

## *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 one to two 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. You must complete a minimum of 18 hours during the term in order to pass the class.
- 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.) 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.

### *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.
- 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.

### *Procedure for observing a child at another site for a child study report.*

- 1) Get written permission from the parent(s) to observe and photograph their child for your child study report.
- 2.) Check with the parents that their child will be attending until term end.

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