

**UWG Pre-Kindergarten**  
**Guidelines for UWG Student Participation 2014-15**  
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UWG student participation in our program is essential to the quality of our program and we appreciate your work. You help make our program unique!

**Please note the following requirements:**

Course instructors will call the director to set up observation/participation opportunities. You must schedule observation times using the approved Google Doc. The link will be provided by your instructor. No drop-in observations are permitted for UWG students—and no additional observation times will be made available outside of the availability given on the Google Doc. Students are required to review and sign a confidentiality agreement to protect the identities of our children and families. **NO NAMES ARE TO BE USED IN WRITTEN ASSIGNMENTS.**

Please be on time and do not cancel. We have a limited number of slots to share among the entire university. Should you miss your appointment, you may need to find other community facilities willing to accommodate your needs. If you need to cancel, please demonstrate professionalism by calling the Pre-K. Teachers are planning for your presence and need as much time as possible to modify these plans.

Please sign in and out in the reception area and be prepared to show ID. UWG students are asked to wear the provided nametag identifying them as a student.

**\*\*Please dress in a professional manner. Jeans are permitted only on Fridays and must be clean and free of holes. No shorts are permitted. No visible body piercings other than earrings, no visible undergarments, and all stomach areas must be covered. You may be asked to reschedule if you do not adhere to the dress code.\*\***

Please bring the specifics of your assigned tasks. Pre-K personnel will not be able to answer questions about your assignments, nor do we have materials available for your use. If you are working in the Observation Room, please remain quiet. **No cell phone usage or picture-taking is allowed.** Do not interfere with the children's activities at any time. Please address any concerns with the Director.

Intro to Education students are not allowed to interact with the children and must complete their observations in the observation rooms or outside of the fenced outdoor play areas. **If the children go to the playground during your observation time, you will be required to follow the class outside. Please be prepared to complete the observation outside.**

**If your assigned task requires that you interact with students (i.e. Music Education, Art Education or Blocks 1-4),** you will be expected to participate in the classroom as an extra set of hands when you are not completing your assigned task. Observation in Pre-K is done while working in the classroom unless you are completing an assigned task in the Observation Room. Dress professionally, following the dress code, and be aware that you may be sitting on the floor and participating in activities such as painting and outside play. If you plan to stay all day, please bring your lunch. Lunch is eaten with the Pre-K children. You will not have time to leave and purchase lunch.

No community service, court ordered or otherwise, will be completed here at the UWG Pre-K.