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

Palomar College ECELS welcomes student observers at both the San Marcos and Escondido locations. Observers should be enrolled in relevant coursework (ex: CHDV, PSYC, NURS, DA, EME, SOC, etc.). Our ECELS is a learning lab for Palomar students, and we thank you for being respectful of our ECELS teachers and staff at all times.

Things to Know Before Observing:
- All student observers must bring a picture ID as well as a copy of the course syllabus for this semester indicating the assignment for which you are visiting the ECELS.
- 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 can show their card instead).
- All students must sign in and sign out at the front office of the ECELS when they enter and exit the site.
- All students must wear provided visitor/observer badges or lanyards at all times while at the ECELS and return them to the office at the time of sign-out.
- **The ECELS is a No Cell Phone Zone**- please do not bring your cell phone into the ECELS or plan to keep it off and in your bag. Absolutely no photography, texting, phone calls, or social media usage is allowed while you are 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 strongly encouraged**.

Group Observations:
- For course assignments where an instructor is sending a group of students to the ECELS, the professor must coordinate with the ECELS admin team at least one week before and provide a roster of expected students with an indication that their Statement of Commitment and Confidentiality has been signed to the ECELS admin team at least one business day before: ecelsadminteam@palomar.edu
- All other observation guidelines must be met by the student (picture ID, sign in/out, wearing badge/lanyard, phone restrictions, etc.)

General Information:
- **You do NOT need to call the San Marcos ECELS to set up an observation, but it is recommended that you call the Escondido ECELS before coming to observe**. You may come any day that the ECELS is open during non-nap hours. There are **limited spaces available** at any given time at both spots for drop-in observers, so don't wait until the last minute to do your observation- you may have to come back another day!
  - San Marcos ECELS: 8:00 am-12:00 pm & 3:00-5:00 pm (lunch 11:30 am, snack 3 pm)
  - Escondido ECELS: 8:00am-11:30am and 1:00pm-4:00pm
- You may not observe in restrooms or during sleeping times.
- 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.
- If you are in the yards or in the presence of children and families, please do NOT interact with the children or families. You may be friendly and let children know you are there doing your homework and redirect them back to their teacher or peers. Please do not speak to families- redirect them 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 areas normally covered by a one-piece swimsuit. No clothing or accessories with offensive graphics or words are allowed.
- Please do not interrupt teachers or staff while they are engaged with children.
- Avoid bringing in large backpacks, open purses, or bags. Bring as little as possible to the ECELS.
- Contact your professor with questions about your assignment- please do not ask the ECELS teachers or staff.
- Follow the CHDV Observation requirements/suggestions in the Student Success Guide.

San Marcos Observation Room:
- 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.

Age Groups and Contact Information:

ROOM	AGES	LEAD TEACHER	CONTACT INFO
SM Room 1	6-18 mo.	Karina Gutierrez-Ortiz	kgutierrezortiz@palomar.edu
SM Room 2	18-36 mo.	Shelbi Morales	smorales@palomar.edu
SM Room 3	2 yr-3.5 yr.	Carol Adams	cadams@palomar.edu
SM Room 4	3-5 yr.	Nahla Yakzan	nyakzan@palomar.edu
SM Room 5	3-5 yr.	Sylvie McCann	smccann1@palomar.edu
SM Room 6	3-5 yr.	Karen Luna	kluna@palomar.edu
SM Room 7	3-5 yr.	Rachel Thompson	rthompson@palomar.edu

ROOM	AGES	LEAD TEACHER	CONTACT INFO
ESC Room 9 PM	3.5-5 yr.	Marta Soto	msoto@palomar.edu
ESC Room 9 AM	3.5-5 yr.	Christina Mendez	cmendez@palomar.edu
ESC Room 10	3.5-5 yr.	Martha Cortes-Rodriguez	mcortesrodriguez@palomar.edu
Coordinator		Tamara Holthaus	tholthaus@palomar.edu
ESC Site Supervisor		Lisa Casas	lcasas@palomar.edu
SM Site Supervisor		Rene Robelin	rrobelin@palomar.edu
SM Site Supervisor		Claribel Zorrilla	czorrilla@palomar.edu

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!)