

## CONTACTING A POTENTIAL SITE VISIT PROGRAM

Once you have identified a program that meets the criteria for the Site Visit Project, you should follow the steps bellow:

1. Contact the director of the program by phone or in-person.
  - Remember, the director is not always the person who answers the phone.
  
2. **Introduce** yourself as a:
  - BMCC student.
  - Studying early childhood education.
  
3. **Explain:**
  - You would like to observe in a classroom:
    - 1-hour
    - The age group you want to observe:
      - Infants/ toddlers
      - Preschool age or
      - Young school age children
  - You will be observing the:
    - Environment
    - Staff
    - Children
  - You will keep information private and confidential.
  
4. **Ask:**
  - Can you observe in the program?
  - What date and time can you observe?
    - This depends on your schedule. What dates and times are you available?
    - Suggest a few dates & times you are available.
  - What's the best way to contact the director?
    - Email, texts, calls, etc.?
    - Write down the contact info