

Child Development Laboratory Observation Information Sheet

	Child Development Lab Building (CDL)	Early Child Development Lab Building (ECDL)
Location	1105 W Nevada, just east of Busey-Evans Residence Halls	1005 W Nevada, between the IGPA bldg and Jimmy Johns
Entrance	North Lobby Entrance off of Nevada	East Lobby Entrance on the Lincoln Avenue side of the building No Access off of Nevada
Operating Hours	Full Day classes: Monday through Friday, 7:30-5:30	Full Day Classes: Monday through Friday, 7:30-5:30
Ages Served	2 -5 year olds	6 week -3 year olds
Observation Galleries & Booths CLOSED	East Gallery CLOSED 12:30-3:00 West Gallery CLOSED 12:30-3:00	12:00-2:30 for Infant & Toddler classes 12:30-3:00 for Two year old classes
Observation Information:	Sign in on the 2 nd floor of the CDL. Staircase to the 2 nd floor is straight ahead of you as you come up the front entrance stairs. There is a door marked STAIRS.	Sign in at the Front Desk
	Use the East Observation Gallery for the Full Day Preschool 1 class (green name & number tags) and Preschool 2 class (purple name & number tags)	Have a photo ID to trade for a set of head phones and get an orange OBSERVER tag to wear.
	Use the West Observation Gallery for Twos 1 (white name and number tags) and Preschool 3 class (pink name and number tags)	Observation Galleries are between 2 classrooms. There are 5 observation booths. (Twos 2 orange name tags, Toddlers & Twos blue name tags; Infants and Toddlers do not wear name tags, refer to the photo displays in the booths)
	The Observation Galleries are quite dark so proceed carefully. You will go down 3 steps and walk across above the lavatory areas then go through a second door to be above the classrooms. Be very quiet as the only thing separating you from the classrooms below is screening. If you lean too close to the screen you can be seen from the classroom floor.	Plug your head phones in on the side you want to observe and use the diagram to select an area to listen to. One way glass separates you from the classrooms. The first observation booth on the right as you leave the lobby area is designed for observers in wheel chairs.
	Playground observations are done from OUTSIDE the fences.	
	Talking with the children or teaching staff over the fence is not allowed.	
	For your reference, Sibling Lists are posted in each Observation Gallery/Booth – DO NOT REMOVE THEM.	
	Food & Drink are not allowed in the Observation Galleries & Booths.	
	Observers are not allowed on the classroom floors unless they have scheduled time with the Associate Director ahead of time.	
	Taking pictures or videos is NOT allowed without prior request and the written consent of the program and the parents.	
	If you have questions about our procedures or something you need to know about the children or the program, please see the Program Coordinator in Room 115 or call the CDL desk at 333-2550.	If you have questions about our procedures or something you need to know about the children or the program, please ask someone at the Front Desk.