

Consent for Observation/Participation Form
The University of Memphis
Head Start Centers of Learning

Lipman Site
3771 Poplar Ave
Memphis, TN 38111

True Light
4635 Stage Rd
Memphis, TN 38128

I understand that by signing the document below, I am agreeing to follow these guidelines at the Head Start Centers of Learning. I further agree to adhere to the guidelines when reporting my observations in a paper, project for class assignments or my Professional Development Plan.

1. Sign in and out your name in the Visitor's log locate in the classroom by the entrance.
2. If you are a University of Memphis student observer please provide the Teacher or the Training Coordinator or Associate with the syllabus of your course.
3. As you arrive at the Lipman center you can either park at the center's parking lot or at the Student Parking located next to it, if you have a parking permit. Parking is allowed at the True Light center's parking lot.
4. We reserve the right to limit the number of the observers for the assigned time.
5. The number of observers will be determined by the classroom Teachers and the Professional Development Team.
6. Observers are not allowed into any other classrooms located at the Lipman or True Light center.
7. No food, beverages are allowed in the classrooms. Cell phones must be turned off or in silent mode.
8. Photographs or video recording is not allowed in any of the premises.
9. Purses or backpacks are not to be brought in the classroom.
10. Do not carry any medications or pills the day of your observation.
11. Once in the program you must check in with the Teacher. Inform her/him of time you'll be spending in the classroom and provide your photo I.D.
12. You must obtain the Teacher's permission to continue. Teachers do reserve the right to deny access if your presence at that particular time would interfere with operation of her/his program. You may make arrangements for a return visit with the Training Coordinator or Associate.
13. Position yourself at the area assigned to you by the Teacher.
14. Because the Head Start Centers of Learning have the primary responsibility to educate and nurture children, it is important that observers do not interfere with classroom functioning.
15. Do not engage in conversation with other observers about the program, the staff or the children you are observing. Staff, children or parents may overhear your comments, positive or negative.
16. Children should participate naturally in their program. Ideally, they should not be aware that you are observing them.
17. When recording observations, do not use children's real names. Use initials or a fictitious name.
18. If you observe outdoors, observers should station themselves around the perimeter of the environment, as unobtrusively as possible. You may move around the perimeter to get a better vantage point during observation.
19. You may acknowledge children if they approach you, but do not otherwise take part in what is going on unless participation is part of your experience. If the children want to know what you are doing, you may let them know that you are working, watching them play, etc.
20. Understand that all personal information about children and their families is confidential.

Center's name, Observer's name/
Course #, Participant's Name and
Instructor's name

Signature

Training Coordinator or
Training Associate's Signature

Date