

## BRIGHT HORIZONS FAMILY SOLUTIONS CENTER/SCHOOL INTERN POSITION GUIDELINES

**POSITION TITLE:** *Intern*

**SUPERVISOR'S TITLE:** *Location Manager*

**PRIMARY PURPOSE** --- *Briefly summarize the primary purpose of this position.*

Intern reports to the location supervisor or a cooperating teacher designated by the supervisor. Under the guidance of the cooperating teacher, intern helps provide children with developmentally appropriate activities, creates a warm, nurturing environment and interacts positively with the entire staff and children. Intern has minimal interactions with parents, must be under direct supervision at all times, and is never to be left alone with children. The primary purpose of an internship is to gain experience in the field of early education, including competency in planning daily schedules and creating developmentally appropriate curriculum.

**REQUIREMENTS/RESPONSIBILITIES** --- *Describe the requirements and primary responsibilities of the position.*

The intern will:

- Complete the Bright Horizons *Background Check* and all state required paperwork, which may include medical/immunization records, health appraisals, background checks, and references. If under the age of 18, the **Minor Background Screening Consent Form** must be completed by a legal guardian.
- Sign *Internship Agreement* acknowledging that intern is not an employee of Bright Horizons and that the internship may be terminated at any time, at the sole discretion of Bright Horizons, if it is incompatible with Bright Horizons business.
- Participate in all required training.
- Interact with children in developmentally appropriate manner, assist staff with educational program, clean-up, and other classroom activities.
- Plan and implement activities for the children in the assigned classroom and/or program.

Intern may be asked to complete a documentation panel of an activity completed to include the learning benefits of said activity which is to be displayed at the location prior to the intern's last day. This document is to become the property of the intern.

Intern may interact with groups of infants, toddlers, or preschoolers, depending on need. Intern should wear professional and appropriate clothing that allows him/her to bend, stretch, get down on the floor and be outside.

Intern will participate in classroom activities and should be provided with *Welcome to the World at Their Fingertips: Education for Bright Horizons and Developmental Programs*, overview of location practices, and pertinent areas of New Employee Orientation. Intern should bring any questions directly to the supervisor. Intern may attend Regional Orientation if the supervisor chooses.

Required to be at the assigned location on the designated dates and times in order to complete the internship.

Responsible for notifying Bright Horizons and his/her placement supervisor in the event of an absence. Make-up date must be scheduled within one week of the absence.

Responsible for outside resources and materials (if not available at the location) needed to complete planned activity.

Must adhere to the policies and procedures of Bright Horizons and encouraged to ask questions whenever unsure of a policy. Conduct that is deemed detrimental on the part of the intern will result in the termination of the internship.

Intern will be required to sign in and out according to the location policy each day.

Must discuss with supervisor any limitations has that may affect ability to perform the essential functions of the internship.

Complete all other responsibilities as assigned by the supervisor.

When the intern's school/college has specific guidelines that exceed the Bright Horizons Internship Program, intern should follow the school's/college's internship guidelines and notify Bright Horizons of the additional requirements.

Intern must adhere to the policies and procedures of Bright Horizons Family Solutions. Intern will not be responsible for any primary caregiving routines. Intern must not be left alone with children and must not be included in teacher-to-child ratios. Must direct all questions from families to the lead teacher, teacher or supervisor and will not be responsible for guiding inappropriate behaviors of the children. Intern is not permitted to answer telephones or share information about the children.

**PHYSICAL DEMANDS**

Demonstrate full range of motion. Be able to lift up to 40 pounds. Maintain mental and physical alertness and an appropriate level of energy to perform essential internship requirements. A TB test and any other medical documentation/physical examination as required in accordance with state or local guidelines.

**RECOMMENDED EDUCATION/ EXPERIENCE/ SKILLS** --- *List the minimum academic credentials and/or professional certification needed to perform this position. Also indicate experience or skills required.*

Follow state, federal and Bright Horizons Family Solutions guidelines. Ensure children's safety. A desire to work with children through positive interactive process is a must. No special training is required, but some experience with young children is preferred. At least one professional/personal reference must be provided prior to participating in center activities. Must be 16 years of age. Intern must be in a supervised internship program.

*The above statements are intended to describe the general nature of internship performed, not an exhaustive list of all essential functions and responsibilities.*

**I acknowledge that I have received and understand the above internship guidelines.**

\_\_\_\_\_  
**Intern/Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature  
if student is under 18 years of age**

\_\_\_\_\_  
**Date**

*(Location Manager: Please provide a copy to the intern and place the original in the intern's personnel file.)*



## Internship Agreement

Intern Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

I acknowledge and agree as follows: I am a participant in the supervised internship program offered by [college/ high school name] with Bright Horizons. I am not a Bright Horizons employee or agent. I am not entitled to or eligible for any pay, compensation or benefits of any kind, including but not limited to workers' compensation, unemployment, medical insurance, vacations, holidays, and Social Security. While every effort will be made to offer a positive internship experience, I understand that this internship may be terminated at any time, in the sole discretion of Bright Horizons, if it is incompatible with Bright Horizons' business. I have read and agree to abide by the standards set forth in the attached *Intern Position Guidelines*.

\_\_\_\_\_  
**Intern/Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature  
if student is under 18 years of age**

\_\_\_\_\_  
**Date**