

ECE Site Selection Requirements Manual Semester 1

ECE SITE SELECTION REQUIREMENTS MANUAL SEMESTER 1

Dear ECE Student,

Your Early Childhood Education courses are designed to offer you an opportunity to apply the theoretical concepts you're learning about in textbooks, webinars, and study guides to a practical, real-world early childhood setting. It's important that the setting where you will complete your assignments, conduct interviews, observations and assessments be a recognized child care center or preschool that provides quality of care. This ECE Site Selection Requirements Manual includes important information and the necessary documents to be completed in order for the proposed child care center or preschool "site" to be approved by the College.

An appropriate ECE site selection is any local, center-based child care facility that is currently licensed to operate and provides care to infants, toddlers, and preschool children. For the purposes of your ECE courses, an infant is defined as a child ages 6 weeks through 17 months, a toddler is between the ages of 18 and 35 months, and a preschooler is between the ages of 36 and 60 months. In this way, you must have continuous access to newborn children through preschoolers, up to five years of age. The center or school you've selected must hold a current license to serve and have a minimum enrollment of four infants, six toddlers, and ten preschool-aged children. If the single selected site does not provide care to all three of the age groups listed, you may choose to split your approval between two sites if all required paperwork for both ECE sites are simultaneously submitted. In order for approval of a site to be granted, there should also be a qualified site supervisor or site mentor—someone who has earned a minimum of an Associate's Degree in Early Childhood Education or a related field—at each center to guide you in your assignments and serve as a professional resource for you on-site.

Note: In-home child care centers and family childcare centers do not meet these criteria, and will not be approved as ECE Site Selections. The proposed ECE Site will not be approved unless a copy of the center’s current license to operate is submitted for approval. ECE students must also submit official copies of any/all child abuse clearances, criminal background checks, and/or fingerprint clearances as required by their home state and also by the child care center. Site approval cannot be granted without official copies of these clearances and/or background checks.

ECE students currently working in a child care center may have their current place of employment approved as their ECE Site provided the center satisfies all outlined requirements as expressed in this Manual. These students already employed at the site will continue to be compensated for their work. ECE students who are not currently employed at their approved site agree to work as an intern and will not receive monetary compensation for the time spent completing these tasks.

Included in this booklet is an Introduction Letter you are required to present to the Administrator of your proposed ECE site. You are also expected to share the “Welcome, ECE Site Supervisor” video found here.

If you wish, you may use the same approved site(s) to fulfill the ECE Site Selection requirement in subsequent semesters without resubmitting the documents required for initial approval; in subsequent semesters, it is necessary to instead submit a one-page renewal form.

If you have questions regarding ECE Site Selection after reviewing the information shared within this Manual, please review the “ECE Site Selection Requirements FAQs” video on your Student Portal, or contact an ECE instructor at the college.

We’re excited for you to begin this next important step in your journey in becoming an ECE Professional. Best wishes for a successful and enjoyable experience at your Semester One ECE Site.

Yours,

Early Childhood Education Department

DOCUMENTS TO SUBMIT FOR APPROVAL

The forms you will submit as part of your completed Site Selection application packet are included in the next several pages. Please note: it is necessary to submit the complete Site Selection application for approval and receive notification of approval from your instructor prior to beginning work on any assignments or spending any time at the ECE Site.

Submit these completed documents to the school for approval:

- Early Childhood Education Site Description (be sure to indicate the exact number of children enrolled within each of the three age groups)
- Early Childhood Site Supervisor Mentorship Agreement
- A photocopy of the center's current license to operate
- A completed Student Site Selection Checklist
- A photocopy of your criminal clearances , child-abuse clearances, and/or fingerprint clearances as required by your state and by the center's operational policies. (A copy of these documents also should be supplied to the director of the site that you've chosen.) Clearances and/or background checks are required even if the director of your proposed site does not require them.

To learn what is required by your state, please visit this site:

<http://childcareaware.org/child-care-centers-state-by-state-regulations>

Students outside of the United States can complete an Internet search to locate their requirements.

SUBMISSION INSTRUCTIONS

To submit your completed ECE Site Selection application online, follow these steps:

1. You may scan all required Site Selection documents and save them as PDF files. On your computer, create a zipped file of all ECE Site Documentation.

2. Go to <http://www.pennfoster.edu>, and log in.

3. Go to Student Portal.

4. Click on Take Exam next to ECE Site Selection.

5. Enter your email address in the box provided.

This information is required for online submission.

6. Attach your file as follows:

a. Click on the Browse box.

b. Locate the zipped PDF file you wish to attach.

c. Double-click on the file.

d. Click on Upload File.

Or, you may use the following address to mail your forms for approval:

Penn Foster
Student Service Center
925 Oak Street
Scranton, PA 18515-001

Be sure to include both your student ID number and the examination number (405417) on the outside of the envelope.

