GUIDELINES FOR DOING RESEARCH, RECORDING OR OBSERVATION

We appreciate your interest in doing research here. These guidelines explain our procedures and requirements. These procedures are simple to accomplish and should provide a minimum of effort for you to get started working with our community.

Lemberg Children’s Center is a separate, not-for-profit educational corporation located at Brandeis University in Lemberg Hall. It provides full time day care five days a week for approximately 38 children ages 2 – 7 years. Drawn from all sectors of the Brandeis community and from Waltham and neighboring towns, our children’s families have diverse social and ethnic backgrounds. It is the objective of the Center’s staff to provide educational programs and a supportive atmosphere for encouraging each child’s social, physical, and intellectual development and for fostering his or her growing self-awareness and independence [See www.brandeis.edu/lemberg for details].

Research conducted at the Center is of three types:

1) Projects designed to advance current knowledge in the fields of developmental psychology, child and family public policy and early childhood education (usually initiated by Brandeis graduate students or faculty members)
2) Projects conducted by students that engage the children or their parents as subjects but primarily serve to provide the student with research experience.
3) Observation by students of the children or staff during activities.

The parents and staff of Lemberg feel that study of children is important and can have direct or indirect benefits for our program. We entertain a limited number of research proposals each year that involve either the neutral observation of children at their regular activities or the presentation of age-appropriate tasks that encourage the children to express themselves as individuals and feel good about themselves. Inappropriate for research at Lemberg are experimental designs that include activities which may promote anxiety or competition among the children, or which are insensitive to the children’s diverse family backgrounds. All applicants must be able to guarantee the anonymity of their subjects in reports on their research. Photographs and videotapes require parental consent.
REQUIREMENTS FOR OBSERVERS AND INVESTIGATORS:

- **When doing Observation**
  To ensure that no more than four people are observing at any time, the researcher or his/her supervisor (usually the class instructor) must make arrangements with the Center Director and the cooperating Head Teacher. You may contact us at lemberg@brandeis.edu or call 781-736-2200 and ask for our director.

- **Since our guidelines state:** “All applicants must be able to guarantee the anonymity of their subjects in reports on their research. Photographs and videotapes require parental consent.”

- **Those doing observations must write a note which guarantees that:**
  - The observer guarantees the anonymity of the children & teachers observed in any written material, including information shared with a class or professor.
  - The observer guarantees that s/he will not photograph, videotape or tape record while observing.

- **When engaging in a research project other than an observation study, previous experience with our children is required.**
  Studies where the researcher interviews children require each investigator to work some with our children and reading our *Program Philosophy and Classroom Management Orientation Guide* available at www.brandeis.edu/lemberg see for Employees Orientation. To ensure that the children are at ease with the investigator and that the researcher is sensitive to the children’s needs, approximately 20 hours of work as a teaching assistant is required before the child interviews may begin. Arrangement for this work experience is made with the Director and usually is scheduled in shifts for 10 hours per week over two weeks.

- **Approval Process for Observations**
  Submit a written request to the Director of the Lemberg Children’s Center by mail, fax or email lemberg@brandeis.edu

- **Approval Process for Interviews with Children, Staff or Parents**
  When doing a research study that involves interviews, the Center requires approval by a university committee on the use of human subjects and by the Lemberg Research Review Committee. A description of the proposed research, which highlights any risks for the subjects and safeguards for the subjects’ rights, requires submission to the Director of Sponsored Programs at Brandeis University MS116 or a similar human subjects approval authority. The original plus one copy of this project description must be submitted along with the Lemberg Research Application Form (found at the end of this document) to the
Lemberg Research Review Committee. Researchers whose projects entail the children’s participation in specially designed activities or interviews must also provide the committee with detailed information about the experimental situation, including examples of any materials or questionnaires to be used in the research. After reviewing these materials, a committee member will meet with each applicant to discuss aspects of the research design. When submitting your proposal, allow at least one week for project review and a decision.

- **Guidelines for conducting research.**
  Individual or group sessions with the children occur during times approved by the Director or child’s head teacher. This way the children do not miss activities nor have their daily routine disrupted. The Director works with you to arrange your daily or weekly schedule for the period of time when the research occurs. When a child is to leave the center or leave a head teacher’s care, the child’s head teacher transitions the investigator and the child. The investigator and the Lemberg Center staff will honor a child who resists participation in the study or wishes to end participation before completing the interview. No single interview should last for longer than 45 minutes. Lemberg Staff members will check on the child from time to time to see that the child participant is content and adequately supervised during each session.

- **Feedback to parents and staff**
  Upon completion of the study, the researcher submits a written report on its findings to the director, who will make copies available to participating families. A time for the researcher to make a brief oral presentation at a parents’ or board of directors’ meeting may be arranged. The investigator should provide one copy of any publication resulting in part from research conducted at Lemberg Children’s Center. This document will become part of the Center’s library.

SEE ATTACHMENTS.
SAMPLE PARTICIPATION REQUEST AND CONSENT FORM #1

Dear Parents,

I am a _______________ student in the ___________________ at Brandeis University working under the guidance of _________________. I am writing to tell you about a research project, which I will be conducting at the Lemberg Children’s Center and to ask your permission for your child to participate in this project. The dates for my research will be ___________________________.

