

Observation Manners

Hours: 9:00 am – 12:00 pm and 2:30 pm – 5:00 pm
(951) 222-8068

Before you come for an observation:

- **Appointments:** You do not need to make an appointment; just come during the hours listed above.
- **Masks:** As an abundance of caution, we are still asking for all observers to mask while they are observing.
- **Hours & Days:** Our hours are listed above. We are open Monday through Friday and we are closed on weekends and legal holidays. We are also closed additional RCC closure dates. It is a good idea for you to call ahead to make sure we are open if you have a far commute.
- **Signing in:** You will sign-in at the front desk. You will sign in on a written list AND on the computer. You will need to know your student ID, class section number, and professor's name. This will serve as proof you were here. You will need to wear the white, visitor sticker that is provided by the front office.
- **Bringing Others with You:** Please do not bring children. There is no waiting area for children who not enrolled in our program. Do not bring friends, relatives, or others who are not enrolled in a class with an observation assignment.
- **Location:** We are located on the outer part of the RCC campus. We are adjacent to the Riverside Community Hospital. We are on the corner of Magnolia Ave., 15th street, and Prospect Ave. If you can see the football field, then you are close to us. This is a link to the RCC map: <https://www.rcc.edu/about/campus-map.html>
- **Parking:** Please park in the student parking lot, which is lot Y. You may not park in lot M, which is the building's parking lot; it is reserved for parents picking up and dropping off the center children only. If you get dropped off or picked up, please have your ride do so outside of the gate for the children's safety.
- **Dress Code:** Please wear preschool appropriate clothing. This means no profanity, no drugs or alcohol symbols, no images of weapons or violence, no hate speech or images of hate, don't be gross or scary. You may be asked to change or come back later. Be sure to wear comfy shoes as you will be standing for the duration of your observation.

While you are here observing:

- **Cell Phones:** We are a cell phone free zone. Please keep your phone on silent. If you need to take a phone call or send a text, please exit the building and do so outside.
- **Confidentiality:** Please do not talk about the children you are observing – this is related to privacy and confidentiality. There is no talking in the hallway. It can be very alarming for parents/families to hear student observers discussing their children. Confidentiality prevents us from answering questions concerning the children.
- **Photos & Video:** You are NOT allowed to take photos or record the children, staff, or families for any reason. This is a violation of our policies and will result in disciplinary action with your professor and the department. The children are very cute but it is incredibly creepy to take photos or video of other people's children.
- **Personal Belongings:** Please bring only what you will need while you observe. We do not have student storage and you must keep your personal belongings on you at all times. You may not

leave your personal belongings in the hallway or on tables unattended. We cannot be held responsible for lost or stolen items. The front office does not provide paper, writing utensils, or clipboards for observers.

- **Keeping the children safe:** If you see a child about to: harm themselves, harm other children, escape the classroom or the playground and/or destroy property, please immediately alert teachers or staff.
- **While the children are inside their classroom:**
 - You may not go inside the classrooms, even if the classroom is empty.
 - You will need to stand at the large observation windows. Please do not watch through the small door windows because they are not one-way.
 - You may turn the knob for the speakers, just make sure to turn it off when you are done. The speakers are not great but you will be able to hear somewhat. None of the observation assignments require you to write every word that is said, so your focus needs to be on what you can see the children & teachers doing.
 - You will need to take handwritten notes; you may not type your notes on a laptop, tablet, or cell phone. If you have a DRC accommodation, please let the front office staff know.
 - Chairs cannot be placed in the hallway; it is against the Fire Code. Please let the front office know if you need an ADA accommodation.
- **While the children are outside on the playground:**
 - You are welcome to observe the preschoolers on their playground. Just make sure to keep a distance of at least ten feet between you and the children.
 - The smaller infant/toddler playground can be observed through the large playground fence (by swing area). You may not be on the infant/toddler playground.
 - Please refrain from sitting at any of the tables and benches; these are part of the children's play space.
 - Please keep in mind that we are very protective of the children's emotional space. We appreciate your efforts to honor this need by not approaching children.
 - If any of the children approach you and ask a question, you may answer them briefly. Please do not engage in prolonged conversations or do not ask the children to perform a specific task or activity even if that is part of your assignment.
 - All of our doors are locked at all times; when you are done with your observation, please ask any of our staff to let you in through the hallway door.

When you are finished with your observation:

- Make sure to turn off the speaker at the window.
- Sign out on BOTH the computer and written sign-in list.
- If you need your handwritten notes stamped, please ask the front office.

Thank you for following our observation manners; we hope you enjoy your visit.

