



GUIDELINES FOR SF STATE STUDENT OBSERVERS (*In Observation Rooms*)

- Students *must* check-in and sign-out at the front desk and wear an Observer Badge at all times at the center.
- Cell phones *must* be turned off while in the center.
- Please refrain from chewing gum, eating, or drinking anywhere on school property.
- Your observations at Children's Campus are confidential. It is your professional responsibility, as well as school policy, not to discuss in public the behaviors of children and their parents. Do not use children's real names on any notes or papers –you may use the child's correct birth date if necessary. This information can be obtained from the Front Desk staff after your observation is completed.
- Observations may only be conducted in the Observation Room. If children go outside while you're observing, you may **NOT** follow them outside.

Dismissal for Disruptive Behavior: The Children's Campus Director or Operations Manager has the authority at any time to dismiss any student from observing or participating at the center if, in her/his judgment, the presence of the student is disruptive to the center or inappropriate in any way. The Director will notify the instructor of the course of action taken.