ECE Site Selection applications are considered as graded examinations. You will see “RCD” on your Student Portal to indicate the Site Selection application has been uploaded or received at the college and is being reviewed by your instructor, usually within 5 business days. Upon approval, a “P” grade will be posted to indicate you are ready to continue with your course, and your instructor will confirm this via email. An “RTN” or Returned Ungraded will be posted if the site is not able to be approved at this time; please also look for an email from your instructor to indicate the reason why the site is returned.

*The Penn Foster
Student Service Center
is under contract with
Penn Foster College.*

Student's name (Print) _____

Student ID number _____

Student email address _____

Early Childhood Education Site Description

The onsite supervisor must complete the following:

Name of site _____

Street Address _____

City, State, Zipcode _____

Phone _____ Fax _____

Center email address _____

Center's website (if applicable) _____

Center hours _____

Exact number of children in each age range:

Infants _____ Toddlers _____ Preschoolers _____

Ratio of credentialed staff to children in each age group:

Infants _____ Toddlers _____ Preschoolers _____

Total number of employed staff (teachers, assistants, administrators, aides) at the center _____

Total number of employed staff who earned degrees or credentials in Early Childhood Education _____

List the licensing agency and any additional accrediting body that has accredited this site.

Licensing agency	Expiration Date
_____	_____
_____	_____
_____	_____

Number of separate indoor classrooms or large group areas _____

Dimensions of outdoor play space _____

CUT ALONG THIS LINE

Student's name (Print) _____

Student ID number _____

Student email address _____

Early Childhood Site Supervisor Mentorship Agreement

The ECE onsite supervisor has a critical role in the student's education. The Early Childhood Education Program at Penn Foster includes coursework experiences designed to allow students to observe in real-life settings and develop the skills required by early childhood education professionals. An onsite supervisor agrees to assist the student in achieving the learning objectives designated in the coursework.

Certification by ECE On-Site Supervisor

I agree to invest the time necessary to assist the student in achieving the learning objectives of the required fieldwork within his or her Penn Foster Early Childhood Education courses. I have received and reviewed official copies of the student's child abuse clearances, criminal background checks, and/or fingerprint clearances as required by our state's law.

Signature of site supervisor _____

Supervisor's name (PRINT) _____

Title _____

Email address _____

Telephone number _____

Level of Degree (Associates, Bachelors, Masters, etc.) _____

Field of Study (Early Childhood Education, Elementary Education, etc.) _____

Date your degree was earned (month/year) _____

College or institution at which degree was earned _____

Date signed _____

Do you currently serve as an approved Site Supervisor/Mentor for any additional Penn Foster ECE Students? _____

If so, list the student(s) name(s) and student ID number(s) here: _____

Have you previously served as an approved Site Supervisor/Mentor for any former Penn Foster ECE Students: _____

If so, list the student(s) names(s) and student ID number(s) here: _____

CUT ALONG THIS LINE

Student's Site Selection Checklist

The following checklist *must* be submitted with your required documentation. Please place items in the order as they appear, include your initials in the appropriate box, and sign below.

Initial	Documents
	Early Childhood Education Site Description: The center must be licensed for at least 4 infants, 6 toddlers, and 10 preschoolers.
	Early Childhood Site Supervisor Mentorship Agreement: Your site supervisor must have a minimum of an Associate's Degree in ECE or a related field. This supervisor can be the owner, director, head teacher, lead teacher or assistant as long as he/she meets the criteria.
	A photocopy of the center's current license to operate.
	A photocopy of your criminal clearances and child-abuse clearance where required by law. (A copy of these documents also should be supplied to the director of the site that you've chosen.)

By signing this form, you acknowledge and certify all information provided as part of ECE Site Selection is accurate, and you have provided the ECE Site administrator with copies of official results of your clearances and background checks as required by state's law.

Signature: _____

Date: _____

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Letter of Introduction

Student's Signature: _____

Date: _____

Dear Child Care Center Administrator or Director,

This letter is to introduce our student, _____, who is enrolled in Penn Foster College's associate degree program in Early Childhood Education. To provide the student with real-world experiences in which to develop the skills required of an Early Childhood Educator, this student is seeking a suitable early childhood site in which to fulfill the field components of his or her coursework. Penn Foster believes that real-life field experience is vital in providing appropriate training to individuals entering the early childhood profession. We hope that you will allow our student to complete these field requirements at your early childhood center.

Our students must identify one or two local child care centers that meet the following minimum criteria:

- The center provides services for children in three age groups: infants, toddlers and preschool children.
- The center is licensed by the appropriate state agency.
- A credentialed early childhood professional is available to supervise and mentor the student.

While onsite at your child care center, our college student will complete observations, activities, and assignments under the supervision of the designated site supervisor. The student will provide the center with all required criminal and child abuse clearances. The student agrees to complete these tasks at your site as an intern and will not receive monetary compensation for the time spent completing these tasks, unless he/she is already employed at your center.

Further information and all required site verification forms are available in the student's Site Selection Requirements Manual.

Thank you for your consideration of our student and for all your beneficial work with young children.

Nancy Moretti
Department Chair
Early Childhood Education Program
Penn Foster College

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