



## Observation Information Guidelines and Agreement

Thank you for your interest in the ELC. We welcome you into our community and hope that you will learn with us and that you will enjoy your time at our school. Before you come into our classrooms, we would like to share a few key elements of our program so that you can have a better understanding of what to expect, and what we expect of you.

It is our mission to provide the highest quality educational environment that will facilitate experiential learning. This is accomplished by sustaining a learning community whose primary function is to nurture the developmental needs of a diverse group of young children. This community supports the educational needs of students of all ages, educators, and practicing health professionals in a manner that balances learning, research, and community outreach.

In order to accomplish this, the Early Learning Community is a learning environment organized around the principles of inclusion, active experiential learning and best pedagogical practice. We believe that children learn best in a place where they feel good about themselves, where they are allowed to explore their world, and where the learning materials match their interests and needs. Our learning environment is supported by teachers who recognize developmental norms, respect individual differences, and inspire a sense of wonder and a desire to learn. It is our goal to foster collaboration between students, teachers, and families as a means of supporting all aspects of children's development.

We invite you in to visit our community of learners with the understanding that you will do so in a manner respectful of the mission of the school and the needs of the particular group of learners we serve. It is expected that your time with us will cause a minimal amount of disruption to the children's day and that your interactions will not distract or inhibit the children's learning. The following are a few guidelines that we expect you to follow when you observe:

1. Act ethically - It is expected that you will conduct yourself in an ethical manner throughout your time at the school
2. Dress appropriately – keep in mind these are young children aged 3-6. Wear clothing that is not revealing, that will allow you to freely move about the classroom, and that will be resilient to the artistic exuberance of the children.
3. Behave appropriately – please use developmentally appropriate language and behave in a way that will not overexcite the children or distract them. Your language needs to be developmentally appropriate. Please turn off your cell phone.
4. Observe confidentiality –it is expected that you will respect the confidentiality of the observations you make. While you are welcome to discuss your observations in great detail in any class or educational setting, outside of these settings it is required you will respect the confidentiality of personal information
5. Food and beverage - please enjoy your coffee and food in the kitchen area rather than in any classroom.
6. Safety – It is also important that you recognize that at no time are you allowed to be alone in a room with any student. You are welcome to bring and use your laptop, however please recognize that you do so at your own risk. It is expected that you will not use a power cord except with specific approval.

Finally and importantly, because of potentially life threatening allergies some of our students have to nuts, you are not allowed to bring any product containing nuts of any kind, or any of their byproducts into the ELC. Furthermore, if you have recently eaten or come into contact with something containing nuts, please thoroughly wash your hands and face and refrain from entering the ELC for at least 15 minutes.

I have read the statements above and will follow the guidelines as described. I also recognize that the faculty of the ELC may need to adjust the parameters of my observation at any time. Furthermore, if my presence is deemed inappropriate for whatever reason by the faculty of the ELC, I recognize that I may be asked to leave and will immediately comply.

Name \_\_\_\_\_ Course/Program \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_