

Miles Early Childhood Development Center Guidelines for Observers, Researchers, Practicum Students, Interns, and Volunteers

Introduction:

As a preschool and kindergarten demonstration program and research site, the *Miles Early Childhood Development Center* (ECDC) welcomes observers, researchers, practicum students, interns, and volunteers. Because we have hundreds of visitors each year, these guidelines were established to facilitate and manage the process to minimize disruptions and protect the privacy of children, families, and teachers. The ECDC director is available to discuss and help with planning/scheduling of observations, practicum activities, and research projects. The director and master teachers are also available to come to classes as guest speakers. Katherine Houser be reached at (843) 953-5606 or houserkk@cofc.edu. We welcome visitors to ECDC and will try our hardest to meet your needs!

ECDC Visitor Hours: 8:30-11:30AM; 3:00-4:45PM when CofC classes are in session. We do not permit observations during *the first three weeks* of the fall and spring semesters. *No 'walk-in' observations or practicum activities are permitted without prior approval.* The ECDC calendar of events and observation schedule is available on our website: <http://ecdc.cofc.edu>. We encourage you to check it before your visit(s). ECDC reserves the right to cancel/change visitor hours on short notice if needed. Every effort will be made to contact professors supervising observations, researchers, etc. and notice will be posted at entrance about rescheduling of visits.

Procedures:

1. Complete and submit the appropriate *request form* (download from website or pick-up hard copy from ECDC office). Requests may be faxed to (843) 953-5608, emailed to ecdc@cofc.edu, or dropped off. Professors may fill out one form per class (attach a student roster to the form). Please note lead times!
 - a. *Observation Request Form :*
 - i. *Individuals: three business days prior to requested visit*
 - ii. *Class/groups: two weeks prior to requested visit*
 - b. *Research Proposal: Submit to ECDC prior to IRB*
 - c. *Practicum Request Form (two weeks prior to requested start date)*
 - d. *Internship Proposal (one semester prior)*
 - e. *Request to Volunteer (two weeks prior to requested start date)*
2. Building entrance and signing in/out:
 - a. Enter through 91 Wentworth Street door. Ring buzzer and identify yourself and someone will let you in.
 - b. Come directly to the office at the end of the hallway and sign-in on the approved copy of your request in our log book. Show photo identification
 - c. Attach the appropriate visitor badge that must be visible at all times while you are on ECDC premises.
 - d. When finished, sign-out and return identification badge to office.
3. Observers may enter any of the four observation booths:

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- a. Please keep conversation to a minimum and at a low volume; keep door closed at all times (children can see into booth when door is open)
 - b. Volume on audio may be adjusted from the booth for either/both microphones in each classroom
 - c. There is a *2 person limit* for each booth/classroom and no more than *8 observers/practicum students in the center at any one time*.
 - d. NO PHOTOS or VIDEO without express and prior permission from ECDC.
 - e. Laptops may be used in the booths.
 - f. If the child/class you are observing goes outside or to multi-purpose room, return to the office and request an escort to their new location.
4. Researchers are expected to follow the protocol approved for the project exactly (*see special requirements for needed background checks and/or health information for long-term projects that involve direct and/or unsupervised interactions with children*)
 5. Due to state licensing regulations, practicum students and volunteers *may not* engage in unsupervised interactions with children. Pull-out interactions must be supervised by a qualified ECDC staff member or professors who have obtained state background clearances. In-class interactions will be supervised by the classroom lead teacher.
 6. Confidentiality: Observations and class discussions involve real children and families. Professional ethics are of PRIMARY importance. Confidentiality must be maintained at all times. Discussions about children take place in your class ONLY. Do NOT record or use real names or any other identifying information in your notes, discussions, or class presentations (use a pseudonym for the child, and the word, 'teacher' for the staff member). Visitors breaching confidentiality will be asked to leave the building.
 7. Conduct: You do not have to be dressed formally, but dress appropriately – i.e., a well-covered body, neat, and clean. If you are observing or conducting practicum activities inside a classroom, WASH your hands before entering the room. Follow any directions given to you by the classroom teacher, program director, or administrative assistant. In the event of a fire drill or other safety drill, see the evacuation information posted in the observation booth and follow directions.
 8. Please do NOT wear perfume; we have several children and staff with allergies.
 9. Turn off cellphones while in the building.
 10. If you see anything that concerns you, please report to the program director.