

Palomar College Early Childhood Education Lab School (ECELS)

General Observation Guidelines

Things to Know Before Observing:

- All student observers must present a photo ID to the ECELS staff. The ECELS front office will provide observer badges to wear.
- Students must read, sign, and present the [CHDV Statement of Commitment and Confidentiality](#) at the time of arrival.
- Students may present their Student Activity Card with an orange dot when applicable.
- All students must sign in and sign out at the front office of the ECELS when they enter and exit the site.
- **The ECELS is a Cell Phone Free Zone.** All cell phones should be off and stored away. No photography, texting, phone calls, or social media usage is allowed while observing at the ECELS. Students using mobile devices may be asked to leave.
- We want to protect the health and safety of our youngest Comets. If you are not feeling well, please stay home.

General Information

- Appointments are **not** necessary at the San Marcos ECELS.
- Appointments are recommended for the **Escondido ECELS**. Please call 760-744-1150 x 8155.
- Observations may occur any day the ECELS is open during regular non-nap hours.
- There are **limited spaces available** at any given time at both locations for drop-in observers, so don't wait until the last minute to do your observation. You may need to come back another day!
 - a. San Marcos ECELS: 8:00 am-12:00 pm & 3:00-5:00 pm (lunch 11:30 am, snack 3 pm)
 - b. Escondido ECELS: 8:30 am-11:30 am and 1:00 pm-4:30 pm
- Children have a right to privacy. Observations in restrooms or during sleeping time are prohibited.
- Observers may never be left alone with children and must always be supervised by a teacher or staff member when in the presence of children.
- Unless there is a safety concern, observers should refrain from interacting with children and families while in the yards or the classrooms. Gently reminding the children that homework is being completed and redirecting them back to their teacher or peers is suggested. Be as unobtrusive as possible when observing in the yards or the presence of children and families.
- Redirect family inquiries to an ECELS staff member.
- Wear clothing that is appropriate for a workplace. Please make sure that you can sit, squat, or bend over without exposing midriffs, breasts, or buttocks. No clothing or accessories with offensive graphics or words are allowed.
- Please refrain from interrupting teachers or staff while they are engaged with children or families.
- Bring as little as possible to the ECELS. Avoid bringing in large backpacks, open purses, or bags.
- Contact your professor with questions about your assignment. Do not ask the ECELS teachers or staff.
- Follow the CHDV Observation requirements/suggestions in the [Student Success Guide](#).
 - a. You may only bring paper and a writing utensil unless otherwise agreed upon.
- Students may be asked to leave their assigned classroom if these guidelines are not met or if displays of inappropriate actions/inactions are found. The student may not return until the professor, lab teacher, and student-teacher have all met and agreed upon a plan of action.

Instructor Coordinated Large Group Observations: San Marcos ONLY

- Palomar faculty must coordinate with the [ECELS Leadership Team](#) at least two (2) weeks in advance of the requested observation date. Faculty will be responsible for ensuring all students are signed in and procedures are followed.
- Full class observation groups will be divided to maintain safe ratios: no more than 24 students, and a maximum of 2 students in the infant room (Room 1) at a time. Students will be split into small groups and distributed throughout the facility.
- The course instructor must remain present during the entire visit to support and supervise their class.

San Marcos Observation Room - In Case of Observation Disruptions ONLY (i.e., health & safety concerns-COVID)

- To use the Observation Room at the San Marcos ECELS, you will sign into the Ocularis system on the computers using your Palomar email and password. Specific directions are posted in the Observation Room.
- Please DO NOT ask the front office staff for help with the Observation Room computers. Call for technical assistance.

Palomar College Early Childhood Education Lab School (ECELS)

General Observation Guidelines

Contact Information:

Room	Ages	Lead Teacher	Contact Information	760. 744.1150
SM Room 1	6-18 mo.	Karina Gutierrez-Ortiz	kgutierrezortiz@palomar.edu	Ext. 3476
SM Room 2	18-36 mo.	Shelbi Morales	smorales@palomar.edu	Ext. 3380
SM Room 3	2.5 yr-5 yr.	Carol Adams	cadams@palomar.edu	Ext. 3381
SM Room 4	3-5 yr.	Rachel Thompson	rthompson@palomar.edu	Ext. 3379
SM Room 5	3-5 yr.	Sylvie McCann	smccann1@palomar.edu	Ext. 2576
SM Room 6	3-5 yr.	Karen Luna	kluna@palomar.edu	Ext. 3278
SM Room 7	3-5 yr.	Vianey Vilchis Sanchez	vvilchis@palomar.edu	Ext. 2578
ESC Room 9	2.9-5 yr.	Christina Mendez	cmendez@palomar.edu	Ext. 3332
ESC Room 10	2.9;-5 yr.	Martha Cortes-Rodriguez	mcortesrodriguez@palomar.edu	Ext. 3376
Coordinator		Tamara Holthaus	tholthaus@palomar.edu	Ext. 2578
ESC Site Supervisor		Rene Robelin	rrobelin@palomar.edu	Ext. 3375
SM Site Supervisor		Lisa Casas	lcasas@palomar.edu	Ext. 8135
SM Site Supervisor		Claribel Zorilla	czorrilla@palomar.edu	Ext. 2574

Facility Information:

- San Marcos location:
 - Palomar College ECE Lab School 1140 W. Mission Road San Marcos, CA 92069
 - 760-744-1150 x2575
 - San Marcos facility license # 372005150
- Escondido location:
 - Palomar College ECE Lab School 1151 East Valley Parkway Escondido, CA 92027
 - 760-744-1150 x 8155
 - Escondido facility license # 376600599
- Our San Marcos ECELS is located on the northeast side of campus, off the Borden Road entrance, across from Lot 9. Please do not park in the marked ECELS parking spots in Lot 9 or the small lot directly in front of the ECELS. Use the student parking in Lot 9.
- Our Escondido ECELS is located at the corner of Midway and Valley Parkway in the northeast corner of the Escondido campus parking lot. Please use the student parking spots.

Websites:

- [Palomar College Child Development & Education Department](#)
- [Palomar College ECELS](#) (including employment opportunities)