

Observation Code of Conduct – Vivian Olum CDC

Thank you for your interest in observing our programs. While you are here we ask that you do your best to not disrupt the classroom routines by following these guidelines.

1. Check in at the front desk, and sign in and out in our visitor log.
2. Wear a visitor nametag.
3. Follow any directions or suggestions from the teaching staff.
4. You may take paper and pen into the classroom with you for notes, but your bag may be stored at the front desk.
5. Put yourself at child's level. Find a place to sit where you will not be in the way.
6. You may interact with the children if they approach you, and you can identify yourself as a person who is here to see the classroom. Please do not disrupt the current classroom activities or attempt to manage conflict. Ask a staff person to assist the children.
7. You may talk with teachers only if they have time to answer your questions, otherwise you can send an email at a later time to get your questions answered.
8. Cell phones must be put away at all times, and photos are allowed only with special permission. You may never take photos of the children.
9. Please respect the time you have been allotted, and do not overstay your welcome.
10. Any notes or written observations should not refer to children by name.

Name: _____

Course name and number: _____

Date of observation: _____

Time : _____

Classroom: _____

Signature: _____