

The Rio Hondo CDC is committed to a joint mission providing a quality-learning program for the children enrolled and to provide Rio Hondo students with an opportunity to observe the behavior and developmental characteristics of preschool children. **The following policies have been set up and must be adhered to in order to observe the children.** These policies assure that the student's observation time at the CDC is positive for them, the lab staff and the children.

1. Prearranged 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 (562) 908-3494.
2. Students must park in **student parking only**.
3. Refrain from smoking, drinking, using drugs or profanity at or near the CDC.
4. **Dress professionally** when observing at the CDC. Avoid low cut blouses, bare midriffs, short skirts or shorts, low cut pants.
5. Please finish and dispose of any outside food or beverages before you arrive at the CDC.
6. Make sure to sign in at the front office when you arrive. **You also must sign out when you are finished. This will ensure that in the case of an emergency the staff will not utilize precious time looking for you.**
7. Students must always wear a nametag while at the CDC. This lets the parents and staff know why you are present.
8. Unless you are observing from the observation room **students should observe without clipboards and writing instruments**. You can have a small notepad in your pocket to jot quick notes down. If you are required to complete a detailed assessment form like a time sample or running record, you must make special arrangements with the CDC staff.
9. **Permission must be secured from the coordinator of the program to take photos in the lab.** Student personal belongings must be placed in the cupboard in the front office. The CDC, the staff and Rio Hondo College are not liable for any personal belongings left unattended. Please avoid bringing valuables with you.
10. Child observations and interactions with parents and staff must be kept **confidential and private**. The information you gather only for this class and this assignment. Observations and interactions may be referred to in course work and class discussions but refrain from using the names of the children and staff. **Do not discuss or use this information for any other purpose.** Discussion in any other class breeches the privacy and confidentiality concept. Someone in that class may work in the program, be a neighbor or have a child in the program. Listeners in other courses will also not be familiar with the situational context of behavior or events that you might describe.
11. While in the classroom, students' full attention needs to be focused on the children and the program. **Cell phones should be placed in the designated areas along with personal belongings and turned off.**
12. Conversation with other adults should be limited to the purpose and process of your observation.
13. **Please refer your questions to the office staff and do not interrupt the classroom staff as they meet the needs of the children.**
14. Students are required to be an appropriate role model for the children.
15. If you are approached with questions from parents, please refer the parent to the CDC staff.
16. Students are required to **always be under the supervision of the CDC staff** and should never be alone with the children.
17. **Observation students may be photographed as they work with or observe the children.** These photographs may be utilized by the staff for their Daily Reflections or by the Director on the CDC webpage.

I hereby agree to conform to the above policies while observing at the Rio Hondo College CDC. I understand that if I do not comply, I will be suspended from my participation privileges.

Signature _____
Print Name _____
Course # & Prof. _____

Date _____
Student ID# _____
Phone # _____