

# EARLY CHILDHOOD PROGRAM

HANDBOOK & POLICIES



**MAKE A DIFFERENCE**  
EVERY DAY AS AN EDUCATOR



**NORTHEAST**  
WI Technical College

# EARLY CHILDHOOD PROGRAM

[Learn more about the Early Childhood Education Program in the video.](#)



The Early Childhood Education program prepares students to work as teacher-caregivers in early childhood settings. It combines hands-on fieldwork in area centers with related academic work at the college. Graduates become responsible for the care and education of children in the birth-to-eight-year age range. They create and maintain safe and healthy play environments, guide behavior, plan and implement learning activities, and work cooperatively with staff and parents.

## Early Childhood Education - Associate Degree

### **(2 Years; 61 Credits)**

Program Code: 103071

The Early Childhood Education program prepares students to work as teacher-caregivers in early childhood settings. The program combines hands-on fieldwork with young children and related academic work at the College. Early childhood educators are responsible for the care and education of children from birth-to-eight years of age. Responsibilities include creating and maintaining safe and healthy play environments, guiding behavior, planning, and implementing learning activities, and working cooperatively with staff and parents.



## Early Childhood Assistant Teacher - Technical Diploma

### **(1 Year; 34 Credits)**

Program Code: 313076

Imagine a career in which you can make a difference in the lives of children every day. The Early Childhood Assistant Teacher program prepares individuals to be assistant teachers in a variety of settings. As a student in the program, you will learn through a combination of hands-on fieldwork in area childcare centers, working with children in the birth-to-five-year age range, along with related academic work at the College. The Early Childhood Assistant Teacher program's 34 credits seamlessly transfer into the Early Childhood Education associate degree, providing graduates the opportunity to advance their careers and pursue bachelor's degrees. The Early Childhood Assistant Teacher program meets the Young Star educational requirements.



As you progress in your degree program, you may earn certificates along the way. Some classes and certificates transfer into the Technical Diploma and Associate Degree. View Certificates [here](#).

## The Conceptual Framework

The Conceptual Framework illustrates the NWTC Early Childhood Education program mission to develop compassionate, highly skilled graduates who serve their communities.

Faculty use technology and data analysis to design high impact practices and hands-on learning experiences to build student knowledge, skills, and dispositions. Strong emphasis is placed on developing student employability skills as early childhood educators.

The program strives to support individual students in reaching their full potential by developing a culture of respect, equity, and inclusivity.



## EARLY CHILDHOOD CURRICULUM NOTES

- Practicum courses require student teaching in the community, in addition to course work. NWTC faculty arrange practicum settings for/with students. Students are required to complete student teaching in each practicum placement. Only one practicum course may be taken in any semester. Students are required to achieve a grade of "C" or better in the practicum courses to continue in or graduate from this program. Failure to pass a practicum course on the second attempt, the student will be removed from the program. Read more about Practicums online.
- If a student is considering pursuing a 4-year degree, Intermediate Algebra w/Apps, 10-804-118, should be taken in place of Principles of Sustainability, 10-806-112.

- The credit for 10-890-101, College 101, is an Institutional Requirement for graduation. Consequently, it is not part of the program credit requirements, but must be passed with a "C" or better. This course must be taken in the first semester.
- Students must earn a "C" or higher in all 10-307-XXX courses to successfully graduate the Early Childhood Associate Degree Program. A student must repeat the course with a "C" or better final grade to continue in or graduate from this program. If the course is sequential, the successful retake must occur before continuing the sequence.
- The Preschool Practicum may be applied to the Associate Degree Program, or it may be applied as the capstone course in [The Registry Preschool Credential](#). Learners interested in earning the Preschool Credential from The Registry should complete the following courses prior to the Practicum. 10-307-167 ECE: Health Safety & Nutrition; 10-307-179 ECE: Child Development; 10-307-110 ECE: Social Studies, Art, Music; 10-307-108 ECE: Early Language & Literacy; 10-307-188 ECE: Guiding Child Behavior OR 10-307-174.
- The Preschool Practicum is for students enrolled in the Early Childhood Associate Degree and the Preschool Certificate. Students taking the Preschool Practicum class for the Registry Preschool Credential need to be working with preschool age children in their workplace. Students taking the Preschool Practicum class for the Early Childhood Associate Degree will be placed in a preschool classroom to complete their required practicum hours.



