# ANNA BING ARNOLD CHILDREN'S CENTER
# GUIDELINES FOR OBSERVATION STUDENTS

The Anna Bing Arnold Children's Center hosts over 500 students from CSLA each year for observation and training assignments. These students log up to 4,500 hours at our site. Due to the large numbers of students observing at the Center certain guidelines must be followed. We hope these rules will protect the safety and quality of our children's program as well as enable a maximum number of CSLA students to observe at our site.

The Center is available for observation from 8:00 to 11:30 a.m. and 2:30 to 5:30 p.m. Monday - Thursday. No observers will be allowed after 5:30 or on Friday.

Students will be admitted to observe when the following guidelines are followed:

- Students must submit a letter on Cal State letterhead from their instructor requesting observation privileges.
- Students must submit proof of a clear T.B. test administered and read by medical personal and dated within 1 year of visit.
- Please try to leave personal items at home or in your car. Backpacks and purses must be left in the observation booth if you leave the booth to observe in another area. **Backpacks and purses are not allowed on the school grounds.** The center will not be responsible for lost or stolen valuables left in the booth.
- Students must sign up for specific observation times and adhere to that schedule. The observation booth is available for up to six students. Students must observe classrooms from the booth. When children are on the playground students may go outside to observe.
- Students must sign in at the front desk and get an I.D. Badge from the office assistant on each visit to the Center. Students sign out when leaving.
- **If you are required to complete an activity or project which involves interacting with the children you must get clearance for your activity from the Director or Assistant Director first**. Only students who have this clearance will be allowed into the classroom to interact with children.
- If you are observing a specific child please try to be as non-obtrusive as possible. Please do not continually follow children around – it interferes with their natural activities and infringes on their space.
- Come prepared if you are completing an activity or project. Please do not assume that all the Center's materials will be available for your use.
- While in the classroom please remember that you are a visitor. Be courteous to teachers and children at all times. Do not talk with teachers about children or disturb them while they are involved with classroom duties. If you need information about a child you may ask at the front desk. Do not visit with other observers in the classrooms or play yard. Please remember that you are here to observe -- not socialize.
- Teachers at the Children's Center work full-time with children and are not given release time by the University to review student work. Therefore, teachers at the Center will not complete any paper work or assignments for students. They will verify your hours of attendance or completion of activities only.
- Giving individual gifts to children you are observing is inappropriate. If you want to show appreciation to the class for your observation experience at the school you may give the classroom a small gift. For example, a children's story book or a special snack for the group. Always discuss this with the teacher first.

We hope you enjoy your experience at the Center and gain insight into the preschool child as a result of your observation here.

**I have read and understand this document. By signing this paper I agree to keep everything that I see here confidential and to abide by these regulations.**

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**Student's signature** **Date**