

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.) Fill out the required Child Abuse and Criminal Record paperwork and return them along with a copy of your clear TB test results to the Site Director, Mitchell Ha (510) 656-3328. Skin test results must be clear 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 54 hours of lab work evenly distributed over the term. 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 42 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 you 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. The lab sign up for the following is placed each Friday afternoon right outside each observation room. Sign ups are on a first come first serve basis.
- 6.) The policy currently is to allow up to four 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 May.

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