

TOT'S PLACE AND HEAD START LAB USAGE POLICY

- All lab usage (observation or participation) requires a written request form to be submitted to Tot's Place/Head Start by faculty members. Lab Usage Request forms are to be submitted no later than 4 weeks prior to the semester lab usage is requested. Request forms are available at Tot's Place.
- Lab usage for observation purposes is open to all FSU classes with prior approval through the lab usage request policy (as stated above)
- Priority for hands-on participation will be given to classes that require lab usage on a consistent basis over classes that require only "one-time" or short-term usage.
- Paperwork required for all student participation: (must be completed in black ink on white paper)
 - FIA Central Registry Clearance
 - Criminal History Clearance
 - Child Abuse & Neglect Screening Statement
 - Volunteer Code of Ethics
- Faculty requesting lab participation are responsible to collect all the required documents (as listed above) from students and submit to Tot's Place/Head Start a minimum of two weeks before the first date participation is expected to occur.
- Tot's Place and Head Start reserves the right to request the removal of any student that has demonstrated unethical behavior in regards to children and/or adults.
- Tot's Place and Head Start reserves the right to adjust classroom participation due to effects on the children and/or the classroom.
- Participation in teams or groups will be allowed only with prior approval from the Tot's Place and/or Head Start staff.
- In regard to Early Childhood Activities classes, Tot's Place and Head Start agree to allow students to perform up to 6 planned activities and staff will complete a mid-term and final evaluation on each student's overall participation within each semester.
 - Activities planned by students must adhere to Tot's Place and Head Start policies & philosophies (ie. Holiday based themes).
 - The sequence of activities required should be flexible so that the classroom is not saturated by one type of activity (ie. cooking, etc)
 - Students should be required to review their activity with their supervising teacher prior to implementing the activity.

- The classroom teachers will have final authority on the appropriateness of a planned activity.
- In regard to Early Childhood Interns, Tot's Place and Head Start agree to allow interns to complete the requirements in the current Intern Manual. Early Childhood Faculty will communicate with Tot's Place and Head Start any changes that occur in the manual to determine if the changes can be accommodated by the center staff.