

Child Development Laboratory: Observation Policies for 2021-2022

Please note that policies listed below apply to ALL observations – this includes observations in the booth and outside You must sign into the building before conducting ANY observations.

Procedures for Entering Buildings:

- A mask must be worn at all times in the CDL and ECDL buildings
 - Regardless of any changes to the University's current mandates, a mask is required in these two buildings for the Spring 2022 semester
- Building access must be verified using the Illinois App upon entry of either building
- You will have your temperature taken by our Public Relations Representative -you must document this next to your name when signing in
- Please sanitize hands upon entry
- You will be required to bring your University of Illinois I-Card and leave it at the entrance of each building with our Public Relations Representative. You will retrieve it upon your exit of the building
- Please sign in and out each time you are in the buildings
 - This will include Name, Course Information, Student's Contact Information, Time of Entry, Time of Exit, Temperature reading, and Booth you were in during these times.
- You may only enter observation booths that have not reached capacity limits (see below)
- Per guidelines from the Illinois Department of Children and Family Services (DCFS), licensed early care and education programs such as the CDL are required to conduct health screenings for all individuals coming into our facilities, and to record this information, along with names, times, contact information, etc. This information is then submitted to DCFS representatives.

Capacity Limits:

- Due to spacing constraints, there are capacity limits for each observation booth:
 - In the ECDL building, there are 5 observation booths, and each booth will allow a maximum of 4 observers at a time
 - In the CDL building, there are 2 observation booths, and each booth will allow a maximum of 7 observers at a time
- Please check the outside door regarding open space in each booth.
 - Please move over the tag that says "occupied" upon entering the booth
 - Please remember to move the tag back over once you leave

Observation Booths:

- Please be respectful of everyone in the observation booths, especially in regards to space
- Keep masks on at all times

- Please bring your own headphones to plug into the audio jacks at the ECDL building to hear audio from the classrooms (this is not needed at the CDL building). You are ONLY permitted to use the individual audio jacks, and should never use the overhead speaker.
- Wipe down your space with a provided alcohol wipe when you leave
- No eating or drinking,
- Do not sit on the counters.
- Please limit talking – especially in the CDL building observation booths as you are only separated by a mesh screen and can be heard in the classrooms below
- Children’s information will be posted inside each booth to assist you with observations. This includes name, participant ID, birthdate, photo if in an Infant or Toddler classroom, number of semesters enrolled in the CDL program, and information regarding siblings
- Outside observations:
 - Observations may take place when children are outside on the playgrounds during times listed below.
 - You must sign in and out inside the appropriate building to note that observations are taking place.
 - Please exit the buildings, and do not leave any belongings inside the observations booths/buildings.
 - Please observe children from outside the fences, providing space between you and the fence
 - Do not congregate as a group, keep space between you and other observers
 - You should not be engaging with the children or CDL staff

Observation Times:

- Booths will only be open for Observations during:
 - 9:30am-12:30pm
 - 3-4pm
 - Monday-Friday during days that CDL is open ([Check Calendar](#))
 - These times also apply to outdoor observations
- Do not enter the building before these times.
- Please ensure you have completed your observations, and have exited the buildings by these times (including picking up your I-Card and signing out)
- Please plan accordingly – There is not an option to schedule observation times, and thus, there is the potential that there will not be any open observation booths to observe from when you arrive. If this occurs:
 - You may wait outside the building or return at a different time/day
 - You may NOT wait in the lobby area of the buildings

Classroom/Building/Booth Information:

Please note, that the CDL program is located in two separate buildings

- CDL Building – Serves our older children
 - Address – 1105 W. Nevada St. Urbana, IL 61801
 - 4 classrooms, 2 larger booths
 - Preschool 1, Preschool 2, and Preschool 3 – Children are between the ages of 3-5 years old
 - Twos/Preschool – This is a mix of our older two-year olds and younger preschool children
- ECDL Building – Serves our younger children
 - Address – 1005 W. Nevada St., Urbana, IL 61801
 - 8 classrooms, 5 smaller booths
 - Infant 1, Infant 2, and Infant 3 – Children are 6 weeks to 12 months of age
 - Infant/Toddler – Children are older infants and our younger toddler children
 - Toddler 1 and Toddler 2 – Children are 12 to 24 months
 - Toddlers & Twos – A mix of our older toddlers and younger two-year old children
 - Twos 2 – Children are between 2-3 years old
- Observation Tag Colors – Children in our six oldest classrooms will be wearing two tags throughout the day. One tag will have their name on it, and the other tag will have their unique number on it. These tags are different colors based on the classroom they are in:
 - Toddlers & Twos - Orange
 - Twos 2 – Dark Green
 - Twos/Preschool – Purple
 - Preschool 1 – Yellow
 - Preschool 2 – Light Green
 - Preschool 3 - Pink
- Ages are based on the start of the school year (as of September 1st). Children stay in the same classroom until the next school year (the following August) and do not “age-up”

Exiting the Building:

- Please exit the building the same way you entered
- Remember to sign out, AND complete which booth(s) you were observing in on the sign-in sheet
- Remember to pick up your I-Card from our Public Relations Representative

Please remember you may be turned away or asked to leave:

- If you are not wearing a mask or do not follow this CDL policy at any point while you are in the buildings
- If you do not have verified building access
- If your temperature reads higher than 100.4°

- Not following observation booths rules (e.g., capacity limits, eating/drinking, being too loud)