# EARLY CHILDHOOD EDUCATION PROGRAM FAQs

*(Frequently Asked Questions)*

## **Is the entire Early Childhood Program Online?**

NWTC Early Childhood Program classes are offered in a variety of [Ways of Learning](#), to make learning convenient for you. Classes are offered Online, Online-Live, In-Person, and Blended.

## **How long does it take to complete one three-credit course?**

8-weeks. Studies show with 8-week classes, you are more likely to succeed! It is possible to:

- Develop connections with your instructors and fellow students more quickly because you are spending more time together in a shorter timeframe.
- Graduate sooner since you can complete more credits each semester!

## **Do I need to enroll in both 8-week sessions at once?**

Yes. If you are using financial aid, we advise that students enroll in 8-week 1 and 8-week 2 sessions at once. You should contact your Academic Advisor or Financial Aid Advisor if you plan to make changes to your schedule.

## **Twelve (12) credits or more is considered a full-time course load. Consider the following factors when deciding how many credits to take:**

- Do you work full time?
- What are your family obligations?
- How much support can you expect from others?
- How long since you have been in school?
- Have you taken an online class before?
- How easy is it for you to access a computer?
- Do you have reliable internet access?
- What is your personal learning style?

## **Do assignments have to be completed at a particular time?**

Yes. We have found it is much easier for students to stay on track and successfully finish courses when instructors give due dates and students follow those dates. We recommend that you set up a regular weekly schedule to keep you on track.

## **Is this program eligible for financial aid?**

Yes, the Early Childhood Associate Degree and Early Childhood Assistant Teacher Technical Diploma are eligible for financial aid. The certificates/credentials are not. Contact the [Financial Aid](#) office at 498-5444 or (800) 422-NWTC, ext. 5444, for the forms and more details. If you live in Wisconsin and are currently working in the childcare field, you may be eligible for a T.E.A.C.H. Scholarship: [Wisconsin Early Childhood Association](#).

## **Questions?**

Contact:

Mary Beth Boettcher

920-498-5410, or 1-800-422-NWTC, Ext. 5410

Stacey Felton

920-498-6255, or 1-800-422-NWTC, Ext. 6255

# ACADEMIC ADVISING

**Academic advising helps students make effective decisions about their degree and career goals.**

Your Academic Advisor will work with you if you are at NWTC. Advisors can answer your questions, help you plan and problem-solve, direct you to helpful resources--like study help for those tough classes--and help you get the most from your education.

Advisors:

- Discuss academic and graduation requirements
- Describe program content and graduate employment
- Help students choose which courses to take and in which order
- Assist with financial aid and credit transfer
- Clarify college policies and procedures
- Refer students to other campus services as necessary

Green Bay Campus Student Center Advising/Scheduling Lab

**Welcome Center - SC240**

- Do you need help creating your class schedule?
- Would you like to learn how to read your interactive degree audit?
- Are you looking for fast & easy course registration through your my.NWTC account?

Then the Advising Open Lab is for you! Academic Advising welcomes you to our open lab.

**Regular Hours:** Monday–Thursday, 7:30 am–5:00 pm & Friday, 7:30 am–4:30 pm

[COVID-19 Policies](#)-Campus Guidelines for Students

## Early Childhood Program Advisor

Timothy Yandila

[timothy.yandila@nwtc.edu](mailto:timothy.yandila@nwtc.edu) or 920-491-2676

<https://www.nwtc.edu/student-experience/academic-advising>

**Questions or Appointments:** [Email](#) or call 1-800-422-6982, Ext. 5444

**Find NWTC Advising on Facebook!**

***Mission:** Academic Advising is a pro-active, ongoing process designed to foster relationships campus-wide, while empowering students to achieve their goals. In partnership with advisors, students will make informed decisions to develop educational plans and maximize their potential as community members.*

# DISABILITY SERVICES

**[Disability Services of NWTC](#) helps individuals with disabilities at ALL NWTC sites.**

We offer a wide range of services and accommodations to assist students in reaching their educational goals. The Disability Services staff will help guide students through their educational experience at NWTC by providing case management and support services.

**We strongly encourage students who have a documented disability to communicate their needs to us and to use our services.**

Students with exceptional educational needs include, but are not limited to, the following:

- Autism Spectrum Disorders
- Learning Disabilities
- Attention Deficit Hyperactivity Disorder-ADHD
- Blind or Visually Impaired
- Deaf or Hard of Hearing
- Anxiety Disorders
- Depression
- Bipolar Disorder
- Orthopedically Impaired
- Speech Impaired

May be eligible for these services:

- [Disability Case Managers](#)
- Sign Language Interpreting
- Accommodations such as adaptive equipment and alternative learning devices and testing
- Transition Services for high school students with disabilities who are interested in attending NWTC

**Location:** Accommodation Services is in Room SC229 in the Student Center on the Green Bay campus.

**Questions? Contact Us!** Phone: (920) 498-6904 or E-mail: [disability.services@nwtc.edu](mailto:disability.services@nwtc.edu)

Office Hours: (Please call for summer hours)

Monday - Thursday: 7:30 am - 5:00 pm

Friday: 7:30 am - 4:30 pm

## DISABILITY SERVICES CASE MANAGERS

[Kelly Johnson](#): (920) 498-5755

[Mee Saykao](#): (920) 498-5691

[Kelly Schumacher](#): (920) 498-6390

[Susan Peterson](#): (920) 498-6267

**To make an appointment, call (920) 498-6904.**

## DISABILITY SERVICES OFFICE MANAGER

[Kelly Schumacher](#): (920) 498-6390 V/TTY, (920) 498-6901 TTY

## SIGN LANGUAGE INTERPRETER

Please call (920) 498-6904

## DISABILITY SERVICES SUPPORT SPECIALIST

VaMeng Moua: (920) 498-6904

# STUDENT HANDBOOK

Click here to access the NWTC Student Handbook that has additional information and resources to include a link to the COVID-19 Page: [FY21-22 Student Handbook](#).



## WHAT IS TITLE IX?

Title IX of the Educational Amendments Act of 1972 (amending the Higher Education Act of 1965) is the federal law prohibiting sex discrimination in educational institutions. This act is codified as Title 20, United States Code, Chapter 38, Sections 1681-1686. The act was also amended by the Civil Rights Restoration Act of 1987 ("Title IX").

The law states that "no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance." The amendment in 1987 expanded the definition of "program or activity" to include all the operations of an educational institution, governmental entity, or private employer that receives federal funds.

NWTC prohibits all forms of illegal discrimination, harassment, intimidation, and coercion on campus and at college related activities and functions. NWTC takes a strong stance against sexual misconduct. The College seeks to create and maintain a campus free from sexual misconduct by using a combination of education, programming, training for students and staff, clear policies, and consistent sanctions for any violation of these policies. The College's Title IX Coordinator (the Director of Diversity & Inclusion), supported by a cross-functional committee, assists in ensuring compliance. The Office of Human Resources, along with the Office of Student Development, provides trained investigators to address any reported issues of sexual misconduct involving staff and/or students.

