

## *Early Childhood Studies Department* *Lab Sign Up Procedures*

### *Kidango/Ohlone Lab Site (Building 19):*

- 1.) Hours of Operation are 7:00 – 6:00, & naptime is 1:00 – 3:00.
- 2.) Meet with the Site Director Mitchell Ha, (510) 656-3328 to fill out required paperwork and bring clear TB test results with you. Skin test results must be within the last 2 years and chest x-ray results within the past 4 years.
- 3.) You must have your clear TB test results on file before you may begin your lab hours.
- 4.) You are required to complete 3.5 hours of lab work each week. Any missed lab hours, due to late TB results, illness, children's school schedules, etc. are your responsibility to make up. The course requires students to complete 54 labs. Students completing less than 42 hours will fail the course.
- 5.) You will arrange your lab hours with the Site Director. You are expected to be there during your lab hours, just as if it were a job. If an emergency arises call the site director and advise him immediately, and make arrangements to make up your hours.
- 6.) You must first log in the visitors log at the front reception desk. Next the Head Teacher MUST initial your start time and finish time in INK. If you should leave the classroom for ANY reason you must let the head teacher know before you leave. The ONLY time you may record on your lab log sheet is the time you are in the classroom or observation room observing! If the Head Teacher doesn't know where you are he/she will NOT initial your out.
- 7.) ALL lab log information MUST be in INK and the times MUST match the visitors log. Photocopies will NOT be accepted. Time recorded in anything other than ink won't be counted. Discrepancies between your lab log sheet and the visitors' log will be considered cheating and you will fail the course!
- 8.) The policy currently is to allow up to three students at a time in each classroom. Schedules are accommodated on a first come first serve basis.
- 9.) If you have ANY questions regarding lab policies first check with Lab Frequently Asked Questions on the website. If your question isn't answered there then ask your instructor, the site director or the head teacher, do not assume you know the answer.

*Procedures for requesting to observe off-site are on the following page.*

**The procedure for requesting to observe outside of the Kidango/Ohlone Lab is as follows:**

- 1.) Submit in writing as to why you cannot observe at the Ohlone/Kidango Lab site.
- 2.) Submit in writing a detailed description of the program's philosophy. (This must be formal literature from the preschool or child development center, i.e. website, parent handbook, brochure, etc.)
- 3.) Submit in writing the site director's approval for you to observe, complete assignments and participate with the children as a volunteer.
- 4.) Meet with the instructor during office hours to submit the paper work and discuss the request.
- 5.) Submission of paper work doesn't guarantee granting of a waiver to observe off-site.

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