

# Early Childhood Education Commitment to Practice Contract

This contract is a collaborative communication agreement between the mentee (student) and mentor (educator) to be completed together the first week of placement.

## Student

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Student ID \_\_\_\_\_ Student Mohawk College Email \_\_\_\_\_

## Placement Information

Field Placement Site \_\_\_\_\_

Field Placement Mentor \_\_\_\_\_

Mentor's Email \_\_\_\_\_

## Field Placement Specialist

- ☐ Maria Agro
- ☐ Judy Baillie
- ☐ Melanie Graham
- ☐ Karen Shurvin

## What Field Placement are you currently doing?

- ☐ Field Placement 1
- ☐ Field Placement 2
- ☐ Field Placement 3

## Reporting Absences

Who are absences to be reported to? \_\_\_\_\_

## Absences should be reported before the student's assigned shift start time by:

- ☐ Email
- ☐ Phone
- ☐ Text

Comments

## Attendance

Students complete an online attendance report on a weekly basis. What email address should a copy of their weekly attendance be emailed to? \_\_\_\_\_

## **Placement Paperwork**

**How is the student to submit their paperwork?**

- ☐ Email
- ☐ Printed hard copy (student's responsibility to print)
- ☐ Both

Comments

Students are to complete Planning Forms outlining the details of their activities they are implementing.

**How far in advance are the students to submit their planning forms? Please consider time for review and feedback to student, and also time for student to act on feedback.**

- ☐ 5 days (does not include weekends)
- ☐ 3 days (does not include weekends)

Comments

**The student and mentor are aware that the mentor provides feedback during placement days/times and not during weekends and evenings. This includes responding to email and text messages.**

- ☐ Yes
- ☐ No

**The student and mentor are aware that if the student doesn't meet the timeline noted above, as per college policy the student cannot implement the activity and will need to reschedule the implementation date in collaboration with the mentor.**

- ☐ Yes
- ☐ No

**The student and mentor are aware that the student is required to complete a calendar of activities outlining when they plan to implement their activities following the timelines above. This is due to the mentor within the first 4 days of placement.**

- ☐ Yes
- ☐ No

Comments

**I understand and commit to the agreed upon requirements of communication in this contract**

Student Name:

Mentor's Name:

Date Completed: