

# Program Observation Tool

# NAEYC Site Visit

Program ID#: \_\_\_\_\_ Visit Date: \_\_\_\_\_

Assessor ID#: \_\_\_\_\_ Assessor Last Name: \_\_\_\_\_

Time of Program Observation: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

*ASSESSORS: Shared spaces to be assessed on this tool include spaces listed below as well as "specials" rooms such as music used regularly by the program. Also assess all exterior play spaces used the majority of the time by any and all groups. There is a Notes Page at the end of this tool. You may also make notes anywhere on the tool. Assessors must complete the rating scales on the Notes Page following the completion of the tool.*

Check here which spaces are assessed on this tool. Write in any spaces not already listed.			
<input type="checkbox"/> Lobby	<input type="checkbox"/> Staff Lounge	<input type="checkbox"/> Computer Room	<input type="checkbox"/> Closets, Storage Rooms
<input type="checkbox"/> Admin. Office	<input type="checkbox"/> Resource Room	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Indoor Gross Motor
<input type="checkbox"/> Corridors	<input type="checkbox"/> Bathrooms	<input type="checkbox"/> Library	<input type="checkbox"/> Nurse's Office
<input type="checkbox"/> Stairwells			

**Standard 5 – Health**

**5.C: Promoting and Protecting Children’s Health and Controlling Infectious Disease**

**1564**      **5.C.01**      **I, T, P, K, S**

Scented or unscented candles and air fresheners are not used anywhere in the facility.  Yes  
 No

*Examples of air fresheners: Potpourri, plug-ins, essential oils, incense, sprays, diffusers, mists.*

**Standard 6 – Professional Competencies and Supports**

**6.A: Supportive Work Environment**

**1232**      **9.C.02**      **I, T, P, K, S**

There is private or semi-private adult friendly space in the program facility, where staff can take a break away from children.  Yes  
 No

**1234**      **9.C.02**      **I, T, P, K, S**

Staff have a secure place to store their personal belongings.  Yes  
 No

*Secure storage: Belongings are locked in a closet, locker, or drawer under their personal control.*

**1547**      **NEW**      **I, T, P, K, S**

There is suitably sized seating available to adults in the outdoor learning environment.  Yes  
 No

*When assessing multiple outdoor learning environments, rate Yes if at least one of the outdoor learning environments used by children of each age category provides for suitable seating for adults.*

*Suitable seating: A stool, chair, bench, or other seat that is capable of supporting an adult person.*

**1551**      **NEW**      **I, T, P, K, S**

Staff can readily access professional planning and curriculum resources.  Yes  
 No

**Standard 9 – Physical Environment**

**9.A: Indoor & Outdoor Equipment, Materials, and Furnishings**

**1204**      **9.A.15**      **I**

Nursing mothers have a comfortable, private place to breast-feed and/or pump their breast milk.  Yes       Not Age  
 No

*Rate Not Age if the program does not serve infants.*

9.B: Outdoor Environmental Design

**1209 9.B.01 I, T, P, K, S**

Outdoor learning environments include three or more natural elements that children can interact with, such as grass, sand, rocks, plants (including gardens), and variations in ground elevation.  Yes  No  No Opp

*When assessing multiple outdoor learning environments, rate Yes if the outdoor learning environments together include three or more natural elements. Rate No if the group does not utilize any outdoor learning environment at least once a week (including public spaces and private playgrounds). Rate No Opp if snow cover prevents an accurate assessment of the outdoor learning environment(s).*

*Examples of outdoor learning environments: Playgrounds (public or private), parks, parking lots, open fields without equipment, gardens, woods.*

**1218 9.B.05 I, T, P, K, S**

Sandboxes are at least half full of sand.  N/A  Yes  No  No Opp

*Rate NA if there are no sandboxes in any outdoor learning environment(s). Rate No Opp if snow cover prevents an accurate assessment of the outdoor learning environment(s). Do not rate sensory tables or sand used as safety surfaces or ground cover as sandboxes.*

**1222 9.B.06 I, T, P, K, S**

The outdoor learning environment is free from tripping hazards.  Yes  No  No Opp

*Rate No if there are no opportunities for outdoor play, including walks. Rate No Opp if snow cover prevents an accurate assessment of the outdoor learning environment(s).*

*Examples of tripping hazards: Exposed concrete footings, abrupt changes in surface elevations, or other man-made elements which can trip children.*

**1223 9.B.06 I, T, P, K, S**

The outdoor learning environment includes one or more elements that protect children from harmful weather conditions common to the area, such as excessive wind or strong direct sunlight.  N/A  Yes  No  No Opp

*When assessing multiple outdoor learning environments, rate Yes if each of the outdoor learning environments offer such protections. Rate NA if the program does not utilize an outdoor learning environment at least once a week.*

*Protection must match the most prevalent adverse conditions (cold, wind, sun) in the local area. Rate No Opp if snow cover prevents an accurate assessment of the outdoor learning environment(s).*

*Examples of outdoor learning environments: Playgrounds (public or private), parks, parking lots, open fields without equipment, gardens, woods.*

*Examples of weather conditions: Winds, temperature extremes, precipitation, pollution, pollen, high UV Index.*

9.C: Building and Physical Design

1237 9.C.03 I, T, P, K, S  N/A

The program facility has all these wheelchair-accessible features:

- One or more accessible entrances
- Accessible routes to classrooms and outdoor learning environments  Yes
- At least one accessible restroom  No
- If there are any drinking fountains, at least one or more is accessible.

*Rate NA if the program is operated by a religious institution (not simply renting space from a religious institution). Rate NA if the program was constructed prior to 1993 AND the program has made reasonable accommodations.*

*Examples of outdoor learning environments: Playgrounds (public or private), parks, parking lots, open fields without equipment, gardens, woods.*

1251 9.C.07 I, T, P, K, S

The program’s building, grounds, furnishings, and equipment are kept in good repair and are free of hazardous maintenance problems.  Yes  No

*Examples of hazardous maintenance problems: Sharp edges, splinters, protruding or rusty nails, missing parts.*

1252 9.C.07 I, T, P, K, S

The program’s building and grounds are free of trash and hazardous items.  Yes  No

9.D: Environment Health

1596 9.D.10 I, T, P, K, S

A rough walk-off mat is supplied at all entrances to the program facility.  Yes  No

1597 9.D.10 I, T, P, K, S

Staff, families, and visitors are encouraged to wipe or remove their shoes before entering the program facility.  Yes  No

**Global Ratings**

*Make the following global ratings of observation quality. Before rating, consider the specific mid-point and end-point descriptions for each scale. For each item, circle the number that most accurately describes this observation.*

Safety of the program environment for children, staff and families	Numerous safety concerns 1 <input type="checkbox"/>	2 <input type="checkbox"/>	Few, minor safety concerns 3 <input type="checkbox"/>	4 <input type="checkbox"/>	No safety concerns 5 <input type="checkbox"/>
Cleanliness of the program environment for children, staff and families	Dirty & unsanitary throughout 1 <input type="checkbox"/>	2 <input type="checkbox"/>	Few unclean areas 3 <input type="checkbox"/>	4 <input type="checkbox"/>	Clean & sanitary throughout 5 <input type="checkbox"/>
Functionality of the program environment for children, staff and families	Facility does not work well for this use 1 <input type="checkbox"/>	2 <input type="checkbox"/>	Few areas of the facility do not work well 3 <input type="checkbox"/>	4 <input type="checkbox"/>	Facility is optimally designed for this use 5 <input type="checkbox"/>

**Notes**