Apprenticeship for Child Development Specialist

Mentor/Mentee Visitation Policy & Agreement

Procedures

1. Mentor will educate and inform mentee of what is expected of them throughout the program.

2. Mentor will give mentee a copy of the visitation policy and agreement to review and sign. Two copies will be made - one for the mentor, one for the mentee - and the original will be mailed to the ACDS office.

3. The mentee is required to have at least 2 hours of face-to-face contact with the mentor each month.

4. If the mentee was unavailable or absent for a scheduled visit and did not contact mentee to reschedule:

   - **First Time:** The mentor will send a letter to the mentee to document the missed visit.

   - **Second Time:** The mentor will notify the ACDS office of the missed visit. ACDS will then send a Missed Visitation Warning by certified mail informing the mentee that the next missed scheduled visit will result in termination from the ACDS program. A copy will be provided to the mentor and the ACDS instructor.

   - **Third Time:** The mentor will notify ACDS office that will send the Notice of ACDS Program Termination by certified mail to the mentee. A copy will be provided to the mentor and ACDS instructor.

5. If a mentee has been terminated and is interested in continuing in the ACDS program, the mentee may be permitted to repeat the semester within a two-year period based on the availability of a mentor.

I, _____, a family provider/facility owner/center director, have read and understood the above policy.

_____
Mentee Signature: Date:

_____
Mentor Signature: Date:

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