### **Kelly Schumacher**

#### **Title IX Coordinator**

(920) 498-6390

[kelly.schumacher@nwtc.edu](mailto:kelly.schumacher@nwtc.edu)

### **Marcus Perez**

#### **Title IX Coordinator**

(920) 498-6828

[marcus.perez@nwtc.edu](mailto:marcus.perez@nwtc.edu)

## ECE CLASS ATTENDANCE

Students are expected to attend all lectures, observations, and practicum sessions regularly, including online and online live courses. Faculty will take attendance. Consistent attendance is necessary if students plan to complete the courses with satisfactory or higher grades. The NWTC attendance policy is noted on each course syllabus. Students are expected to Model Responsible Behavior (MRB) in-person or online courses. MRB includes **PROMPTNESS** with demonstrating personal accountability, **PARTICIPATION** which includes thinking critically and creatively, valuing individual differences, working cooperatively, communicating effectively, and solving problems effectively and **PROFESSIONALISM** which includes demonstrating personal accountability by complying with code of conduct policies and demonstrating community and global accountability by being courteous and respectful to all, verbally and nonverbally, without bias or discrimination.

## ACADEMIC DISMISSAL FROM THE ECE PROGRAM

1. Failing the same course twice or failing any two “307” courses within a semester may result in dismissal from the Early Childhood Education program. Students choosing to continue pursuing the Early Childhood degree must meet with a faculty and/or Dean of Health Sciences & Education or designee to develop a success plan. If the requirements of the success plan are not met, students will be dismissed from the program.
2. Within any practicum course a student may have one failure (grade of “D” or “F”) or withdrawal (“W”). On the second attempt in the same practicum the student must complete the practicum with no option for withdrawal. If the student does not attain a grade of “C” or better in the second attempt the student will be dismissed from the program.
3. Students wishing to appeal their academic dismissal should first submit their appeal in writing to the Dean of Health Sciences & Education or designee. The program team will determine if re-entry is allowed. The student letter should:
  - a. Explain why the student feels s/he/they should be given an exception to the dismissal policy.
  - b. Include a description of any extenuating circumstances.
  - c. Identify the changes the student has implemented to ensure his/her success.

## PRACTICUM POLICIES

### Practicum Course Termination

Student practicum placements may be terminated for the following reasons:

1. If students are unable to maintain consistent attendance (sustained absence or pattern of scattered absences). This termination can result in either a “W” or an “F” grade in the practicum course as the instructor deems appropriate. Decisions could be made at any time throughout the semester.
2. Inability to meet the course competencies or employability skills for any reason, as determined by the practicum site and the supervising instructor. This termination will result in either a “W” or an “F” grade in the practicum course as the instructor deems appropriate.
3. Students wishing to appeal their practicum course termination should first submit their appeal in writing to the Dean of Health Sciences & Education or designee. The program team will determine if re-entry is allowed. The student letter should:
  - a. Explain why the student feels s/he/they should be given another opportunity in a practicum.
  - b. Include a description of any extenuating circumstances.
  - c. Identify the changes the student has implemented to ensure his/her/their success.

### Program Termination for Behavioral Reasons in a Practicum Course

A student will be terminated from the program at any point if in the judgment of the faculty, the actions or attitudes of the student may be detrimental to the children and staff in the childcare setting or the program staff, faculty, or fellow students. This includes instances of dishonesty, stealing, or lack of motivation, initiative, and inappropriate dispositions. If terminated, the student will receive an “F” in all current ECE course(s) and will not be allowed to reenter the program.

## PRACTICUM FAQs *(Frequently Asked Questions)*

### **What is a practicum?**

A practicum course is a student teaching experience. Students are placed in a Licensed Childcare Center, Head Start, Early Head Start, or Public/Private School setting, to learn under the guidance of a cooperating teacher. There are four practicums in the early childhood program. They must be taken in order, and they are scheduled during the daytime (preferably in the mornings), which is the best time to experience and take part in a broad range of activities within early childhood programs. Students must achieve a grade of “C” or higher in the practicum courses to continue in or graduate from this program.

### **Is there other course work besides spending time at the practicum site?**

Yes. Each practicum includes textbook readings, and assignments, like other courses. Students will also prepare each week for their practicum placement by choosing age-appropriate children’s books, planning activities with materials, as well as completing daily classroom tasks.

