



**Dr. David Kanis Child Development Center**

**Guidelines for Observations & Classroom Experiences**

***Welcome to the Kanis Child Development Center. We are pleased that you have chosen our center for your observation. Our program will be in operation during your visit so please respect the work of the children and teachers by following the guidelines below...***

Prenarranged appointments are required to observe the children. Be on time for your appointment! If your plans change you are expected to let the CDC know. Please call 773.995.2585 or Email: [dsmiti04@csu.edu](mailto:dsmiti04@csu.edu) or [childcare@csu.edu](mailto:childcare@csu.edu)

Stop at the front desk to check in and put on a name tag. Wear your name tag during each observation.

Turn off cell phones - no calls or texting in the center.

**Do not take photos of the children or the environment.** If you need photos for your assignment, speak with the classroom teacher.

Do not bring food, drinks, gum, backpacks, purses or any personal items into the classroom.

Be familiar with the assignment before you arrive. There is not space in the classroom to spread out notebooks, textbooks, etc.

If your assignment requires you to do an activity with children, please come prepared with ALL the materials you need to complete your assignment. The center does not provide materials for student assignments.

If your professor needs to also observe you in the classroom you must speak with the director to make arrangements and receive approval.

If you do not understand the assignment, you need to speak with your professor. The classroom staff's main responsibility is to care for the children and may not be available to help you with your assignment.

**Child observations and interactions with parents and staff must be kept confidential and private. The information you gather is only for your class assignment. Observations and interactions may be referred to in course work and class discussions but do NOT use the names of the children and staff. Do not discuss or use this information for any other purpose.**

Sit in chairs provided, not on classroom furniture. Choose a location that allows you to see and hear the children, without sitting too close or standing over them. It may make them feel uncomfortable and inhibit their play. At the end of your observation, take the chair back to the observation room.

Avoid sitting with other student observers and chatting.

If you observe a child engaged in harmful, dangerous, or inappropriate behavior, notify the center staff immediately. Intervene only if a child is in immediate danger. Otherwise, do not interfere with children's play.

**Student Observers may not be left alone with children for any reason nor are they allowed in any classroom alone.**

*Remember, you are visiting our classroom to complete your assignment, but we live here all week. Be considerate of our classroom, children, and staff. If you have questions concerning our program, speak to the director and/or teacher at a convenient time.*

**I hereby agree to conform to the above policies while observing at the CSU Kanis Child Development Center. I understand that if I do not comply, I will be suspended from my participation privileges. This acknowledgement is good for Fall, Spring and Summer semesters of the school year signed. Each Fall semester it must be signed again.**

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

Print Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Phone Number \_\_\_\_\_ Email: \_\_\_\_\_