

GUIDELINES FOR OBSERVERS

The children in the Center range in age from 6 weeks to 13 years. We have 24 classrooms and are licensed to serve 305 children at a time. Our classroom staff consists of the following: full-time Lead Educators, part-time student employees and field placement students. We require observers to follow these guidelines:

1. Maintain confidentiality of all information observed or learned about our children, families, staff and students. Professional discussions and documentation are acceptable as they directly relate to the student's course requirements. Observations should focus on the objectives of the assignment. Any other discussion or information sharing outside of the specific observation assignment is prohibited.
2. Enter the room quietly. Introduce yourself to a teacher and ask where you should situate yourself so that you are not impeding the natural movement of the children or the staff. You can talk briefly with a child if the child approaches you; otherwise, please be as inconspicuous as possible.
3. Do not physically pick up or carry children.
4. Do not ask questions or make statements about children in their presence.
5. Do not talk with other observers.
6. The use of cell phones, smartwatches, tablets, and/or any type of camera is prohibited.
7. No eating or drinking.
8. Purses, backpacks and bags must stay with you. The Children's Learning Center is not responsible for the safety of these items.
9. If you have any concerns or questions about what you have observed, please stop at the reception desk and ask to speak with an Assistant Director.
10. The Center has the right to ask you to leave if you are being disruptive.