.
- ✓ Should be taken your last semester.
- ✓ This class is only offered in a full semester format in both Spring and Fall semesters.

		# of Licensed Host Sites	# of logged Clock hours	
1506	Early Childhood Practicum I	2	140	Background check/TB Test needed
1509	Early Childhood Practicum II	1	140	Background check/valid TB Test within 2 years
1508	Child Care Internship	2	140	Background check/valid TB Test within 2 years

- Background checks and valid TB Tests must be submitted before hours can be logged.

● Curriculum Guides

Barton's Early Childhood, Early Childhood Education and Child Development Certificate curriculum guides can be found by going to the following link

<https://www.bartonccc.edu/programs/early-childhood>

Our transferrable Associate of Science Degree template helps to explain what courses you need to take in order to earn this 60 hour degree that transfers to a four year college or university.

<http://docs.bartonccc.edu/CurriculumGuide/LiberalAS/ASCurEarlyChildhood2020.pdf>

Our Associate of Applied Science Degree is designed to get individuals into the workforce more quickly. This 64 hour degree can be earned in just 4 semesters when students are able to take around 16 hours per semester.

<http://docs.bartonccc.edu/CurriculumGuide/EarlyChildhood/AASCurEarlyChildhood2020.pdf>

Our 24 hour Child Development Certificate can be accomplished in just two semesters. It will give students what they need to meet the education portion needed to be able to go on and build their CDA portfolio. Our Child Development Certificate gives those individuals wanting to start in quality child care an advanced understanding of Child Development and a professional foundation for the workforce.

<http://docs.bartonccc.edu/CurriculumGuide/EarlyChildhood/CERTCurChildDev2020.pdf>

Please email your advisor to plan your successful educational journey and make sure you are on target. Barton advisors help our students balance school, family and work so that goals can be accomplished successfully.



CDA Transfer Classes

If a student comes into the BCC Early Childhood Program and already possesses their CDA we have a list of classes that will automatically be met with a copy of their CDA Certificate provided to the Early Childhood Instructor/Coordinator. It is the students' responsibility to email a copy of their certificate so proper channels can be followed. Please visit with your advisor so you do not enroll in any classes that you may already have earned "transferred" credit for.

If you hold a current CDA (Child Development Associate) you will need to email a copy of it to wertzr@bartonccc.edu with your student id number and your complete name(s).

It will take up to four to six weeks for the Early Childhood Coordinator to get it changed into 'Experience Based' Credit that will appear on your Barton Transcript. It depends on which CDA you have earned as to which 6 college credit hours you will receive as prior learning credits **after completing 6 early childhood education college credit hours with Barton.**



Name
ID #

CDA Transfer Classes				
CHLD	1500	Introduction to Early Childhood Education	<input type="checkbox"/>	3
			<input type="checkbox"/>	
<u>only one of the following two courses</u>				
CHLD	1551	Infant & Toddlers Education and Care (Birth to 3 years)	<input type="checkbox"/>	3
				Infant/Todder CDA
CHLD	1505	Preschool Child	<input type="checkbox"/>	3
				Preschool CDA
CDA Transfer of the above			6	credit hours
with successful completion of the following Early Childhood Courses				date of completion
CHLD			3	<input type="checkbox"/>
CHLD			3	<input type="checkbox"/>

Six (6) credit hours would be added to the transcript after successful completion (grade of "C" or higher) of six (6) additional credit hours of Early Childhood classes.

1. Students will need to email a copy of their valid CDA to wertzr@bartonccc.edu.

2. Then, after completion of six college credit hours in early childhood education the student will need to fill out the form above and send to the Early Childhood Education Coordinator, who will put through the paperwork for the prior learning credit. It may take 4-6 weeks until it shows on your transcript.



American
Heart
Association.



American Red Cross
Training Services

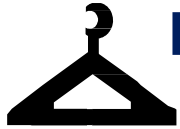
CPR Card for 1 credit hours prior learning credit

You will need to take at least 15 hours of Barton's Early Childhood Education courses before this can be put through. The student will need to email a valid American Heart Association or American Red Cross Infant Child CPR and First Aid certification to vertzr@bartonccc.edu for ONE credit hour of prior learning credit. This will need to be done in an email with the student ID number and verification of at least 15 credit hours taken with Barton's Early Childhood program. EC courses transferred in through another college will not count.



Certificates of Training

We do not accept workplace certificates of training for college credit. While those certificates are needed for your employment and retention as child care providers plus early childhood professionals, they are not compatible with what is needed to meet the outcomes and competencies plus seat time of a college level course. Though, please note that workplace training will provide valuable foundations as you continue to build more specifics throughout your college experiences.



Dress Code

Early Childhood Uniforms are to be worn when students are doing practicum/internship experiences at host facilities. Uniforms will consist of a Barton Early Childhood Polo or Barton Early Childhood Vest with a white T-shirt and khaki pants, black pants or jeans in good repair

All Early Childhood Practicum One students will purchase at least one "Barton Early Childhood Shirts", which are to be worn each day while at Host Facilities in addition to the BCC Student Name Tags. Students are responsible for the care and laundering of their shirt(s), and will have the opportunity to purchase additional uniforms at [Barton Early Childhood Uniforms](#)

Early Childhood students are to dress according to department/workforce standards.

Dress Requirements:

- Clothing that covers the body and is good repair.
- Shoes that fully cover the toe are required.
- Shirts, shorts and slacks in good taste and fit properly, **you are a role model.**
- Clothing that is not tight, overly baggy nor sheer and allows the child care provider to move.
- Shorts need to cover $\frac{3}{4}$ of the thigh area.
- Long hair should be pulled or tied back and out of students face.
- Jewelry worn on the hand should be reasonable and in good repair. It is best to avoid jewelry around the neck and wrist areas.
- Facial piercings are not encouraged and will need to be covered or removed.
- Practicum/Internship Students need to be in uniform when at Host Sites as they are logging their course hours.

Dress deemed inappropriate:

- ✓ Shorts that are shorter than your fingertips with arms resting down your sides – that do not cover $\frac{3}{4}$ of your thigh.
- ✓ Tank-Tops, tube tops, or shirts that reveal undergarments or cleavage.
- ✓ Jeans/pants/shorts with large holes or tears.
- ✓ Clothing that is either too tight or too loose.
- ✓ Heels over 2 inches, flip-flops or sandals.
- ✓ The displaying of cleavage, bellies, or gluteus maximus cracks.
- ✓ Shirts or caps displaying images or language considered to be inappropriate for the early childhood workplace.

At the end of each class period, it is the responsibility of every face to face student to:

- put all supplies away where they belong
- put classroom Laptops to assigned spots PLUS plug them in to charge for the next class.
- deposit all trash into designated containers
- have homework assignments written down in a planner

Non-Discrimination Notice: To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530, (620) 792-2701. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.