

Lemberg Children's Center
415 Old South Street (MS044)
Waltham MA 02453
www.brandeis.edu/lemberg

INFORMATION FOR WHEN YOU OBSERVE IN OUR CLASSROOMS:

We are happy to have you observing for a class or for learning more our program and our children. Prior to coming you may find our website helpful for getting background information our methods and children. You can also find brief staff bios with photos to help you recognize us when you come. Please, please read these guidelines.

1. Please do not take photos, or record **a child or children** with any electronic or video device without prior permission. To get this release prior to your visit, contact our director, Howie Baker baker@brandeis.edu. In some circumstances recording a child will require permission from parents.
2. Information gathered during your observation is confidential. Please do not discuss your observations of the children in public spaces where anonymity might be compromised. When writing or speaking about the children observed, please identify them by a pseudonym, such as their first initial or some other made up identifier.
3. Dress casually and neatly. Dress knowing that you will be with young children in a school where paint and clay are frequently used. You may also observe while the children are outside and you should have on clothing that will keep you comfortable for doing this for 45 minutes or more.
4. On the day you are scheduled to observe, please arrive on time. If you will be delayed or unable to attend email Lemberg@brandeis.edu or call our office (781-736-2200) and leave a message.
5. The Lemberg Children's Center's doors are always locked. Our main & only entrance is on Old South Street and it requires a staff member to open the inner door for you. If necessary, in the entry there is a phone with directions to gain access. Please sign-in as a visitor and one of us will bring you to meet the Head Teacher in whose classroom you will start your observing. S/he will show you where to put your coat and bags, as well as help you find an appropriate place from which to observe. S/he will give you an information sheet with classroom demographical information.
6. When we know the goals of your observation, we will show you our observation windows, suggest a place in the classroom to sit apart from activities, or put you with a group, so you maybe a participant observer engaged in activities.
7. During your observing time, the head teachers will be busy with the children, supervising teaching assistants or speaking with parents. They may not be able to speak with you for more than a moment. If you would like to clarify something, please keep this brief. To do an interview one of them, please arrange for this with our office staff, Karen eichen@brandeis.edu or Howard <baker@brandeis.edu> or call 781-736-2200.
8. **During the observation, when a child approaches you and asks who you are and what you are doing, please keep it brief and simple. Tell the child that you are here to learn about their classroom, and you will be writing notes.** If a child asks you to help him/her with something (e.g., tie their shoe, put on a coat, pour their drink), if you can do so without disrupting your observation that's fine, but it is usually best to direct them to their teacher or teaching assistant (TA).

Welcome to the Lemberg Children's Center.