

Palomar College Early Childhood Education Lab School (ECELS)

General Lesson Plan Implementation Guidelines

Things to Know Before You Go:

- All student observers must wear an ID while at the ECELS. This can be a student ID or other official document with a photo (i.e., driver's license). The ECELS front office will provide observer/student badges to be worn.
- All students must sign in and sign out at the front office of the ECELS when they enter and exit the site.
- Students must agree to the [CHDV Statement of Commitment and Confidentiality](#).
 - Students may bring their signed form with them or read and agree to the statement upon arrival.
- **The ECELS is a Cell Phone Free Zone.** Students using mobile devices may be asked to leave.
 - All cell phones should be off and stored away. No photography, texting, phone calls, or social media usage is allowed while observing or implementing an activity at the ECELS.
- We strive to protect the health and safety of our youngest Comets. If you are not feeling well, please stay home.

General Information

- All lesson plan activities must be approved by your professor as well as the ECELS classroom Lead Teacher.
- ***Appointments to meet the Lead Teacher must be set up 1 week before your implementation.*** The schedule of availability is on page 2 of this document.
 - a. Implementations cannot take place during lunch or nap times.
 - b. There are limited spaces available each day. Please don't wait until the last minute
 - c. The deadline for scheduling a lesson plan implementation is **Spring: May 1 and Fall: December 1.**
- Children have a right to privacy. Observations in restrooms or during sleeping time are prohibited.
- For everyone's protection, always have a staff member present. Students may never be left alone with children and must be supervised by a teacher or staff member at all times.
- 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 midribs, 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 only the materials needed for your activity
 - a. Large bags, purses, and backpacks with personal items, including electronic devices, must be stored out of the reach of children.
- Contact your professor with questions about your assignment- do not ask the ECELS teachers or staff.

Students Facilitating a Lesson Plan or Activity

1. After contacting the Lead teacher (see page 2) and discussing the lesson plan, arrive at the agreed-upon time.
2. You will need to bring in all necessary materials and supplies for the activity.
 - a. The Lab School and teachers are not responsible for supplying the materials needed for your activity.
 - b. Some materials may need to be purchased at the student's expense.
 - c. Cooking activities must consider allergies. Remember to review all ingredients with the Lead Teacher.
 - d. The Lead Teacher may alter, adjust, modify, or limit the implementation of your lesson plan at any time.
3. If you think the Lab School might have a material you need (i.e., paintbrushes), get prior approval from the teacher when you call to set up your date and time.
4. Please bring enough materials to accommodate all the children in the classroom.
 - a. Rooms 1- 3: 10-12 children
 - b. Rooms 4, 5, 6, 7, and 8: 16-20 children
 - c. Escondido's Rooms 9 and 10: 16-20 children
5. Plan on setting up the activity without interrupting the teacher or distracting the class.
6. Plan your classroom time appropriately. Here is a suggested implementation schedule: 10 minutes for setup, 20 minutes for implementation, and 10 minutes for cleanup.
7. After facilitating the activity, clean up all of your materials and leave the table or room exactly how you found it.



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Contact Information:

Room	Ages	Lead Teacher	760. 744.1150	Indoor Times	Outdoor Times	Additional Notes
SM 1	12-24 mo.	Karina Gutierrez-Ortiz	Ext. 3476	T-TH 9:30-11:00	T-TH 9:30-11:00	Avoid choking hazards: small pom poms, packaging (i.e., small plastic tags, stickers, staples)
SM 2	24-36 mo.	Shelbi Morales	Ext. 3380	M-F 9:30-11:00	M-F 4:00-5:30	Avoid choking hazards: small pom poms, packaging (i.e., small plastic tags, stickers, staples)
SM 3	24-36 mo.	Carol Adams	Ext. 3381	M-F 9:00-11:30	M-F 4:00-5:30	Avoid choking hazards: small pom poms, packaging (i.e., small plastic tags, stickers, staples)
SM 4	3-5 yr.	Sarah Debaun	Ext. 3379	M-W	M-W	
SM 5	3-5 yr.	Sylvie McCann	Ext. 2576	M-W	M-W	
SM 6	3-5 yr.	Karen Luna	Ext. 3278	M-W	M-W	
SM 7	3-5 yr.	Vianey Vilchis Sanchez	Ext. 2578	M-TH 9:00-11:30	M-TH 1:30-4:00	
ESC 9	2.9-5 yr.	Christina Mendez	Ext. 3332	T, TH, F 10:30-11:20	T, TH, F 9:20-10:15	
ESC 10	2.9-5 yr.	Martha Cortes-Rodriguez	Ext. 3376	T, TH, F 10:30-11:20	T, TH, F 9:20-10:15	

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
- The San Marcos ECELS is located on the northeast side of campus, off the Borden Road entrance, across from student parking 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.
- The 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!)