



Please do NOT come to the school and ask us for a paper copy of this form. We CANNOT provide you with a paper copy of this. It is the observer's responsibility to print these pages and email it to the director.

For any general questions or form questions please contact the school directly. We ask that you DO NOT show up in person to ask questions.

CF&L phone number is 845-574-4561

You can email the director Bryanne Adler at [Bryanne.adler@sunyrockland.edu](mailto:Bryanne.adler@sunyrockland.edu)

We have a lot going on during the day, please be patient with us to get back to you.



## Student Observation Availability

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Are you ok if we text you?    Yes    No

Email: \_\_\_\_\_

Professors name: \_\_\_\_\_

Professors Email: \_\_\_\_\_

**\*\*While every effort is made to accommodate day and time request, we cannot always guarantee we can give those day and or times. If there is a specific date and time not available, you should have a second day and a time slot listed. If two dates and two times are not filled in, we will not be able to schedule till we have a second day and time. \*\***

Please note that infant, toddler, and preschool classrooms are closed to observers during nap time, 1:00-3:00pm daily.

Day 1: \_\_\_\_\_

Day 2: \_\_\_\_\_

Time 1: \_\_\_\_\_

Time 2: \_\_\_\_\_

Age group required for your class: \_\_\_\_\_



## Expectation/Guidelines

Observer= RCC Students

Student= Campus Fun and Learn children.

- Observer's interactions with students and staff should always be professional and respectful.
- CF&L students' confidentiality & right to privacy shall be protected and always respected. Observers are NOT allowed to take pictures of students without staff and parent permission.
- When observers are writing/ documenting anything about the children in the classroom they are NOT allowed to use the child's name (first or last) use initials or for example child A.
- Observers must abide by CFL's dress code: examples: no shorts/ skirts above knees, no ripped jeans, clothing that exposes stomach, explicit graphics on shirts, etc.
- Observers MUST sign in & out on our visitor log when entering the building and when they leave.
- Observers will not be allowed to use their cellphones in the classroom. Please put your cell phone on vibrate while entering the classroom.
- Observers are NOT allowed to wear air pods or any type of headphones in the classroom.

\*\*While observing we ENCOURAGE the observers to interact with the staff and students. We encourage questions to be asked. Students will approach observers and to play, it would be an experience for observers to do so. Interacting and playing with the students will give observers even more insight into the early childhood classrooms. Some observers in the past were hired at CF&L after their observation time was done. \*\*



**PLEASE NOTE:** The Director and teaching staff of Campus Fun & Learn willingly accept the responsibility of welcoming students in training to complete their fieldwork hours in our program. We are proud to offer students the opportunity to experience first-hand our developmentally appropriate practices in action with young children. This handbook has been written as a guide to assist practicum students in understanding the expectations and

After carefully reading this fieldwork handbook, please sign below documenting your understanding of the expectations, procedures, and policies regarding your conduct as an RCC practicum student doing fieldwork hours at CFL.

*I \_\_\_\_\_ have read the CFL Practicum/Fieldwork. My signature indicates that I both understand the expectations and agree to comply with the policies, procedures, and suggestions in this handbook. I understand that if I don't, CF&L has the right to ask me to leave the school. If this happens, I understand further that my professor will be contacted.*

*Student name (print): \_\_\_\_\_*

*Student signature: \_\_\_\_\_*

*Date: \_\_\_\_\_*

**\*\* EMAIL THIS FORM TO THE DIRECTOR of CF&L BRYANNE ADLER AND SOMEONE WILL BE IN TOUCH WITH YOU. THE EMAIL ADDRESS IS BRYANNE.ADLER@SUNYROCKLAND.EDU\*\***