



Imperial Valley Regional Occupational Program

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Addendum to Agreement of Affiliation for Careers with Children

In accordance with the *Department of Social Services, Community Care Licensing Division, Title 22, Section 101170 and 101216; and Section 1597.871 of the Health and Safety Code* the following rules will be implemented at community sites for all Career Technical Education (CTE) students (high school students and adult students). The affiliate agency/company agrees to abide by the rules as stipulated below:

1. CTE students must not be left alone with children at any time. This includes walking children to the restroom.
2. CTE students are at your center for a learning experience by observation and participation with a qualified staff member.
3. CTE students must not be used to replace a staff person.
4. CTE students must not be used in your center ratio for state compliance.
5. CTE students must not be directly responsible for children.
6. CTE students must be directly supervised by a qualified teacher or director at all times.
7. CTE students may assist a qualified teacher in performing his/her assigned duties. For example: preparing snacks, preparing curriculum materials and/or helping teacher with circle time, art, outdoor activities, etc.
8. CTE students will be removed from your center if students are left alone or in direct supervision of children.
9. CTE students will be removed from your center if the activities of students will solely be maintenance duties.
10. If you have any problem(s) with a CTE student, contact the CTE instructor immediately. For example: attendance issues, performance of duties, student injury, etc.

Signature of CTE Instructor

Signature of Affiliate

Instructor Telephone

Name of Affiliate Agency/Company