



## Attendance Policy

As in any work environment, attendance is essential. Students must maintain at least a 90% attendance rate to pass. You will be required to sign in with time and signature upon arrival each day. Any student 10 or more minutes late will be counted as absent for the first hour. Students returning late from their break will be marked as tardy for the second hour.

Students assigned to the lab must first report to the classroom to sign in and then proceed to the lab area. Lab students need to be ready to work with children as soon as their class time begins. All supplies and materials need to be gathered and readied before class starts. Students working in the lab are not given a break during the three hour instructional day.

If you are going to be absent, call the instructor at 785.228.6359 before class begins. If you know you'll be absent prior to the day of absence, tell the instructor during class. Any student not PERSONALLY notifying the instructor of an absence BEFORE CLASS BEGINS will earn an unexcused absence and will not be allowed to make up missed assignments for that day.

## Entry Requirements

WorkKeys is a job skills assessment system that helps employers select, hire, train, develop and retain a high-performance workforce. This series of tests measures foundational and soft skills and offers specialized assessments to target institutional needs. If you already have taken other exams, such as CASAS, ACT or COMPASS, find out whether you scored high enough to test out of a WorkKeys exam. Students also must clear a background check once enrolled in the program.

WorkKeys Requirements	Early Childhood Professional
Applied Math	Level 3
Reading for Information	Level 4

## Uniforms

The dress code in the Early Childhood Professional program requires students to wear a blue snap-front smock and royal blue scrub pants. All uniform items may be purchased at the Washburn Tech Warehouse in Building D on the Huntoon campus.