

Kennedy-King College

Child Development Program Handbook

Human Sciences Department

6401 S. Halsted

Building Y: Suite 131

Phone: 773-602-5351



Table of Contents

- I. Child Development Program Mission Vision
- II. Program Contacts
- III. Program Expectations and Requirements
 - Course Work
 - Field Experiences/ Practicum
 - Dispositions/Professionalism
 - NAEYC Code of Ethical Conduct
 - Frequently Asked Questions (FAQs)
- IV. Kennedy-King College Child Development Program: NAEYC Accreditation Standards
- V. Course & Credential Offerings
- VI. Gateways to Opportunity & INCCRA
- VII. Campus Resources: Transfer, Career Planning and Placement, Wellness, DAC

Kennedy-King College Child Development Program

Mission Statement

Child Development Program (CDP) students receive foundational knowledge to become qualified professionals and advocates for young children and families.

Vision Statement

The Child Development Program offers learning experiences that will prepare students to fulfill their professional and moral obligations as practitioners in the Early Childhood Education field. Pre-service teachers will be provided with learning opportunities that will empower them to advocate for the healthy development of young children through exposure to services, resources, projects, developmentally appropriate practices for supporting families, and the community. All students will emulate high ethical behavior consistent with the requirements of the Early Care and Education profession, Kennedy-King College and City Colleges of Chicago. Ultimately, all students will develop critical thinking skills, and adhere to the practice of life-long learning to adjust and remain knowledgeable of the evolving field of Early Childhood Education.

Program Contacts

The Child Development Program is one of three (Addiction Studies and Social Services) programs in the Human Sciences Department. The Department structure is listed below.

Child Development Program Website:

<http://www.ccc.edu/colleges/kennedy/departments/Pages/Child-Development.aspx>

Human Sciences Department: Building Y Suite 131

Department Phone Number: 773-602-5351

Contact	Name	Email Address
Department Chairperson	Ms. Yolanda Simmons	ysimmons5@ccc.edu
Child Development Coordinator	Mrs. Alishia Atkins	aatkins11@ccc.edu
Department Secretary	Mrs. Victoria Lester	vlester@ccc.edu
Child Development Faculty	Mrs. Anna Russell	arussell@ccc.edu
Child Development Faculty	Mrs. Martuice Brooks	mwilliams821@ccc.edu
Child Development Faculty	Mrs. Sharon Taylor	staylor202@ccc.edu

Child Development Faculty	Ms. Nina Blakey	nblakey@ccc.edu
---------------------------	-----------------	--

Program Expectations and Requirements

Program Course Work

At Kennedy-King students currently have access to the following certification and degrees:

- **Basic Certificate (BC):** CHLD DV 101, CD 107, CD 120, CD 149, CD 262
- **Advanced Certificate (AC):** CHLD DV 101, CD 107, CD 120, CD 149, CD 201, CD 262; English 101; one elective CHLD DV course of choice; one General Education course; and one Math or Science course
- **Associate in Applied Science in Child Development: Pre-School Education (AAS):** Students earn the BC and AC while completing the AAS. This is the best degree option for students planning to go straight into the field after completing their Associates degree.
- **Associate of Arts (AA):** Students earn the BC while completing their AA, this is the best option for students who are planning to transfer to a four-year degree institution.

Field Experiences

Students enrolled in Programs in the Child Development Program are required to complete field experience/Practicum hours.

Background Check/ Physical: All students enrolled in the Child Development Program are mandated to complete field experience/Practicum hours at a facility requiring a background check and/or health physical (TB test). Students must also complete field experience hours at a pre-approved facility on the site list. Students may also have the option to complete hours at a local public school with a Head Start Program. Background checks and health physicals are usually effective for one calendar year, and the cost of these requirements are primarily the student's responsibility. Please follow each individual's site requirements for the completion of background check and health physical requirements. If a student has an adverse background,

KENNEDY-KING COLLEGE

CITY COLLEGES OF CHICAGO

he or she must consider the impact of this factor on his or her completion of the Program, and/or future employment opportunities. Please consult with the Program Coordinator or course instructor if you have any additional questions.

Professionalism: All students enrolled in the Child Development Program are expected to adhere to casual professional attire while visiting school sites. Students should avoid overly exposed feet and skin, excessively fitted clothing, tattoos, etc. in an early learning environment. An example of casual professional attire is as follows: Khakis, polo shirts, corduroys, button-ups, and walking shoes.

Cellular Phone Use Policy: Students should not use cellular phones in the school sites, nor should cellular phones be visible during site visits. Students are expected to turn-off, or silence all cellular and electronic devices while in attendance in an early learning facility.

