



**School to Career Internship Application**  
**Plummer Preschool Center**  
**Kootenai Valley Head Start and Libby Public Preschool**



**Libby High School –to-Career Internship Program**

Plummer Preschool Center consists of two early childhood programs working together to provide the highest quality preschool setting possible; Kootenai Valley Head Start and Libby Public Preschool.

Kootenai Valley Head Start was established in Libby in 1995. Since this time it has grown into a high quality preschool program working with three and four year old children and families to build a foundation for life long success. Within this time KVHS has built a strong relationship with the Libby Public School system. Because of the Montana Development Grant both programs have been able to work as one. With both programs having one leadership team, the same goals, one vision and one mission statement, it has successfully become the Plummer Preschool Center. Both programs are identical as far as classroom curriculum, development, training, and scheduling, length of day, calendar year, almost every aspect of the programs are identical. Regardless of what classroom a child will be placed in, they will receive the same high quality education and opportunities to grow, learn and succeed.

The goal is to provide the area of Libby a preschool setting that will prepare the children and families for the future and lay a foundation that will provide for success as the children and families transition to kindergarten. Kindergarten Readiness for the whole child, regardless of need is our mission.

Plummer Preschool Center goals for High School Student are:

- ❖ Expand the students learning by connecting the classroom to the “real world”
- ❖ Involve students in defining their own educational goals and dreams, as they become more aware of their own wants and aspirations.
- ❖ Assist students to define areas of interest, skills and abilities, as well as possible career options through hands – on-learning.
- ❖ Develop responsibilities, skills, and awareness, for future career choices.
- ❖ Every-day awareness, responsibilities and expectations in today’s work force.
- ❖ Assist in preparing for a future in education, and/or early childhood.

This hands on internship experience is an elective class in which the high school student must complete a minimum of 60 “contact hours”. They must also meet standards-based requirements which include:

- Researching career opportunities
- Timely completion of written assignments
- Regular meetings with the Career Coordinator at the high school.

Work-site supervisors are asked to provide the intern with a valuable experience that offers insight into what a professional does, the kind of work performed in that field of endeavor and the qualities that make one successful. Interns are evaluated on their performance, utilizing the Colorado Workplace Standards as a guideline:

- Communication skills
- Organizational skills
- Thinking skills
- Worker qualities
- Technology skills



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Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Current GPA: \_\_\_\_\_ Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Please attach to the application:**

**Resume, Transcript, Current class schedule and proposed schedule for next year, Letter of Intent – (Why you want to participate in the internship program at Plummer Preschool Center)**

I am on the College Prep Diploma track \_\_\_\_\_

Teacher Recommendation forms were given to: \_\_\_\_\_ And: \_\_\_\_\_

**Below are listed hands-on learning opportunities that this position may include dependent upon the class periods you are available to intern if you are selected.**

<p><b>Teaching:</b></p> <ul style="list-style-type: none"> <li>+ Working with 3 &amp; or 4 year old children</li> <li>+ Active supervision of children</li> <li>+ Characteristic of children, cognitive, social emotional, physical</li> <li>+ Classroom management techniques</li> <li>+ Lesson planning, teaching strategies, record keeping</li> <li>+ Problem solving</li> <li>+ Small group – One-on-One and Whole group activities</li> <li>+ Technology</li> </ul> <p><b>Curriculum:</b></p> <ul style="list-style-type: none"> <li>+ Meet and Greet</li> <li>+ Story Time</li> <li>+ Literacy</li> <li>+ Math</li> <li>+ Center Time</li> <li>+ Science / Social Studies</li> <li>+ Assessments</li> <li>+ Record Keeping</li> </ul> <p><b>Playground / Gymnasium</b></p> <ul style="list-style-type: none"> <li>+ Gross motor / Fine motor</li> <li>+ Outside play</li> <li>+ Music</li> <li>+ Dressing, coats, winter clothing, boots</li> <li>+ Playing together, sharing, waiting turns</li> <li>+ Self Help Skills</li> <li>+ Social Emotional Needs</li> </ul>	<p><b>Educational Training and awareness:</b></p> <ul style="list-style-type: none"> <li>+ Weekly meetings</li> <li>+ Monthly Trainings</li> <li>+ Regulations / Requirements</li> </ul> <p><b>Classroom Care:</b></p> <ul style="list-style-type: none"> <li>+ Safety</li> <li>+ Health needs / Cleaning</li> <li>+ Attractive class room, set up</li> <li>+ Themes</li> <li>+ Preparation</li> <li>+ Creativity</li> </ul> <p><b>Working with staff:</b></p> <p>Team player</p> <ul style="list-style-type: none"> <li>+ Education</li> <li>+ Health</li> <li>+ Family Partnership</li> <li>+ Transportation</li> <li>+ Administration</li> </ul> <p><b>Emergency Care:</b></p> <ul style="list-style-type: none"> <li>+ Safety Drills</li> <li>+ Awareness and practice</li> <li>+ Records</li> </ul> <p><b>Other Areas:</b></p> <ul style="list-style-type: none"> <li>+ Custodial needs</li> <li>+ Food and Nutrition (Family Style Dining in a pre-school)</li> </ul>
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Student must provide transportation or walk each day to Plummer Preschool Center

Please check semester you are applying to be an intern; Fall Semester \_\_\_\_\_ Spring Semester \_\_\_\_\_

Parent / Guardian:

Internships are typically done at the worksite. In this case that worksite is Plummer Preschool Center. Although the student is registered for a class, they do not sit in the classroom, they earn their credit by working at the internship worksite. The student needs to be responsible, dependable and self-motivated, with a desire to learn about the career field in which they are working. Once your child has discussed the potential internship with you, please sign below. This does not enroll your student in the class, but rather assures that you are aware of the potential internship.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

- If and when your child is accepted into the internship program at the Plummer Preschool Center, each intern will be required to have a background check; this background form will need to have parent or guardian signatures.
- Each Internship student will have to sign a Confidentiality Agreement as well as Standards of Conduct for employees, volunteers, or consultants before the start of the internship.