**Classroom: Supervisor: Date: Time:**

**Process:** You will use this tool to support and develop intentional observations in classrooms. These visits must be unannounced and conducted when children are present. They should occur over the course of the time children are present. Be prepared to stay for the observation throughout the class time. Part Year programs observations (and next steps) are completed (minimum) 2 times per year: By November 30 and March 30. Full year program observations (and next steps) are completed 3 times a year: November 30, March 30 and June 30. You will finalize your next steps with your supervisor and determine the three things to prioritize addressing with staff. Your meeting with staff should occur in person and be completed within 2 weeks of the visit.

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| **Prepare for your visit:** Prior to completing these observations, spend some time gathering some information and review the tool that you could use as part of your observations.  |
| **Connect with Coach*** What are they currently working on with this site and staff?
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| **Connect with Managers (Education, Health, Family, Mental Health*** Determine recent needs identified
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| **Documentation:** Look at recent documentation in Child Plus, ELMS, health and safety checklists* What items in the classroom class could you observe that might fill in a documentation gap OR be able to see in the environment?
* Data to review: current enrollment, class attendance, number of children with attendance under 70% (reasons), staff attendance, IFSP/IEP-how many and for what, how many social emotional care plans, goals of staff, what other languages are spoken by children.
* What are the cultures and languages in the community?
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| Other: |  |
| **Learning Space** |
| **Environment*** Space boundaries created, sometimes using furniture
* Office space is clear of clutter, safe and not impeding child areas
* Postings and displays are up-to-date.
* Reflects language and home culture of children enrolled.
* Images and artwork reflects current children and families.
 | What I notice: What I need to learn more about: |
| **Schedule*** Schedule is posted visibly for children and adults and followed during your observation.
* If shift in schedule occurs it is evident why the shift occurs.
 | What I notice: What I need to learn more about: |
| **Routine*** Transition times are planned and organized and children have limited waiting periods.
* It is evident that children know what to expect in the routine.
* Minimal transitions occur.
* Adult directed planned routines/activities based on posted curriculum are implemented.
* Teachers talk to children in gentle, kind ways to support children transitioning.
 | What I notice: What I need to learn more about: |
| **Inviting and comfortable*** Classroom expectations posted. \*
* Classroom is organized, no clutter, supports development and learning
* All children are engaged in activities and evidence of engagement by staff if a child needs support.
 | What I notice: What I need to learn more about: |
| **Materials*** Materials are in good repair
* Staff provide additional materials if needed.
* Children are engaged with the materials.
 | What I notice: What I need to learn more about: |

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| **Communication**Positive child guidance promotes child development. Staff regularly engage in supportive conversations with children, peers and  |
| **Adult-Child Interactions*** Adult speaks in a warm tone of voice
* Adult shows emotional warmth: shows enjoyment, fondness or other positive emotions about child and directed to child. This includes verbal but emphasis on nonverbal
* Individualized responses to children occur.
* Adult guidance to child is appropriate: move to child, sit with children, not standing above children, positive language
* Staff effectively engages with DLL children to support home language as well as English acquisition.
 | What I notice: What I need to learn more about: |
| **Staff-Staff Interactions*** Adult conversations are focused on the children and/or the environment.
* Staff support each other in moving around the classroom to maintain active supervision and child engagement.
 | What I notice: What I need to learn more about: |

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| **Meal Times**Mealtime supports child development, learning and growth. Transitions before and after meals should feel safe, comfortable and slow. Children should not be waiting at the table to be served.  |
| **Child Led*** Children express hunger or thirst and needs are met by staff in a timely manner.
* Support child’s food choice
* Water is available for children to access on their own (cups/pitcher or other ideas)
* Children encouraged to listen to their hunger and fullness cues
* Individualized support-different serving, eating utensils, food picture cards etc.
 | What I notice: What I need to learn more about: |
| **Interactions*** Staff are initiating conversations with the children.
* Staff encourage children to serve themselves, dump their dishes, support clean up etc.
* Encourage tasting of foods occurs
* Children’s food intake and/or portions are noted positively.
 | What I notice: What I need to learn more about: |
| **Environment*** Tables are cleaned before and after using procedure
* Evidence of health alert needs identified
* Handwashing before and after eating
* Safe food handling practices
* Teachers will be seated, welcoming and encouraging children to eat. Food will be on the table at all meals.
 | What I notice: What I need to learn more about: |
| **Engagement** |
| **Staff-Family*** Staff takes time to greet all families on arrival
* Inquires with family about routine at home prior to arrival
* Staff take time at pick up to share positive things with families
 | What I notice: What I need to learn more about: |
| **Staff-Child*** Frequent conversations, use of open ended questions
* Flexibility and child focused
 | What I notice: What I need to learn more about: |

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| **Supervisor Next Steps and Reflections on Observations** **Choose three things of highest priority to address with the team in the summary below.** |
| Follow up items and timeline:*How will you prioritize?**What do you need to see again? Example: meal time, transition outside etc.*  | Who do I need to talk to in order to support my understanding and/or follow up? | What do I need from others? What are you curious about?  |
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**Please share this summary with the classroom team.**

**Classroom: Date: Time:**

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| **Highlights of the observation:** |
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| **Here is what I noticed** | **Next steps as a team** | **Person responsible**  | **Due date** |
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