



## Instructor Guidelines for Observing

Use of the ELC is permitted following the completion and submission of the Use of Labs form, as well as director approval. Please allow for a two week notice prior to your observation start date.

Please include a class roster when submitting your Use of Labs form.

Please respect the privacy of our children, families, and staff by protecting the confidentiality of names. Please ask your students to use an alternate name or find a different way to identify them.

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 there will be nothing for your students to observe.

If your students need to observe in a classroom, please contact the ELC in advance to determine a good time for in-room observation. There will be times when there are too many adults in the classroom, and additional observers are not feasible.

Though it is possible for your students to speak with a teacher, please keep in mind that they may not be able to step away from their class when a student wants to speak with them.