(Goals of your research) SAMPLE [My research will examine children’s ability to discriminate among adults on the basis of their physical appearance, as well as children’s assumptions about the behavior of individuals who vary in physical appearance (for example, hair color, height, or weight). This research follows up my Master’s degree study, which examined college students’ ability to discriminate among individuals on the basis of their appearance and their tendency to attribute behavioral qualities on the basis of appearance. I want to extend my earlier work to young children as I feel it is very important to understand the developmental sequence of a person’s perception.]

I have enclosed a detailed description of the experimental procedure, which I plan to utilize in my study. If you have any questions, comments, or criticisms, I will be happy to speak with you at your convenience. Please complete the attached consent form and return it to envelope on the bulletin board in the lobby.

Thank you for your consideration.

Sincerely,

[Your name.]

Contact information

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I have read a description of the research project being conducted by ___(name)_______, on ___(date)_______ at the Lemberg Children's Center and I GRANT PERMISSION for my child to participate only if s/he indicates a willingness to do so at the time of testing and may end his/her participation at any time during the study. In addition, I understand that anonymity and confidentiality are insured.

Date: ____________________
Signature of parent or Guardian: ____________________
Name of Child(ren): ____________________________

I DO NOT GRANT PERMISSION for my child to participate in the study being conducted by ___(name)_______ in ___(date)_______ at the Lemberg Children's Center.

Date: _____________________
Signature of Parent or Guardian: _____________________
Name of Child(ren): ____________________________

Omega\Research\ Guidelines for research.doc
2/7/07
LEMBERG CHILDREN'S CENTER
APPLICATION FOR DOING RESEARCH

Name_______________________________      Date_______________________
Affiliation___________________________       Phone_________________  E-Mail ______________

1. Purpose of Filming/Research:
   Undergraduate Requirement _____,  Graduate Requirement_____  Professional Interest_____

2. Brief Description of Study:

3. Is there any funding provided for the study?
   Yes_____ Source________
   No____
   Amt. for subject payment

4. Approved by human subjects committee?  Yes____ Date_____________ Where? ______________
   No____Date to be submitted_____________

5. Requested dates for collecting data at Lemberg_______________________
6. Requirements for subjects: (Observation, individual or group testing, questionnaires to parents, etc.)

7. Amount of time required per subject_______________________

8. Number of subjects needed________

9. Characteristics of subjects (ages, gender, home language spoken, race, etc.)

10. Will you need accommodations?  (Assistance from Teachers with children, to take a child to an
    alternative site, to use a space at the center?  Other. )

11. Expected date of feedback to Center _________________________

Approved ___________________________-Director
_______________________________-Parent Representative
SAMPLE PARTICIPATION REQUEST AND CONSENT FORM  #2
[YOUR LETTER HEAD]

Dear Parent:

Howie Baker has given approval for me to film children at the Center. I would like to record interviews with your child for a new show on Brandeis TV. I hope that you will give permission for your child to participate. Our crew will be videotaping on a single day between November 4 and 12.

Our interviewer, Andrew Slack, worked as a TA during 1998-99 school year. His goal with this filming is to compile a piece in keeping with the spirit of the popular Bill Cosby show, “Kids Say the Darkest Things.” Andrew will be engaged at story and activity time.

A copy of the script to be used is available in the classroom for you to review. Please complete the attached consent form and return it to your child’s head teacher by November 4. I can also be reached to answer your questions at spaceboy@brandeis.edu or phone: ________________.

Thank you for your consideration.

Sincerely,

Scott Josephson.
Producer for Brandeis TV.

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Consent Form.

I have read a description of the filming being conducted by Brandeis TV between November 4 and 12 at the Lemberg Children’s Center.

I (please circle) **GRANT / DO NOT GRANT** permission for my child to participate but only if s/he indicates a willingness to do so at the time of filming and may end his/her participation at any time during the filming. In addition, I understand that this filming is for use on Brandeis TV only and will not be used without my additional approval for other public viewing or sale.

Date: ___________________ Parent Name: ____________________________

Name of Child(ren): __________________________________________

Signature of Parent or Guardian: __________________________
Lemberg Children's Center, Inc.
APPLICATION FOR RECORDING

Name________________________ Date__________________
Affiliation_____________________ Phone___________________ E-mail _____________________

1. Purpose of Recording: ______________________________
2. Brief Description of Purpose: (a copy of the full proposal should be enclosed)

3. Is there any funding provided for the production/recording?
   No______ Yes_____ Source________
   Amt. for subject payment_____________________

4. Requested dates for recording at the Center_______________________
5. Description of planned activities:

6. Amount of time required per subject/group_____________________
7. Number of subjects needed_______ Characteristics of subjects (ages, gender, home language spoken, race, etc.)

8. Special requirements: (cooperation of a staff member, change of daily routine, need to leave Center, etc.)

9. Expected date of delivery of a review copy of the recording__________________

Approved ___________________________ -Director
_______________________________ -Parent Representative
## Observation Sign-up Chart for the Lemberg Children's Center

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