### **When do I take my practicum courses?**

Try to follow the program order when you sign up for classes. Practicums are offered during the fall and spring semesters. In the practicum setting, you will be able to directly apply what you are learning in your early childhood courses. Do not wait to sign up for a practicum course. It is important to practice what you are learning in the field. This will help you to become a better teacher and care provider.

### **Do I have to take the practicums even if I am already working in a childcare center?**

Yes, it is important to learn from others, experience other settings and philosophies, and different age groups. This is how you learn to become the kind of teacher you wish to be.

If you have prior experience working in a licensed childcare center, you may be able to get “credit for prior learning” for [Introductory Practicum](#). See the link to learn more. Model Early Learning Standards is required.

### **What will I do in the practicum courses?**

- **Introductory Practicum (3 Credits - 60 Hours of Placement)**
  - In this 3-credit practicum, you will learn about and apply the course competencies in an actual early childhood setting. You will explore the standards for quality early childhood education, demonstrate professional behaviors, and meet the requirements for training in the Wisconsin Model Early Learning Standards. The focus of this practicum is working with infants and toddlers in a state-licensed childcare center. If you have completed the Infant and Toddler Credential, you can move to Intermediate Practicum. Check with your advisor.
  
- **Intermediate Practicum (3 Credits - 90 Hours of Placement)**

In this 3-credit course you will be implementing regulations and standards for quality early childhood education, applying knowledge of child development and positive guidance, using observation and assessment techniques, and assessing developmentally appropriate environments for children, all with the focus of working with children with special needs. If you have completed the Inclusion Credential, you can move to Preschool Practicum. Check with your advisor.

- **Preschool Practicum (3 Credits - 90 Hours of Placement)**

This course will apply as 1.) the capstone course in [The Registry Preschool Credential](#) or 2.) the third practicum in the associate degree program. You will be placed or may be working in an early childhood setting with 3–5-year-old children and create a portfolio that prepares you for The-Registry commission. In this course you will be implementing regulations and standards for quality early childhood education, applying knowledge of child development and positive guidance, using observation and assessment techniques, and assessing developmentally appropriate environments for preschoolers. If you have completed the Preschool Capstone class, you can move to Advanced Practicum. Check with your advisor.

- **Advanced Practicum (3 Credits - 90 Hours of Placement)**

In this final 3-credit practicum course you will demonstrate competence in supporting child development through observation, assessment, and implementation of teaching strategies as you work in and learn about and apply the course competencies in an early childhood setting. You will demonstrate a high-level of skill in fostering relationships with children, families, and early childhood professionals, and use skills learned in a lead teacher role to develop a career plan to transition from student to early childhood education professional.

### **Can I do my practicums in the center where I work?**

During the Pandemic, the college has been evaluating each practicum site for students that are working in the field. If it meets our criteria, we have been more lenient in placing students at their workplace. Our typical policy has been that students may do one practicum in their current workplace, if the center meets the requirements for a practicum placement site, and if there is a teacher who is qualified to act as the cooperating teacher (*be a good role model and mentor*) for you.

### **Do I have to find my own practicum site?**

No, the instructor handles placing you in a qualified site for each practicum. We will work with you to find a location that is within your geographic area, meets your preferences for type of setting, driving distance, etc. and that meets the needs of the practicum course. Instructors typically work this out with each student individually.

### **Can I do two practicums at the same center?**

Due to the Pandemic, we have been evaluating this on a case-by-case basis. Our policy is to give each student a broad range of experience by placing you in different settings and types of programs throughout the practicum sequence. So, in most cases, we will try to place you in another center or school for each practicum course. There may be some exceptions, check with your instructor.

