



### ***Expanding Quality for Infants and Toddlers Policies***

1. All modules will begin and end on time.
2. Bring EQIT spiral bound booklet (handbook) and other handouts with you to each class.
3. You will attend, be present and actively participate in all classes, including but not limited to:
  - a. Be prepared for class
    - i. When class is virtual:
      1. Ensure you have a location, where you are able to actively participate in class without interruption.
      2. Participate from your own computer and space (1 person per computer, per space).
      3. Have your camera on.
      4. Place yourself on mute.
      5. Join break out groups.
      6. The following are considered inappropriate, potentially dangerous, and unacceptable. Please be prepared to have a conversation with an instructor during and or after class if you are engaged in the following:
        - a. Driving/operating a vehicle
        - b. Shopping
        - c. Sleeping
        - d. Attending another meeting and or function
    - b. Incorporate your learning into your everyday practice.
4. It is expected that you will sign-in each night. When class is in-person you will sign in on the class list upon arrival to class. When class is virtual, you will sign-in in the chat box. Attendance will be taken throughout the evening by instructors.
5. **Attendance is mandatory** for all modules since this course is designed for active participation and sharing so that learning can take place. If you must miss class, the following polices are in place:
  - a. You may miss up to 2 modules due to an unforeseen emergency.
  - b. You must contact one of your instructors to inform them that you will be absent.
    - i. For the first missed module, you will need to complete a 1-page written assignment.
    - ii. For the second missed module, you will need to complete a 1-page written assignment AND provide a 5-minute presentation to the group.
    - iii. If you miss 3 AND or more modules, you **will not** receive a certificate of competition.
  - c. Absences are counted once you are 15 minutes late at arrival or late return from a break.
  - d. Continuous tardiness of more than 5 minutes will be considered an absence.
  - e. Leaving class early will be considered an absence.
    - i. It is important to have your camera on during class so your peers and instructors can see you.
6. To ensure a safe environment that promotes active discussions and sharing by all participants, there is an expectation of respect and confidentiality.

- a. Active discussion is a huge component of the class. We all learn from, and about each other's experiences through sharing stories. We encourage you to share stories of experiences, ask questions and support each other in this learning community.
  - b. We do ask that you avoid using children's and/or co-workers real names when sharing. Consider making up a name when sharing to protect and respect confidentiality.
  - c. Recording of any portion of any session is prohibited without a formal written request and written permission from all individuals involved, including instructors.
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7. If a class needs to be cancelled for any reason, ECPAC will send out an email, and may also contact all participants by phone. Make-up dates have been reserved and are included on the class schedule.
  
  8. All participants will benefit from and participate in coaching/peer mentoring-learning sessions. Each participant is responsible for scheduling these sessions with an instructor.
  
  9. Review the 'Relate' Reflection pages before class and be prepared to share your reflections.