

Palomar College
Child Development Center

General Observation and Activity Guidelines

Palomar College Child Development Center (both sites, San Marcos and Escondido) welcome visitors and observers from classes in Child Development, Psychology, Nursing, Dental Assisting, Emergency Medical Education, and other applicable fields.

Before any observation or activity, you are required to read, sign, and present a Statement of Commitment and Confidentiality to the Center Office and pick up a name tag.

Observation Students:

- 1.) If you need to observe a group of children, **you DO NOT need to call the Center or teacher before your observation.** In San Marcos, nap time is generally between 12:00 PM and 3:00 PM. You cannot observe during this time. See below for more information on hours of operation.
- 2.) Once in the classroom, find an unobtrusive place to sit and observe. Use a soft voice and move quietly. Child size chairs are more appropriate than adult size. Also, sitting on the floor is always an option. Basically, you need to **“blend into the woodwork”**. Your purpose is for observation, so if a child wants to play with you, you can say, “I am doing my homework right now, so I can’t play.” The teachers will assist children and redirect them to an activity if this continues to occur. You are expected to take direction and guidance from the classroom teachers. You will be asked to leave the classroom or yard area if your behavior is disruptive or disrespectful.
- 3.) Feel free to ask the teacher any questions, **but please do not interrupt the schedule.** Any questions should be asked when she is away from the children, i.e. lunch, prep/planning time... Please ask the lab teacher her preference for discussion time.
- 4.) Seek data that is factual and try not to interpret the facts until enough information has been gathered.

Please bring in only what you need for your observation. (Large backpacks and bags should not be brought into the classroom and cause a distraction.)

Students facilitating a lesson plan or activity:

- 1.) After contacting the teacher and discussing the lesson plan, arrive at the agreed upon time. Contact information is on the back of this page.
- 2.) **You will need to bring in all necessary materials and supplies for the activity.** The center and teacher are not responsible for supplying your materials needed for the activity.
- 3.) If you think the center might have a material you need, i.e. paintbrushes, make sure you get prior approval from the teacher when you call and set up your date and time. For other materials, please make sure you bring in enough materials to accommodate all of the children in the classroom. (Room 1 = 10-16 children, Rooms 3, 5, and 6 = 16-18 children, and Room 4 and Escondido = 20-24 children).
- 4.) Plan on setting up the activity with the least amount of disruption to the children and classroom.

After facilitating the activity, you will need to clean up all of your materials and leave the table or room **exactly how you found it** (especially for art, math, or science activities).

Please turn over for more information....

General Information for Center on Campus

If you are a Palomar College student and need to observe a group of children or facilitate an activity (lesson plan) with a group of young children, please carefully read the following guidelines:

- 1.) Please call the Child Development Center to see if you need to arrange a date and time for your activity (no need to call for observation). Please refer to the charts below for more information.
- 2.) The San Marcos Center is open M – F from 7:15 AM to 5:45 PM San Marcos children take naps between 12:00-3:00 PM. Observation or activities cannot be completed during this time. Some teachers may ask you to remain outside until the children are awake.
- 3.) Escondido Center is M – F from 8:15 AM to 11:45 AM and 12:45 PM to 4:15 PM.
- 4.) The Child Development Center in San Marcos is in the N.E corner of parking lot 12. It is listed as the CDC buildings on the campus map. The Escondido site is on the corner of E. Valley Parkway and Midway.
- 5.) **You must pick up a name tag from the office and show your signed Statement of Commitment and Confidentiality. Please wear this name tag at all times!!** Please do not use or have your cell phone on while observing or participating with the children.
- 6.) **Sign-In-** Make sure you sign in on the Center's sign in sheet. There is usually one in each classroom. Please sign-out when you are leaving.
- 7.) **You are NEVER to be alone with a child while at the Center. A staff member must be present at all times. Children are NEVER to be observed in the bathroom or diaper changing areas.**

Quick Reference Information:

Site	Building/Rm	Ages	Lab Teacher	Contact Info.
SM & ESC	1/Office	Director	Pam Keinath	760-744-1150 x 2578
San Marcos	Bldg 1/ Rm 1	18-30 mo.	Carol Mitton	760-744-1150 x 2575
San Marcos	Bldg 2/ Rm 3	30 mo-3 yr.	Nicole Knotts	nknotts@palomar.edu
San Marcos	Bldg 2/ Rm 4	3-5 yr	Sylvie Tarnovsky	760-744-1150 x 2576
San Marcos	Bldg 3/ Rm 5	3.5-5 yr.	Lorene Crow	lcrow@palomar.edu
San Marcos	Bldg 3/ Rm 6	3.5-5 yr.	Srisuda Luettringhaus	760-744-1150 x 2579
Escondido	Room 7	4-5 yr.	Carol Adams	cadams@palomar.edu
Escondido	Room 8 AM	4-5 yr.	Ofelia Sanchez	760-744-1150 x 8155
Escondido	Room 8 PM	4-5 yr.	Laura Wiese	760-744-1150 x 8155

Building/Room	Hours of operation
Office	8:00 AM to 5:00 PM
Bldg 1/ Rm 1	7:30 AM to 5:00 PM
Bldg 2/ Rm 3	8:00 AM to 5:00 PM
Bldg 2/ Rm 4	8:00 AM to 5:45 PM Closing Room
Bldg 3/ Rm 5	7:30 AM to 5:00 PM Opening Room
Bldg 3/ Rm 6	8:00 AM to 5:00 PM
Room 7	8:15-11:30 AM & 12:45-4:00 PM
Room 8 AM	8:30-11:45 AM
Room 8 PM	1:00-4:15 PM

The Centers are here as a learning facility for Palomar College students. Please always be respectful of the children and staff and use common sense. Seek out a teacher's advice if you have a question or concern.