



Mothercraft College of Early Childhood Education

Placement Site Special Request Form

The ECE Diploma program offered by the Mothercraft College of Early Childhood Education includes three (3) blocks of placement that are each six weeks long. Each placement block is 210 hours in length (35 hours/week over six weeks) and is with one of the following age groups:

- Infants – 0 to 18 months of age
- Toddlers – 18 to 30 months of age
- Preschoolers – 2 ½ to 5 years of age OR with school-age children

Students with a special placement request must complete this **Placement Site Special Request Form**. Each student may make one (1) special placement request. The form must be submitted to the front office for date stamping.

Note: The deadline to submit the **Placement Site Special Request Form** is October 2, 2018. Submissions received after this date will not be considered.

Mothercraft will attempt to make arrangements to honor one special placement request for placement block #2 or #3, for students who maintain an A average. However, no special request can be guaranteed as multiple factors may affect the outcome. These include, but are not limited to:

- Site criteria evaluation results
- Site availability and agreement to take on student placement
- Student academic standing and prior performance on placement
- Student submission of required documents (e.g. Police Reference Check, Health Form, etc.)
- The number of similar student requests

Based on the factors identified above, decisions concerning special placement requests are at the discretion of the Placement Coordinator and Education and Training Manager.



Part A: To be completed by the student

Student Name: _____

Date: _____

Check one (1) of the following choices below:

- School Board Placements - 2nd Placement ONLY (e.g. Full Day Kindergarten/FDK)

 - Centre or Program: _____ (please specify)
-

Part B: To be completed by Placement Coordinator

Decision: _____

Assigned Placement Site (if applicable): _____

Other comments: _____

Signature of Placement Coordinator

Signature of Education & Training Manager

Date

Date