

**CHILD DEVELOPMENT LABORATORY (CDL)
EMPLOYEE, STUDENT, AND OTHER POLICY AGREEMENT**

Employee/student/other name (please print): _____

For the purposes of this document, "employees" will refer to paid faculty and staff members, including part-time student employees. "Students" will refer to undergraduate and graduate students, including student teachers and work study students. "Others" will refer to volunteers and other individuals who are working in the classrooms but not being paid. Prior to your service in CDL classrooms this semester, you need to read and understand the following policies and procedures outlined below. Please sign and date after each section to indicate that you have read and understand each section.

1. Attendance and scheduling

Students often have many of the same responsibilities in classrooms as paid employees. In addition, student teachers have assignments and responsibilities specific to their course requirements. Student teachers who are receiving course credit for their work in classrooms may not be paid for the same work.

It is important that employees and students adhere strictly to their assigned schedules, as the total staffing pattern is carefully planned to minimize fluctuation and to maximize teacher-child interactions. Student teachers must inform the supervising instructor and course instructor (if different) in advance of absences. Missed lab periods may be made up according to a plan that the student develops with the supervising instructor. The opportunity to make up missed lab time is not guaranteed. Student teachers who miss scheduled lab time may not always be permitted to make up the missed time. Missed time will be reflected in the course grade. Improper or unprofessional behavior may result in removal from the classroom and a failing grade in the course.

Graduate students who are scheduled in classrooms must keep up with the latest schedule, check it for accuracy, arrive 10 minutes before their shifts, and must find an approved substitute to cover their shifts prior to notifying the Director of their intent to miss a scheduled shift.

I have read and understand the information given in the above section, which describes attendance and scheduling within classrooms.

Signature _____

Date _____

2. Child abuse and neglect

2a. Reporting child abuse or neglect

Each employee, work-study student, student teacher, graduate student, volunteer, and other is a mandated reporter of child abuse and neglect and is required to report any suspicion of child abuse and neglect to the Director. If a mandated reporter suspects child abuse or neglect, s/he must fill out an incident report and talk to the Director immediately. The Lead Teacher and Director will phone the child abuse/neglect hotline to report the suspected abuse/neglect if determined to be applicable.

2b. Being accused of child abuse or neglect

Accusations of abuse and/or neglect by an employee, work-study student, student teacher, graduate student, volunteer, or other by a parent or co-worker will be made to the Director, who will make a determination as to whether there is reasonable cause to suspect that a child has been subjected to abuse and/or neglect. If there is reasonable cause, a report will be made to the Division of Family Services, and the CDL will fully cooperate with a DFS investigation. Additionally, the accused individual will be informed of the charges/allegations and given an opportunity to respond to those charges/allegations. The CDL will follow all applicable University procedures in these matters, including the Collected Rules and Regulations for academic employees and/or Human Resources Policies 118 and 601. Employees, students, and others under investigation for abuse and/or neglect will not be permitted to work at the CDL until the investigation exonerates them. Only full-time employees are eligible to accrue pay during an investigation. Such pay decisions are at the discretion of the Director.

I have read and understand the information given in the above section, which pertains to child abuse and neglect.

Signature _____

Date _____

3. Use of cell phones, tablets, and other electronic devices

No employee, student, or other may use personal cell phone devices in the classrooms, hallways, and playground. Each classroom has an iPad tablet for professional use (only) during work hours. Classrooms are equipped with lockers for secure storage of personal electronic devices. A clock is posted on the Infant Toddler playground ("tot lot") for time keeping on the playground. Employees, students, and others may use personal cell phones, tablets, and other electronic devices in the CDL staff lounge.

I have read and understand the information given in the above section, which describes use of cell phones, tablets, and other electronic devices.

Signature _____

Date _____

4. Information sharing

Employees, students, and others are not permitted to share information about or the likeness (photos, images, artwork, or similar) of CDL children, families, employees, students, volunteers/others, proprietary activities, private business, daily schedules and activities, or similar directly or indirectly with real or imagined (e.g., potential website viewers) individuals not currently working at the CDL. This includes but is not limited to personal communications, recorded messages, emails, text messages, social media and networking websites (including but not limited to Facebook, Twitter, and Instagram), personal websites, news articles, pamphlets, brochures, and booklets.

Employees, students, and others must respect the privacy of everyone in the CDL community in all communication activities. The sharing of confidential and/or identifying information about children, parents, staff, or others at the CDL is strictly prohibited. In no way does the CDL wish to abridge the rights of its employees to engage in critical commentary and observations that may relate to the CDL and its operations; however, when such commentary and information sharing results in a violation of this policy, disciplinary action will be taken with the employees, students, and others who violate this policy.

Any and all information covered in this policy is only permitted to be shared by the Director through official communications and sites after expressed written permission is pertained. In some cases, the Director may provide employees, students, and others with permission to share this type of information on her behalf after she has secured all the necessary permissions.

Every employee, student, and other has the responsibility to maintain and enhance the CDL's public image and to communicate about the CDL in a responsible manner. Employees, students, and others must also be professional at all times in all communications (be it in-person, written, online, or other) with the CDL community or about the CDL.