Disposition: As a future education professional, it is very important to enter the facility with a positive attitude, and willingness to learn. Cultivating relationships with school staff, and administrators will be integral to students being invited to continue field experiences at various school sites. As a result, it is necessary to maintain professionalism in groom, dress, and during interpersonal communication. Early Childhood Education is a very collaborative, service, and people-oriented profession, which will require students to engage respectfully and effectively with fellow peers, teachers, professors, staff, and children. Please refer to the NAEYC Code of Ethical Conduct for additional information about the roles and responsibilities of Early Care and Education professionals. https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/Ethics%20Position%20Statement2011_09202013update.pdf

Practicum

All students seeking enrollment in Practicum must complete the 9 (CHLD DV 101, 107, 109, 120, 143, 149, 201, 258, 262) prerequisite courses prior to enrolling. Practicum candidates must also complete an application. Applications for students seeking enrollment in a spring practicum must be submitted no later than the last Monday in the month of November. Students seeking enrollment for the fall semester must apply no later than the last Monday in the month of March. Students are also required to attend a mandatory orientation before enrolling in the class. Failure to attend orientation will prevent students from registering for the course.

All students participating in a Practicum/field experience will be required to complete the following:

- Background Check (Please follow the facility's guidelines. The background check is usually valid for at least on calendar year.)

KENNEDY-KING COLLEGE

CITY COLLEGES OF CHICAGO

- Physical/ TB Test. (The health physical is usually valid for at least one calendar year.)
- The assigned Program Coordinator, Practicum Supervisor, Chairperson's signature is required for enrollment in the Practicum course.
- The Chairperson's and/or Program Coordinator's signature and approval is required to enroll in any courses concurrently.
- If a student is enrolling in a Practicum course, he or she must establish residency. The last 15 credit hours of the core coursework must be completed in the Child Development Program, prior to enrollment in any advanced courses.
- All course and program guidelines will be reviewed by course instructors at the start of each semester.

Dispositions/Professionalism

- Act in a mature, ethical, and informed manner in regard to relationships with fellow classmates, children, staff and parents. Strictly maintain confidentiality of records, meetings and conferences.
- Maintain professional attire throughout the field and or Practicum experience.

NAEYC Code of Ethical Conduct

- Kennedy-King College is a NAEYC Accredited Program. Please review, and adhere to all of the ideals, principles, and guidelines of the NAEYC Code of Ethical Conduct. The NAEYC Code can be found at:
https://www.naeyc.org/sites/default/files/globally-shared/Ethics%20Position%20Statement2011_09202013update.pdf

Frequently Asked Questions

- What credentials are available to students (BC, AC, and AAS) and are they stackable? At which campus is each credential offered?
The Basic Certificate (BC) and Advanced Certificate (AC) in Child Development Pre-School Education are stackable into the Associate in Applied Science (AAS) degree. The BC is stacked into the Associate in Arts degree. The BC, AC, and AAS are available at all campuses except Wright College.
- Who is the contact person when students need advising?
Contact your course instructor, and/or Program Coordinator if there are specific questions about the Child Development Program. Make an appointment with your

KENNEDY-KING COLLEGE

CITY COLLEGES OF CHICAGO

assigned advisor if you are seeking a degree to ensure you have all general education, and elective requirements complete in anticipation of graduation.

- Are there any new developments coming in the future?
Kennedy-King College has added the Infant and Toddler Advanced Certificate Program.
- Is there anything else we should know about the program?
The Kennedy-King Child Development Program is aligned to the state credentialing system called Gateways. The Basic Certificate (BC) helps students earn a Level 2 credential, the Advanced Certificate (AC) is Level 3 credential, and the Associate of Applied Science (A.A.S.) is a Level 4 credential. The Associate of Arts (AA) is a Level 2 because it has the BC stacked into the degree. Students who aspire to enter the workforce after finishing an Associate's degree, should complete the Level 4 credential, which will offer better options for employment. For students who want to transfer and earn a Bachelor's degree, the recommendation is an Associate of Arts (AA) degree because it transfers more seamlessly.
- Can having a criminal background prevent me from completing the Child Development: Pre-School Education Program? Not all backgrounds will prohibit students from obtaining a credential in the ECE field. However, students will need investigate the impact of their individual backgrounds on their employment chances in the field.

