



## Palomar College Early Childhood Education Lab School (ECELS) General Observation Guidelines

### Things to Know Before Observing:

- All student observers must wear their ID while at the ECELS. The ECELS front office will also give the observer a lanyard to wear.
- Students must read, sign, and present the [CHDV Statement of Commitment and Confidentiality](#) at the time of their observation (students who have previously done this and already have an orange dot on their Student Activity Card are covered).
- 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 No Cell Phone Zone.** All cell phones should be off and stored away. Absolutely no photography, texting, phone calls, or social media usage is allowed while observing at the ECELS.
- We want to protect the health and safety of our youngest Comets so if you are not feeling well, please stay home. Please follow the [College Guidelines](#) for COVID-19. The use of facial coverings is optional.

### General Information

- Appointments are not necessary to set up an observation at the San Marcos ECELS, but it is recommended for the Escondido ECELS before coming to observe. Any day that the ECELS is open during non-nap hours is available. 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 concern for safety,
- Observers should refrain from interacting with children and families while in the yards or in the classrooms. Gently reminding the children homework is being completed and redirecting them back to their teacher or peers is suggested. Please redirect family inquiries to an ECELS staff member. Be as unobtrusive as possible when observing in the yards or presence of children and families.
- 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 do not interrupt 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 with you 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.

### San Marcos Observation Room - In Case of Observation Disruptions ONLY (i.e., 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.
- There is a phone number for technical difficulties- please DO NOT ask the front office staff for help with the Observation Room computers.



## 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	<a href="mailto:kgutierrezortiz@palomar.edu">kgutierrezortiz@palomar.edu</a>	Ext. 3476
SM Room 2	18-36 mo.	Shelbi Morales	<a href="mailto:smorales@palomar.edu">smorales@palomar.edu</a>	Ext. 3380
SM Room 3	2 yr-3.5 yr.	Carol Adams	<a href="mailto:cadams@palomar.edu">cadams@palomar.edu</a>	Ext. 3381
SM Room 4	3-5 yr.	Nahla Yakzan	<a href="mailto:nyakzan@palomar.edu">nyakzan@palomar.edu</a>	Ext. 3379
SM Room 5	3-5 yr.	Sylvie McCann	<a href="mailto:smccann1@palomar.edu">smccann1@palomar.edu</a>	Ext. 2576
SM Room 6	3-5 yr.	Karen Luna	<a href="mailto:kluna@palomar.edu">kluna@palomar.edu</a>	Ext. 3278
SM Room 7	3-5 yr.	Rachel Thompson	<a href="mailto:rthompson@palomar.edu">rthompson@palomar.edu</a>	Ext. 2579
ESC Room 9	3.5-5 yr.	Christina Mendez	<a href="mailto:cmendez@palomar.edu">cmendez@palomar.edu</a>	Ext. 3332
ESC Room 10	3.5-5 yr.	Martha Cortes-Rodriguez	<a href="mailto:mcortezrodriguez@palomar.edu">mcortezrodriguez@palomar.edu</a>	Ext. 3376
Coordinator		Tamara Holthaus	<a href="mailto:tholthaus@palomar.edu">tholthaus@palomar.edu</a>	Ext. 2578
SM Site Supervisor		Rene Robelin	<a href="mailto:rrobelin@palomar.edu">rrobelin@palomar.edu</a>	Ext. 3375
ESC Site Supervisor		Lisa Casas	<a href="mailto:lcasas@palomar.edu">lcasas@palomar.edu</a>	Ext. 8135
SM Site Supervisor		Claribel Zorilla	<a href="mailto:czorilla@palomar.edu">czorilla@palomar.edu</a>	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 in 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!)