Employees, students, and others will also be responsible for any behavior or communication that connects them to inappropriate information sharing.

Employees, students, and others may also be held responsible for any information sharing that is not consistent with the CDL's mission and philosophy.

Any violation of this policy will result in disciplinary action up to and including termination.

I have read and understand the information given in the above section, which describes the information sharing policy.

Signature _____
Date _____

5. Videotaping at the CDL

The CDL classrooms and assessment room are video and audiotaped at all times. The hallway and playground are also video monitored by the MU Police. Although cameras are used primarily for security, teaching, and research, information captured via video and audio recording can be used by the CDL for other purposes and transferred to MU Policy and/or Social Services as necessary.

I have read and understand the information given in the above section, which describes cameras at the CDL.

Signature _____
Date _____

6. Attire/Clothing

Student teachers working in the lab are required to wear CDL Polo shirts, which cost \$20 to \$22. Student teachers will interact with children on the floor, during messy activities, and in outdoor play. Therefore, it is recommended that they also wear comfortable, easy-care clothing in the lab. Because the lab often has visitors, public and University officials, parents, and students observing, it is important that all employees, students, and others, including graduate students, convey a positive, professional image at all times. Workers in classrooms must avoid wearing halter tops, short skirts, short shorts, high heeled shoes, silks, and other “fine” clothing. Workers in classrooms must also use discretion when wearing jeans, shorts, sweats, and t-shirts. Additional precautions should be taken if workers have long hair or fingernails. Workers should avoid dangling jewelry, clothing with loose buttons or other detachable ornaments. It is important that employees, students, and others also wear appropriate outdoor clothing in the colder fall and winter months. All workers are models for children. When they wear their coat, jacket, or sweater when it is cold, children will be more cooperative in wearing their coats and jackets.

I have read and understand the information given in the above sections, which describes the appropriate clothing/attire in the lab.

Signature _____
Date _____

7. Professional ethics, confidentiality, and privacy

CDL employees, students, and others have an ethical obligation to children, families, and co-workers to maintain confidentiality and privacy at all times. All information employees, students, and others have about individual children must remain confidential and private. This includes, but is not limited to, knowledge of developmental levels and characteristics, developmental delays, behavior, health, family characteristics, and family relationships. Information about individual children and families should never be discussed with anyone other than CDL staff or laboratory course instructors. Observation notes, assessment protocols, developmental profiles, case studies, and other written materials should be kept confidential and not be available for general reading. Employees, students, and others should refrain from discussing children with co-workers when children, parents, and other co-workers can hear the conversation. Conferences with parents, both formal and informal, should be held in private and away from the child when possible. Staff meetings should be held in the center or in the teachers’ homes, rather than in a public place. Remember, visitors in the observation booths can hear exchanges that occur in the classrooms, so avoid commenting about individuals in the classroom. Employees, students, and others are obligated to perform to their best ability when with the children and remain professional at all times at the CDL. Personal stress and problems should not be apparent when in classrooms. All workers should present a pleasant, optimistic, compassionate, and enthusiastic demeanor. Interactions with

children, families, and co-workers always must be polite and respectful. Employees, students, and others should use their professional knowledge and skills when planning curriculum, solving problems, and making decisions. Children's files and the teachers' personnel files are confidential and kept in locked cabinets and should not be released to any unauthorized person. Employees, students, and others are expected to read and follow NAEYC's code of ethics and sign a confidentiality statement during orientation.

I have read and understand the information given in the above section, which describes professional ethics, confidentiality, and privacy while working at the CDL.

Signature _____

Date _____

8. *Interactions with children*

In order to promote positive self-development for children, employees, students, and others are expected to provide children with respectful, honest feedback, acknowledging their accomplishments and helping them with their limitations. Employees, students, and others are expected to interact compassionately and appropriately with children, avoiding side conversations with other co-workers while supervising children.

I have read and understand the information given in the above section, which describes the appropriate manner to interact with children.

Signature _____

Date _____

9. *Guiding behavior and discipline*

Employees, students, and others will provide close supervision, gentle guidance, and most importantly, redirection when conflict situations occur among children. Staff will state directions in positive manners, avoiding "don't" and "no" when possible.

Specific Discipline Strategies Used by CDL Staff:

- Maintaining realistic expectations of children
- Providing clear and simple limits
- Planning an environment that facilitates a caring atmosphere
- Keeping children busy to prevent problems from occurring in the first place
- Modeling appropriate behaviors
- Redirecting inappropriate behaviors toward desired outcomes
- Giving children choices between two appropriate alternatives
- Encouraging children to work together to solve problems
- Encouraging children to use words to solve problems and/or to elicit peer cooperation
- Providing logical and natural consequences for children's actions
- Removing children from situations until they are able to discuss problems calmly
- Promoting conflict resolution (for older preschoolers)

I have read and understand the information given in the above section, which describes guiding behavior and discipline procedures at the CDL.

Signature _____

Date _____

***For CDL Faculty and Staff – I have read and understand the information in the Staff and Family handbooks.**

Signature _____

Date _____