

Observation Manners

Hours: 9:00 am – 12:30 pm / 2:30 pm – 5:30 pm

- Please sign-in at the front desk. This will be proof that you were here as we are not able to sign observations due to the high volume of students who utilize our facility for assignments. Your instructor is aware of this policy.
- Please do not bring children. There is no waiting area for children not enrolled in our program. Do not bring friends, relatives or others who are not enrolled in a class with an observation assignment.
- Cell phones must be turned off, and there is no talking in the hallways.
- **Please do not talk about the children you are observing - this is related to privacy and confidentiality.** It can be very disconcerting for parents to hear student observers discussing their children. Confidentiality prevents us from answering questions concerning the children. Photographing the children is prohibited for the same reason.
- If the children are outside, you may observe on the large playground, keeping a distance of at least ten feet between you and the children. The smaller infant/toddler playground can be observed through the large playground fence (by swing area). Please keep in mind that we are very protective of the children's emotional space. We appreciate your efforts to honor this need by not approaching children.
- Entering classrooms is prohibited (occupied or not).
- Backpacks, books, purses or other items are not to be placed on the floor in the hallway or on the Infant Room benches. For safety reasons, you need to keep them on your person. We cannot be held responsible for lost or stolen items.
- Chairs cannot be placed in the hallway; it is against the Fire Code.
- If you use a laptop to record your observations, you will need to keep it on your person. Please come prepared to use your battery pack, as we cannot guarantee an outlet to plug it in.
- If you have a special need, please ask for assistance in the office.
- Leave the lighting in the hallway as set. Hallway lights remain dim so that the children cannot see observers. If the lights are completely out, you may ask the office staff for assistance; however, lights may not be turned up brightly.
- When your observation is complete, please turn off the speaker at the window(s).
- We have provided copies of our center philosophy in the rack on the wall in the front office. Please help yourself to the handouts provided.



Thank you for following our observation manners, and we hope you enjoy your visit.