



## Observing in the UT Early Learning Center - Student Guidelines

- Please have your Student ID ready to present to the Administrative personnel at the front desk.
- The doors at both sites are locked. Please ring the bell for entrance.
- Always sign in with your name, course number, instructor, and date.
- Please avoid observing in pairs or groups in order to keep distractions to a minimum.
- Please respect the privacy of our children, families, and staff by protecting the confidentiality of names. You may overhear the children's names used in the classroom, but we ask that you do not use them in your assignment. Please use an alternate name or find a different way to identify them.
- In order to further respect the privacy of our families, we do not give out information about socioeconomic status, home situation, or anything else of a personal nature.
- Avoid lunch and nap times (12:00 - 2:30). The children are resting, and you will have nothing to observe.
- Use the booths whenever possible; you may follow the classroom outside if they go. If you must observe in a classroom, contact the ELC in advance to determine a good time for in-room observation.
- Follow good booth etiquette. No food or drinks, no loud conversations, no cell phone usage, and avoid turning on the light as the children will then be able to see you through the two-way mirror.
- If you are observing in a classroom, please follow suggestions from the classroom teacher. There will be times when there are too many adults in the classroom and additional observers are not feasible.
- Though it is possible to speak with a teacher, please keep in mind that they may not be able to step away from their class when you want to speak with them.