

**CCEP**  
**271 Wildwood Drive**  
**Rochester, NY 14616**  
**585-259-5570**

CHILD CARE EDUCATION PROGRAM  
EXTERNSHIP AGREEMENT (practical work study)

STUDENT NAME  ENROLLMENT DATE

CHILD CARE FACILITY EMPLOYED BY   
(EXTERNSHIP SITE)

AS A REQUIREMENT TO PARTICIPATE IN THE CHILD CARE EDUCATION PROGRAM THE STUDENT MUST BE WORKING OR VOLUNTEERING IN A CHILD CARE FACILITY.

WHILE THE ABOVE NAMED STUDENT IS ENROLLED IN CCEP CHILD CARE EDUCATION PROGRAM I WILL PERMIT UNLIMITED ACCESS TO THE STAFF OF CCEP CHILD CARE EDUCATION PROGRAM TO OBSERVE THE STUDENT AT THE EXTERNSHIP SITE. CCEP STAFF WILL VISIT THE STUDENT AT LEAST THREE TIMES DURING THE COURSE OF ENROLLMENT.

THE STAFF OF CCEP WILL OBSERVE ALL RULES OF COURTESY AND PROFESSIONALISM WHEN VISITING THE EXTERNSHIP SITE.

ASSUMES ALL RESPONSIBILITY OF AN

EMPLOYER AS REQUIRED BY LAWS AND REGULATIONS FOR THE STUDENT (INCLUDING BUT NOT LIMITED TO **PROPER SUPERVISION**, INJURY, ATTENDANCE RECORDS AND EMPLOYMENT TERMINATION.)

THIS EXTERNSHIP AGREEMENT BEGINS UPON THE ENROLLMENT DATE AND WILL TERMINATE UPON COMPLETION OF PROGRAM, TERMINATION OF EMPLOYMENT OR TERMINATION FROM PROGRAM WHICH EVER COMES FIRST.

*Termination from program: The student will be governed by the rules and regulations as set forth in the school handbook.*

*Termination of employment: The student's employment is governed by NYS Laws and regulations and by employer's policies and procedures.*

CCEP CHILD CARE EDUCATION PROGRAM IS RESPONSIBLE FOR ALL INSTRUCTION TO THE STUDENT. THE STUDENT WILL BE PROVIDED EDUCATIONAL TOOLS TO UTILIZE DURING EMPLOYMENT.

CCEP CHILD CARE EDUCATION PROGRAM WILL PROVIDE

WITH PERFORMANCE EVALUATION TOOLS TO BE COMPLETED BY THE EMPLOYEES SUPERVISOR.

THE ABOVE TERMS ARE AGREED UPON ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

EITHER PARTY MAY CANCEL THIS AGREEMENT WITH TWO WEEKS WRITTEN NOTICE.

\_\_\_\_\_  
SIGNATURE, TITLE                      DATE                      SIGNATURE **CCEP** TITLE                      DATE

\_\_\_\_\_  
SIGNATURE **CDA** CANDIDATE                      DATE

THANK YOU FOR HELPING CCEP MAINTAIN OUR GOAL OF QUALITY CARE BY PROVIDING EMPLOYEES THE OPPORTUNITY TO PARTICIPATE IN OUR CHILD CARE EDUCATION PROGRAM AND COMPLETE THEIR PRACTICAL WORK STUDY.