

Palomar College
Early Childhood Education Lab School
Lesson Plan/Activity Guidelines

Before any lesson plan or activity, you are required to read, sign, and present a Statement of Commitment and Confidentiality. Your professor will provide you with this document or you can download it from the Department web page www.palomar.edu/childdevelopment. Lesson plan format information is found at: <http://www2.palomar.edu/childdevelopment/lessonplans/>

You must wear your Palomar College Student ID (Activity) Card at ALL times while at the Lab School.

Follow the Lab School sign-in procedures. You will need to sign-in AND sign-out on the sign-in sheets at the front office of the Lab School (where you enter). Don't forget to sign-out when you are done. The ECE Lab School is a NO CELL PHONES Zone!! Please do not even bring it with you.

Students facilitating a lesson plan or activity:

- 1.) After contacting the teacher (see contact information below) and discussing the lesson plan with her, 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 Lab School and teacher are not responsible for supplying your materials needed for the activity.
- 3.) If you think the Lab School 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 2 = 10-12 children, Rooms 3, 4, 5, 6 and 7 = 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.
- 5.) 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).

You are **NEVER** to be alone with a child while at the Lab School. 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.
San Marcos	Room 2	18-36 mo.	Sari Morris	smorris@palomar.edu
San Marcos	Room 3	2 yr-3.5 yr.	Rachel Olguin	rolguin@palomar.edu
San Marcos	Room 4	3-5 yr +TK	Carol Adams	cadams@palomar.edu
San Marcos	Room 5	3-5 yr +TK	Sylvie Tarnovsky	760-744-1150 x 2576
San Marcos	Room 6	3-5 yr +TK	Lorene Craw	lcraw@palomar.edu
San Marcos	Room 7	3-5 yr +TK	Srisuda Luettringhaus	760-744-1150 x 2579
Escondido	Room 7 AM	3.5-5 yr.	Martha Garcia	mgarcia3@palomar.edu
Escondido	Room 7 PM	3.5-5 yr.	Michelle Theisman	mtheisman@palomar.edu
Escondido	Room 8 AM	3.5-5 yr.	Nallely Baca	nbaca@palomar.edu
Escondido	Room 8 PM	3.5-5 yr.	Sayda Vega	svegacendejas@palomar.edu

Building/Room	Hours of operation
Office	7:30 AM to 5:00 PM
All San Marcos Classroom Hours	7:30 AM to 4:30 PM (nap time 12-3 PM)
Room 7- ESC	8:15-11:30 AM & 12:45-4:00 PM (no naps)
Room 8- ESC	8:30-11:45 AM & 1:00-4:15 PM (no naps)

The Lab Schools are here as a learning facility for Palomar College students. Please always be respectful of the children and staff and use common sense. Do not interrupt the teacher while s/he is working with the children (i.e. circle/group time). Contact your college professor for questions about your assignment. The teachers at the Lab School are not responsible for assignment information.