Application and Cohort Information

- Is there a minimum age requirement to participate in the program?
It is not explicitly stated, but students must meet the requirements of the college and labor laws to be employed.
- Do students need to have previously completed high school or their GED?
Students need to complete high school, or a GED to earn a Level 1 Gateways Credential.
- Are there any prerequisites for the program, including English level and/or GPA?
To take CHLD DEV 101, students must be eligible for English 101. However, there are 3 CHLD DEV courses students can take prior to earning English 101 eligibility and those 3 courses (CHLD DV 120, 107, and 149) are included in the BC (5 courses total).
- Is there an application deadline/period, or a time when the program starts?
 - If yes, what is the application process? No, there is not currently an application process. In general, students can begin taking courses during the fall, summer, or spring semesters.

Course-Specific Information

- Are the semester maps and course catalogs updated with your department's preferred course selection and sequence? Yes, the catalog and semester maps are updated regularly.
- How often are the core/required courses offered? Are they offered at multiple campuses? The core courses are offered at all campuses (except Wright College), usually multiple sections of each course are available.
- All of the core courses must be complete before students who are seeking an Associate in Applied Science (A.A.S) can enroll in the Practicum course. Students must complete all core course requirements with a **grade of "C"** or better. The following courses must be completed: CHLD DV 101, 107, 109, 120, 143, 149, 201, 258, 262

Associate in Applied Science (A.A.S.): Preschool Education

<https://www.ccc.edu/colleges/kennedy/programs/Pages/Child-Development-Pre-School-Education-Associate-in-Applied-Science.aspx>

Advanced Certificate (AC)

<https://www.ccc.edu/colleges/kennedy/programs/Pages/Child-Development-Pre-School-Education-Advanced-Certificate.aspx>

Basic Certificate (BC)

<https://www.ccc.edu/colleges/kennedy/programs/Pages/Child-Development-Pre-School-Education-Basic-Certificate.aspx>

Associate of Arts (AA)

<https://catalog.ccc.edu/academic-program-requirements/associate-arts/>

NAEYC Professional Standards and Competencies for Early Childhood Educators

- Child Development and Learning in Context
- Family-Teacher Partnerships and Community Connections
- Child Observation, Documentation and Assessment
- Developmentally, Culturally, and Linguistically Appropriate Teaching Practices
- Knowledge, Application and Integration of Academic Content in the Early Childhood Curriculum
- Professionalism as an Early Childhood Educator

Gateways/INCCRRA

<https://www.inccrra.org/>

The Illinois Network of Child Care Resource and Referral Agencies (INCCRRA) provides support professional development opportunities statewide for educators, and service providers in the early care and education field. **Students enrolled in the Child Development Program are encouraged to register and create an account with Gateways through INCCRRA** to develop a professional development profile for all credentials earned. * Note: The Kennedy-King College Child Development Program is a Gateways entitled institution.

In addition, INCCRRA also supports **ExceleRate**, which is a quality improvement rating system created to support and improve the quality of education and services rendered by early learning providers.

Campus Resources

- **Transfer Center:** The Transfer Directors on your campus are here to help you transition to your dream school. Services include
 - 1:1 Transfer Advising
 - Scholarship Research Assistance
 - Campus Tours
 - Schedule College Representative visits to Kennedy-King College
 - Transfer Fairs
 - Transfer Workshops, Information Sessions and Conferences
 - College Application Assistance (Application Fee Waivers and Complimentary Transcripts)
 - Extensive Transfer Resources Center
 - Exposure to Transfer Partnership Agreements / Articulation Agreements

Stop by the Transfer Center in W-258 or call (773) 602-5285 to learn more.

- **Career Planning & Placement Center:** Kennedy-King Career Planning and Placement provides comprehensive services to help you make informed decisions about careers. We also help you successfully transition into the workforce. Make an appointment in the W-Building Room 258 or call 773-602-5307.
- **Wellness Center:** If poor study skills, stressful life circumstances or any other personal challenge is hindering your Student Success, free confidential help is available on campus at the wellness center! Stop by V-138, call (773) 602-5280, or email kkcwellness@gmail.com.
- **Disability Access Center:** The Disability Access Center (DAC) works directly with students and in coordination with faculty and administrators to facilitate reasonable accommodations for students with documented disabilities; the DAC strives to remove barriers to equal access and create a campus environment of inclusivity. Any student with a disability, including a temporary disability, who is interested in reasonable accommodations, should contact the Disability Access Center as soon as possible. It is the student's responsibility to contact the Disability Access Center and no accommodations will be made in the classroom unless directed and approved by the Disability Access Center. The contact information is as follows: (773) 602-5278. The DAC is located in Room W-108, and is open Monday–Friday from 9:00 a.m. – 5:00 p.m.