**The Child Development Center at MiraCosta College**

**Guidelines and Procedures for Student Participation Activities at the Center**

Welcome to the Child Development Center! In an effort to make your visit to the Center as positive and effortless as possible, we have the following guidelines. Please follow the procedures below for the type of visit you are requesting. For all visits, it is important for students to understand that the safety and well-being of the children comes first.

While at the Center, all students will be expected to display professional, courteous and ethical behavior at all times. This requires:

* Confidentiality be maintained. Therefore, discussions about children should take place only in class and/or with your professors, not here at the Center or outside the classroom.
* All written materials regarding children must be protected so as not to accidentally or purposefully disclose information about families or children. Use only first names of children, birth month and year.
* Pictures, recordings or use of any electronic devices, including cell phones, are not allowed at the Center. If you need a photo for your assignment, please ask a lead teacher to take it for you. Please note, no photos can include children’s faces.
* If you have any questions, please see someone at the front desk; do not disturb the classroom teachers.

Our Center is a nut free zone; please do not bring any food items that contain nuts into the Center. There is no eating or drinking in the observation booths.

It is important to understand that the Center is a lab school in which students are hired as apprentices to obtain hands on practice working with young children. Apprentices are carefully selected, but it is important to understand they are in the process of learning “best practices” working with young children, and therefore, some of your observations may not reflect best practice at the time you are observing.

We hope you enjoy your experience here and helps you strengthen your understanding of child development.

Child Development Center @ MiraCosta

**Guidelines and Procedures for Student Participation Activities at the Center**

**Learning Plan Presentations:**

* Learning Plan presentations are done by appointment only. All requests need to be submitted at least one week prior to requested presentation day/time. Plan ahead, no last minute presentations will be allowed.
* You can schedule your appointment only after your Learning Plan that has been approved by your professor. It must state on the Learning Plan that it has been approved.
* Preferred method of scheduling your approved Learning Plan is to visit the Center and meet with an Educational Specialist. We request that you schedule a time to meet with the Educational Specialists in advance. They are available at designated times throughout the week. Your instructor will have the schedule. During the meeting, Educational Specialists will review your Learning Plan, make any appropriate suggestions, and schedule a time for you to implement your plan.
* If you cannot meet with an Educational Specialist at any of the times available, you can drop off the approved Learning Plan along with the Scheduling Request form at the front desk of the Center. Someone will contact you to confirm a day and time within 2 business days.
* You can also email your approved Learning Plan along with the Scheduling Request form to Linda Haar at [lhaar@miracosta.edu](mailto:lhaar@miracosta.edu) and she will forward it to an Educational Specialist to review your plan and confirm a time and day for you to present. If you have not heard back from Linda or a teacher within two days, please email Linda again to let her know.
* When emailing your Learning Plan and including your schedule request form, it is important that you provide your contact information and select two different days/times that work best for you. We will try to accommodate your request.
* You must bring a copy of the teacher evaluation form with you when you come to present. Completed teacher evaluations will be available for students to pick up within 24 hours.
* When you arrive on the day/time set aside for you, check in at the front desk, sign in, and get a visitor badge. The front desk person will take you or direct you to the classroom for your presentation. Remember to sign out and leave your badge when you have finished.
* If you cannot make the scheduled appointment time, please call the front desk at 760-795-6656 to cancel. If you cancel, we cannot guarantee you another appointment time.
* You are responsible for bringing all of the materials needed for your project. Food cannot be a part of your activity as a cooking project or materials for an activity.
* If you have any questions prior to your presentation, please call the Center, leave your name and phone number and someone will call you back.
* **ALL STUDENTS MUST CARRY WITH THEM A COPY OF THEIR IMMUNIZATIONS SHOWING A MEASLES, PERTUSSIS, FLU/OR SIGN AN OPT OUT FORM, AND TB CLEARANCE WHEN INTERACTING WITH THE CHILDREN AT THE CENTER.**

**Observations:**

* Appointments are not necessary for an observation. The Center is open 7:30 AM -4:45 PM. Observations can be conducted anytime during these hours, except between 11:45 am to 2:30 pm.
* When you arrive, you need to come to the front desk to sign in either in the notebook or electronically. You will need to know your student ID number.
* After signing in, take an observer badge from the basket, so staff knows that you have checked in.
* Precede to one of the three (3) observation booths. (1) to view toddlers in room 1, (2) to view toddlers in room 2 or preschoolers in room 5, (3) to view preschoolers in rooms 3 or 4. Observers may go into the classroom or outside if needed. But remember, it is important not to disrupt the class.
* Return your observer badge and check out upon completing your observation.

**Staff Interviews:**

* If you need to interview an Educational Specialist (teacher), you need to call the Center in advance to set up a time to meet 760-795-6656. They are available at designated times throughout the week. Your instructor will have the schedule. Teacher interviews will only be done during these times.
* If you need to interview the Director, please call for an appointment: 760-795-6862.
* When you arrive for your appointment, you will need to sign in at the front desk and get a visitor badge. If you sign in electronically, you will need your student ID number. Then ask the person at the front desk to direct you to the person you have scheduled an interview with.

Thank you for choosing the Child Development Center at MiraCosta College.

Revised 01/2018