### **Does my center qualify as a practicum site?**

Perhaps. We follow the NAEYC (National Association for Education for Young Children) guidelines for “field experience placements,” to place students in “a variety of settings that provide high quality learning experiences” for our students. Practicum sites will have been in operation for more than 3 years, does not have a history of serious non-compliances, or orders, with licensing codes, have staff with 2- or 4-year degrees in early childhood education or a related field whenever possible (or at least striving to improve staff educational levels – above the minimum requirements for lead teachers). Ideally, students will be placed in YoungStar rated centers with a minimum of 3 stars, NAEYC accredited centers, Head Start, or early childhood programs within a school with highly qualified teachers that can mentor the student as well as offer excellent programs for children.

### **I work full time. How can I find time to do my practicum hours?**

Education always requires some sacrifice or modifications in lifestyle; the reward is worth it. We realize that practicums require a big commitment of time and dedication, but this is vital preparation to becoming an early childhood educator. The “hands-on” experience you will gain during the practicum is an important learning experience. Each practicum is set for 8 weeks (about 2 months), making work modifications easier for those working full time. Many students need to cut down their work hours during practicum.

### **Will I get paid for my practicum hours?**

Some students may be allowed a practicum at their worksite. When this occurs, a student is also an employee and may be paid. In most cases, as a student in our early childhood program, you are acting as a student learner and guest, at the practicum site during your practicum hours. This is not a paid internship or cooperative work experience. Most frequently, you are a practicum student, not an employee of the center.

### **What do I need before I begin my practicum?**


The state of Wisconsin and NWTC (Northeast Wisconsin Technical College) policies require students placed in practicum settings to have the following:

- Be accepted into the Early Childhood Education Degree program
- Completed Health Safety Nutrition course (includes licensing and entry level certifications)
- Caregiver Background Check with Fingerprinting
- Health Form
- A current CPR (Cardiopulmonary Resuscitation) card
- Program Shirt - Students must wear a program shirt to represent NWTC when working at your practicum center.

## **STUDY ABROAD OPPORTUNITIES**

The International Studies staff continually seeks opportunities for students to travel abroad for educational experiences that may be offered in association with program courses. The Early Childhood program at NWTC has been active for several years running a study abroad program in a small country in Central America called Belize. Students may have an opportunity to travel abroad in the spring semester. This two-week study abroad program requires students to sign up for a course which will transfer in as one of the four practicums. Learn more at the NWTC Study Abroad website: <https://www.nwtc.edu/student-experience/study-abroad>.



