

Child Care and Development Department
Lab and Fieldwork Agreement & Confidentiality Statement



**Child Care and Development Department
Lab and Fieldwork Agreement**

A major portion of your experience as a student in the Child Care and Development Department includes observing or working with children. Through lab and fieldwork experiences, students observe the principles of child development and have opportunities to gain skills working with children. Course grading and objectives reflect the significant role that experiential learning plays in becoming an early childhood educator; your lab or fieldwork affects the grade that you will get in your course.

The general goals for your field or lab experiences are for you to develop:

- trust in yourself as a growing and competent teacher
- meaningful relationships with children upon which your ideas about teaching and child development will be based
- meaningful relationships with other teachers by discussing observations, questions and ideas about teaching and, if appropriate, children
- practical skills in teaching

In addition to the general goals discussed above, each course has its own lab or fieldwork objectives. These objectives are outlined in your course syllabus and/or your course handout, "Lab Expectations". You are expected to complete these expectations while you participate in lab or fieldwork.

Faculty understand that Child Development students come to the program with varying levels of experiences in the child care profession. Most students need only a general amount of supervision from their supervising lab teacher to satisfactorily master the lab objectives of their coursework. Others may require more comprehensive assistance.

The procedures outlined on "Procedure for Assisting Child Care and Development Students to Improve Their Lab Practice" are guidelines for providing students assistance if they are not meeting course lab expectations. If you are unable to comply with the plan developed by both your supervising lab or fieldwork teacher and your course instructor, you will:

- receive a "D" or "F" grade in the course
- **or** be asked to continue working on the plan for the time specified in your contract. You will receive an "Incomplete" for this period of time. An incomplete extension shall only be available for the first attempt of a given course.

There are also specific expectations regarding student behavior while participating in an early childhood program. These expectations are determined by the Texas Department of Family and Protective Services in *Minimum Standards for Licensed Child Care Centers* and the policies of your field placement site.

The following from *Minimum Standards for Licensed Child Care Centers (Standard 746.1201)* outline the behaviors expected of anyone participating in fieldwork or lab in an early childhood program:

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- Demonstrate competency, good judgment, and self-control in the presence of children and when performing assigned responsibilities;
- Relate to children with courtesy, respect, acceptance and patience;
- Recognize and respect the uniqueness and potential of all children their families and their cultures;
- Ensure that no child is abused, neglected, or exploited while in the care of the center; and
- Report suspected abuse, neglect and exploitation to DFPS as specified in the Texas Family Code 261.101.

Standard 746.1401 further requires:

- Volunteers and contractors, whether paid or unpaid, who are regularly or frequently present at the child-care center but not counted in the child/caregiver ratio, must comply with minimum standards that apply to employees.

(If you are unsure of what minimum standards are required, talk with your instructor or go the website for *Minimum Standards for Child Care Centers* at: https://www.dfps.state.tx.us/child_care/

Expectations that your field site has for your behavior will be provided to you by the site.

Failure to comply with the standards noted above, to satisfactorily meet the Child Care and Development course goals and lab expectations, or to comply with the field placement site's policies and procedures are causes, which may result in the course instructor withdrawing you from the course and/or your dismissal from the Austin Community College Child Care and Development Program. Violations are subject to applicable provisions as outlined in the Austin Community College's Student Standards of Conduct and Disciplinary Process.

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**Child Care and Development Department
Statement of Commitment to
Confidentiality in the Lab Setting**

ACC Child Care and Development students observing or working at the ACC Children's Lab School or a community fieldwork site may obtain information about children, families and staff from observations, conversations, records, and other sources. ALL such information is considered confidential. Lab students are expected to abide by the NAEYC Code of Ethical Conduct and statement of Commitment.

NAEYC Code of Ethics (May 2011):

P-2.8 We shall treat child assessment information confidentially and share this information only when there is a legitimate need for it.

P-2.12 We shall develop written policies for the protection of confidentiality and the disclosure of children's records. These policy documents shall be made available to all program personnel and families. Disclosure of children's records beyond family members, program personnel, and consultants having an obligation of confidentiality shall require familial consent (except in cases of abuse and neglect).

P-2-13 We shall maintain confidentiality and shall respect the family's right to privacy, refraining from disclosure of confidential information and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk, it is permissible to share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child's interest.

Confidentiality Policies

- While at the fieldwork site, children's behavior is only discussed with the classroom teachers out of the hearing distance of children, families and other students and staff.
- Any information related to children, families and staff is discussed only in the college classroom or course assignments in a professional manner and for the purposes of learning. Information about children, families and staff should not be discussed at any other time.
- De-identifiers, such as the child's initials or a made up name, must also be used in classroom discussions, written observations and course assignments.
- Students in curriculum courses completing fieldwork at the Lab School may use photos, audio or work samples to illustrate activities and experiences implemented during the lab. Lab School technology must be used and all images must be returned to their instructor or Lab School teacher by the end of the semester.
- Students may not have access to children's file information. The exception to this is Practicum students assigned to lab at the Children's Lab School. Review of general information in the child's file for a child study must be done only under the supervision of Lab School staff.
- Practicum students may retain some information for use in professional portfolios under the following circumstances: 1) the information is reviewed by the lead teacher in the classroom; 2) the parents give written permission; 3) the information is used for educational or employment purposes only; and 4) it is destroyed when it is no longer needed or wanted by the student.
- Information and images must never be shared with others in a public forum, including websites or social media.

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I have read and understand the Lab and Field Work Agreement and Confidentiality Statement.

I understand that I may be provided a plan to improve my lab or field work practice as outlined in “Procedure for Assisting Child Care and Development Students to Improve Their Lab Practice” and that if I am unable to comply with the plan developed by both my supervising lab or fieldwork teacher and my course instructor, I will:

- receive a “D” or “F” grade in the course
- **or** be asked to continue working on the plan for the time specified in my contract. I will receive an “Incomplete” for this period of time. An incomplete extension shall only be available for the first attempt of a given course.

I understand that not complying with the standards noted above, to satisfactorily meet the Child Care and Development course goals and lab expectations or to comply with the field placement site’s policies and procedures are causes, which may result in the course instructor withdrawing me from the course and/or my dismissal from the Austin Community College Child Care and Development Program. Violations are subject to applicable provisions as outlined in the Austin Community College’s Student Standards of Conduct and Disciplinary Process.

I understand that confidentiality is an ethical and professional responsibility and a requirement for my participation in fieldwork for the ACC Child Care and Development Department. I agree to follow the above policies and understand that a breach of confidentiality is grounds for dismissal from fieldwork, withdrawal from coursework and/or dismissal from the Child Care and Development Program. Violations are subject to applicable provisions as outlined in the Austin Community College’s Student Standards of Conduct and Disciplinary Process.

Signature of Student

Date

Print Name

Course: _____

Instructor: _____