

- When you enter the school, go to the office to **sign the log book** and **get a nametag**. You must wear the nametag at all times during your visit to the school.
- **Turn off your cell phone**. Cell phone use is not permitted in classrooms or labs. If you must make a call while in the office suite, please ask Mrs. Stilinovich for an unobtrusive place to do so.
- **Wait in the office** until Mrs. Stilinovich, or another Children's School staff person, is available to walk you into the classroom. You may leave your belongings in the office.
- Plan to **spend only the specified project time in the assigned classroom space**. Do not wander through the school or interact with children other than those assigned to you. REMEMBER, there may be over one hundred students conducting projects in the Children's School each week, so we depend on each one being as unobtrusive and causing as little disruption as possible.
- When approved in advance, **photographs** may be taken of children who have photo permission. Photos may only be used for project purposes and may never be posted in places where they could be seen by individuals outside the project course. **Audiotaping** is acceptable at any time. **Video recording** may be approved in special circumstances, with the same constraints regarding sharing and posting.
- When you are finished with your session, **return to the office**. When you are ready, ask a staff member to deactivate the alarm before you leave. Otherwise, the alarm will sound when you exit the school.

General Guidelines for Classroom Observation

1. No more than two observers may enter the classroom at a time. (Three can use the kindergarten observation window and eight can use the preschool observation room.)
2. Observers do not join the group time circle or interfere with children's activities. (Please watch from a distance.)
3. Observers do not talk to each other while in the classroom.
4. Observers do not play with classroom materials that are not specifically identified in the project request.

Carnegie Mellon University
Children's School

Project Request Form 2024-2025

Contact Information

Name:

Email:

Phone:

Date of Request:

Project Description:

Number of Students:

Working Individually or in Groups?

Specific Request for Children's School (Which children, doing what, where, when?)

Observation:

Interaction:

Recording (Notes, Audio, Photos, Video?):

Acceptance of Responsibility for Following Written Procedures

I have read the Children's School **2024-25** Policies for Non-Psychology Course Projects and agree to comply with them in full, as well as to keep all personal information encountered during my time at the Children's School confidential. I understand that my failure to comply with policies may result in my exclusion from further project work at the Children's School.

Signature:

Date:

Working With Young Children

General Guidelines for Individual or Small Group Interaction

1. Use your voice as a teaching tool (calm, moderate tones).
2. Use a tone of voice that will help the child feel confident and reassured, not afraid or guilty or ashamed.
3. Speak in a very matter of fact manner and **avoid baby talk with children.**
4. Make an effort to speak in simple sentences but in a regular tone of voice.
5. Make suggestions or state directions in a positive rather than a negative form. Example: "Park your tricycle here." - rather than "No, don't do it that way."
6. Give children a choice only when you intend to leave the situation up to them; do not offer the child a choice when there is no choice. For example: "It's your turn to play this game" instead of "Do you want to play this game?".
7. Redirecting the child is likely to be most effective when it is consistent with the child's own motives or interests.
8. When young children are drawing, it is better to ask "Would you like to tell me something