

Family Resource Agency of North Georgia
 Head Start/Early Head Start/Pre-K Program
 Classroom Observation Form

Staff: _____

Center: _____

Observed By: _____

- Category Ratings: (A rating of at least "3" is expected.)
 5 = Outstanding (exceeds requirements to the highest level)
 4 = Above Standards (exceeds requirements)
 3 = Meets Standards (meets requirements)
 2 = Needs Improvement (marginal)
 1 = Unsatisfactory (does not meet requirement)
 N/O = Not Observed (did not see during observation)

		Date	Date	Date	Date
1	Develop Daily Lesson Plans and Enrichment Activities Which are Developmentally Appropriate.				
	Encourages children to communicate.				
	Child-initiated activities are predominant.				
	Keeps attention on classroom duties.				
	Avoids the role of referee/allows children to solve their own problems, when appropriate.				
	Makes use of resources (people, facilities, supplies, trainings).				
	Maintains good balance of loud/quiet, large/small and free play/structured activities.				
	Utilize assessment spreadsheet in individualizing goals for each child.				
	Children are observed using multisensory activities (children are not observed using dittos).				
	Children are observed utilizing the computer center appropriately.				
	Lesson plans are posted and followed in all areas (Second Step, IMIL).				
	Changes to environment are reflected on lesson plans.				
	Additional materials are taken outside daily and outside activities are followed according to lesson plans.				

Comments:

Date	Date	Date	Date

2 Relates Positively To Children, Families, and Staff.				
Interacts continuously/communicates frequently with children, including meals/feeding/diapering.				
Handles discipline situations appropriately.				
Limits are established/reinforced consistently and effectively as is age appropriate.				
Room reflects cultural diversity (posters, pictures, books, dolls).				
Uses positive behavior management techniques as is age appropriate (i.e., re-direction, etc.). Avoids use of "Time Out" (only as last resort).				
Noise level/voice tones are appropriate.				
Encourages children to make choices.				
Facial expression and body language comforting/makes eye contact frequently with children.				
Staff is interacting with children on the playground.				
Remains impartial in dealing with children/avoids comparisons of children.				
Helps children increase awareness of themselves and each other as important persons.				
Establishes positive classroom rules and a daily routine in which children feel secure and know what is expected of them (rules are posted).				
Uses positive guidance techniques and supports individual strengths and weaknesses.				
Eats with children in a relaxed atmosphere (eating same food prepared for children) providing a good role model.				
Teaching staff is observed asking open ended questions.				
Maintains professional attitude even in the midst of conflict and problems.				
Is open to and accepting of direction, correction, etc. without becoming defensive.				

Comments:

Date	Date	Date	Date

3 Organizes classroom effectively to create an environment which enhances the growth and development of children.				
Uses classroom arrangements/equipment to support instruction and smooth transitions.				
Shelves, centers, etc., labeled legibly, correctly spelled and in Spanish where appropriate.				
Class schedule and emergency information are posted as required.				
Classroom, storage closets, cabinets, etc., are kept orderly and clean (file cabinets locked).				
Completes paperwork accurately and on time including all daily paperwork, children's files, agency documentation, etc.				
Provides ongoing supervision and training to Assistant Teacher, subs, and volunteers.				
Children's art work <u>predominantly</u> displayed in the classroom.				
Classroom is active but controlled (no unsafe or harmful behavior).				
Children respect property and classroom equipment/supplies are in good condition.				
Waiting time is kept to minimum.				
Classroom is divided into appropriate learning centers, labeled clearly, and noisy centers are arranged away from quiet centers.				
Individual cubbies are labeled with each child's name and picture.				
Daily schedule is posted and followed in a timely manner with required activities listed.				
Children's sign in/out sheet is documented and up to date.				
Maintains organized confidential records on each child in a locked file (files are kept current and up to date).				

Comments:

					Date	Date	Date	Date
4	Conducts all duties in such a manner as to protect the Health and Safety of the children.							
	Carefully supervises children at all times, especially during transitions, on playground, etc.							
	Intervenes in situations where a child's health or safety is at risk.							
	Remains alert to total group (even when working with a small group).							
	Assures a safe environment at all times (indoors and outdoors); checks playground before children enter.							
	Knows and or follows agency procedures for handling/reporting accidents and blood borne pathogens.							
	Knows procedures and/or assures that medications are kept in assigned, locked area at all times and administered properly.							
	Provides and arranges for close supervision of children at all times (indoors, outside, and on bus).							
	Promote effective dental hygiene among children in conjunction with meals.							
	Toothbrushes and holder are labeled with child's name.							
	Toothbrushes and net are clean and in good working condition.							
	Completes health check daily, at time of children's arrival.							
	Teaching staff, children, subs, and volunteers wash hands at appropriate times following Hand Washing Procedures #1074.							
	All cleaning and office supplies are stored out of the reach of children.							
	Teaching staff is observed counting children and supervising them adequately.							
	All children are supervised to the bathroom by a member of the Head Start Staff.							
	Children's medication is stored appropriately in medication locked boxes and properly labeled.							
	First Aid Kit is utilized when children are taken out of the classroom (playground, cafeteria, fieldtrip, etc.) and is available, accessible to staff and out of the reach of children.							
	Toys, materials, and furniture are safe, durable, and kept in good condition (materials free of sharp edges and loose pieces, balloons and/or plastic bags not used, no choking hazards).							
	Restroom facilities are clean, in good repair, and easily reached by children.							
	Trash is stored and disposed of in a safe, sanitary manner (covered lids).							
	An absence of highly flammable furnishings, decorations, or materials that emit toxic fumes.							

		Date	Date	Date	Date
	Electrical plugs accessible to children are covered.				
	The heating/cooling system is insulated to protect children and staff from potential burns (look at pipes and/or radiators where applicable).				
	Room temperature is appropriate.				
	Rooms are well lit (interior lights are working).				
	Exits and evacuation routes are clearly marked.				
	Emergency lighting is available (flashlight).				

Comments:

		Date	Date	Date	Date
5	Confidentiality, Policies and Procedures.				
	All mandated items are posted in the classroom per Form #2010.				
	Fire/Tornado/Bus drills are documented and displayed in the classroom.				
	Evacuation routes are posted in the classroom.				
	Maintains confidentiality of information concerning Head Start, staff, children, and families.				
	Maintains a copy of "Personnel Policies and Procedures" at all times at work place.				
	Follows all agency policies and procedures (see Program Plan).				

Comments:

