

SIUE EARLY CHILDHOOD CENTER

Guidelines for Observers, Researchers, and Volunteers

Introduction

As a child care/preschool demonstration program the SIUE Early Childhood Center (ECC) welcomes observers, researchers, 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 ECC director is available to discuss and help with planning/scheduling of observations, and research projects. Rebecca Dabbs MacLean can be reached at (618) 650-2556 or rdabbsk@siue.edu. We welcome visitors to ECC and will try our hardest to meet your needs!

ECC Visitor Hours:

8:30-11:30AM; 3:00-4:45PM when SIUE classes are in session. We do not permit observations during the first three weeks of the fall and spring semesters. No 'walk-in' observations permitted without prior approval. The ECC 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 pickup hard copy from ECC office). Requests may be faxed to (618) 650-2186, mailed, or dropped off. Professors may fill out one form per class (attach a student roster to the form).
 - 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 ECC prior to IRB
 - c. Internship Proposal (one semester prior)
 - d. Request to Volunteer (two weeks prior to requested start date)
2. Building entrance and signing in/out
 - a. Enter through main entrance. Ring buzzer and identify yourself and someone will let you in.
 - b. Come directly to the office and sign-in on the approved copy of your request in our logbook. Show photo identification
 - c. Attach the appropriate visitor badge that must be visible at all times while you are on ECC premises.
 - d. When finished, sign-out and return identification badge to office.
3. Observers may enter any of the five classroom:
 - a. There is a 2-person limit for each classroom and no more than 10 observers students in the center at any one time.
 - b. NO PHOTOS or VIDEO without express and prior permission from ECC.
 - c. Cell phones are not allowed in classrooms. Laptops may be used in the classrooms for note taking.
4. Researchers are expected to follow the protocol for the project exactly as approved by IRB.
5. Due to state licensing regulations volunteers may not engage in unsupervised interactions with children. Pull-out interactions must be supervised by a qualified ECC staff member or professors who have obtained state background clearances. In-class interactions will be supervised by classroom teachers.
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 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 lots of strong perfume; we have several children and staff with allergies.
9. If you see anything that concerns you, please report to the program director.