Preparation for Practicum Checklist	
Complete these Steps!	When it is Due?
<b>Application</b> Early Childhood Education Associate Degree Early Childhood Assistant Teacher Technical Diploma	Prior to program entry and enrollment in Introductory Practicum. Program entry is required prior to practicum enrollment.
<b>Caregiver Background Check (CBC)</b> Includes the review of criminal records for convictions of serious crimes or a history of improper behavior. Students enrolled in the following programs at NWTC must complete a background check via the Department of Children and Families Child Care Provider Portal: <ul style="list-style-type: none"> <li>• Early Childhood Associate Degree</li> <li>• Early Childhood Assistant Teacher Technical Diploma</li> <li>• Preschool Certificate</li> </ul>	Fill out form that comes with your admission letter and return to admissions after program admittance or contact Stacey Felton at <a href="mailto:stacey.felton@nwtc.edu">stacey.felton@nwtc.edu</a> or 920-498-6255. <b>This information is time sensitive regarding your admittance.</b> Completion of the <a href="#">DCF (Department of Children and Families) Caregiver Background Check Request Form</a> is required before registration in all Practicum and Capstone courses. <b>*This is required, even if you have completed a background check at your place of employment.</b>
<b>Enrolled</b> in Introductory Practicum	After program entry (typically the first semester for most students) only when CBC is completed and on file.
<b>Health Form</b>	A Health Report is mandatory for all caregivers in the state of Wisconsin. Please download the form below and have your health care provider fill it out. This does not need to be a full physical; it can be a basic health check. Bring this form with you to your health care provider. Be sure it is dated and signed within 6 months prior to the start of the program. When you have this completed, scan to submit electronically to <a href="mailto:stacey.felton@nwtc.edu">stacey.felton@nwtc.edu</a> . <a href="#">Download the Health Check Form</a>
<b>CPR Certification Card</b>	Copy of a current CPR card must be on file in the Early Childhood office before you can go to your Practicum site.
<b>Sleep Baby Safe</b> <b>Abusive Head Trauma</b> <b>Mandated Reporter</b>	Copy of certificates must be on file in the Early Childhood office before you can go to your Practicum site. You will complete this in your Health Safety Nutrition class.
<b>Functional Abilities Checklist</b>	New program students must complete this functional ability checklist prior to beginning their program and practicum student teaching experiences. Use the following form and submit it for consideration by the Early Childhood Team at Northeast Wisconsin Technical College. Complete this <a href="#">Functional Abilities Form</a> . This will take about 15-30 minutes.
<b>Practicum Name Badge</b>   <p>The image shows a name badge for a student. On the left is a small portrait photo of a woman with dark hair. To the right of the photo is the logo for Northeast Wisconsin Technical College, which consists of a blue shield with a white 'N' and the text 'NORTHEAST Wisconsin Technical College'. Below the logo, the name 'Yer X.' is printed in a large, bold, blue font. At the bottom, the text 'Early Childhood Student Teacher' is printed in a smaller blue font.</p>	Students are required to wear a NWTC student practicum name badge while at your practicum center. The cost of a practicum name badge is \$5. Students can obtain a practicum name badge in the <a href="#">Student Involvement Office</a> at any NWTC site, or begin the process <a href="#">here</a> . A photo must be uploaded via Student Involvement site. Once you have followed the directions to upload your photo, request a physical badge by emailing <a href="mailto:student.involvement@nwtc.edu">student.involvement@nwtc.edu</a> . Include your name, ID, and Practicum Class # in the email.

## Program Attire



All students are required to wear a program shirt to represent NWTC at their practicum sites. Sample shirts are available in the Early Childhood lab for sizing purposes. Click here to order your shirt: [NWTC Program Apparel](#) (**Education Program**). (Note that the ladies polo shirts tend to run small. If you typically wear a medium, you may want to order a large.)

When placing your order, please select from one of the following:

- Free shipping to NWTC in Green Bay (code will be provided to you for a limited time at the start of the semester). This is only for students taking in-person classes in Green Bay or that live near Green Bay Campus or one of the Campuses/Regional Learning Centers (Marinette, Sturgeon Bay, Aurora, Crivitz, Luxemburg, Oconto Falls, or Shawano) and can pick up their shirt.
- Pick up your order at The Elite Group in De Pere (you will be notified when your order is ready to pick up).
- Standard Ground Shipping (distance students; not near an NWTC site).

If you are not able to pick up your shirt at either NWTC or The Elite Group, you must select Standard Ground Shipping and pay for the shipping cost.



## Early Childhood Program Policies

At the beginning of each practicum semester, you will be asked to sign a form indicating you agree and understand the program policies.

You will agree to have received the Northeast Wisconsin Technical College Early Childhood handbook and have read it and had the opportunity to ask questions.

You will agree that you are aware that student information will be shared among Early Childhood faculty for collaborative purposes promoting student success. You agree to understand that you are responsible for the content within the Early Childhood Handbook.

You will agree that NWTC can contact your employer post-graduation to attain feedback regarding your education preparation in relation to ability to perform as an early childhood provider.

I have reviewed the Northeast Wisconsin Technical College Early Childhood Practicum Policies and have had the opportunity to ask questions. My signature confirms that I understand and agree to these policies.

Please check current practicum:

Introductory Practicum

Intermediate Practicum

Preschool Practicum

Advanced Practicum

Click or tap here to enter text.  
Name of Student (Please Print)

Click or tap to enter a date.  
Date

Click or tap here to enter text.  
Signature of Student

Click or tap here to enter text.  
Student ID