



ROWLAND UNIFIED SCHOOL DISTRICT
Family & Consumer Sciences
Child Care Training Plan

Intern Name: _____

Internship Site: _____

Contact Person: _____ Phone: _____

Industry Site Supervisor: _____ Phone: _____

Department: _____

Please indicate afternoon hours available to have an intern placed at your site.

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

Classroom Management

- Assist the teacher with classroom procedures and routines

Assist in Children's Activities

- Preparing Materials
- Organizing snack and mealtime
- Monitoring rest time
- Handling transition periods
- Monitoring clean up
- Supervising outdoor play
- Organizing learning centers

Health and Safety

- Practice good health procedures
- Handle procedures for first aid
- Following safety rules
- Implement licensing requirements

Clerical Assistance

- Record Keeping
- Filing
- Answering telephones
- Assist with attendance records
- Use rubrics to evaluate child performance

Computer Assistance

- Providing instructional assistance in a computer lab
- Monitoring students in computer practice activities

Other Experiences you can offer the intern

- _____
- _____

Special Needs (i.e., attire, equipment and experience): _____

 Industry Site Supervisor Signature

 Intern Signature