

Program Observation Tool: All Ages

Self Study

This document is intended to be printed or annotated digitally

Program ID#: _____ Program Name: _____

Date: _____

Age category(ies) served:

- Infant
 Toddler/Two
 Preschool
 Kindergarten
 School Age

Check here which spaces are assessed on this tool. Write in any spaces not already listed.

<input type="checkbox"/> Lobby	<input type="checkbox"/> Bathroom(s)
<input type="checkbox"/> Administrative Office(s)	<input type="checkbox"/> Computer Room
<input type="checkbox"/> Corridors	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Stairwells	<input type="checkbox"/> Library
<input type="checkbox"/> Staff Lounge	<input type="checkbox"/> Closets, Storage Areas
<input type="checkbox"/> Resource Room	<input type="checkbox"/> Indoor Gross Motor
<input type="checkbox"/> Nurse Office	<input type="checkbox"/> Other, specify _____
<input type="checkbox"/> Other, specify _____	<input type="checkbox"/> Other, specify _____

Guide to Using This Tool

Standard and Topic Area.	2.F: Curriculum Content Area for Cognitive Development: Early Mathematics	Yes	No	No Opp	Not Age	N/A
330. Counting books are read to infants, toddlers and twos. <i>[IT] Rate No Opp if there are no opportunities for this to take place during the observation period.</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
331. Books about shapes are read to infants, toddlers, and twos. <i>[IT] Rate No Opp if there are no opportunities for this to take place during the observation period.</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
338. Children have chances to see and learn numerals and number words in the classroom. <i>[TPK]</i>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
346. Children have chances to use standard units of measurement in their learning environments. <i>[PK]</i>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
347. Children have chances to use non-standard units of measurement in their learning environments. <i>[PK]</i>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
365. Kindergarteners have chances to practice using a calendar, timer or clock. <i>[K]</i>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Comments						
<p>When an item says "Children have Chances", "chances" means conversations, materials, equipment, or activities that allow for children to engage in a particular concept or area of development. Look for at least 2 examples of "chances".</p>						

Standard and Topic Area.

Guidance appears as italicized text under the item language.

Item Number and age category are shown here. If no age category is listed, it is because it applies to all ages.

Response options applicable to each item will have a checkbox. If there is no checkbox, it is because that response option is not valid for the item.

Terms that have definitions or examples are hyperlinked to a glossary at the end of this tool.

Space has been provided for written comments for each Topic Area.

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Standard 9 – Physical Environment

9.A: Indoor and Outdoor Equipment, Materials, and Furnishings	Yes	No	No Opp	Not Age	NA
1176. Gross motor equipment is varied and developmentally appropriate .	<input type="checkbox"/>	<input type="checkbox"/>			
1576. The program does not have any permanently installed carpeting.	<input type="checkbox"/>	<input type="checkbox"/>			
Comments					

9.B: Outdoor Environmental Design	Yes	No	No Opp	Not Age	NA
1215. The program’s sandboxes are constructed so that they can drain.	<input type="checkbox"/>	<input type="checkbox"/>			
1216. The program’s sandboxes are covered when not in use.	<input type="checkbox"/>	<input type="checkbox"/>			
Comments					

9.C: Building and Physical Design	Yes	No	No Opp	Not Age	NA
1231. Classrooms and staff rooms are comfortable, clean, and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>			
Comments					

Standard 10 – Leadership and Management

10.D: Health, Nutrition, and Safety Policies and Procedures	Yes	No	No Opp	Not Age	NA
1415. Each child’s family-provided health and safety information is maintained on file in one central location within the facility.	<input type="checkbox"/>	<input type="checkbox"/>			
Comments					

10.E: Personnel Policies	Yes	No	No Opp	Not Age	NA
1479. Confidential personnel files are kept in a secure location.	<input type="checkbox"/>	<input type="checkbox"/>			
Comments					

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Notes

Note anything unusual or challenging. Write item numbers if applicable and include date(s) if this tool was completed over the course of multiple observations.

Confidential personnel files:

Examples: Applications with record of experience; transcripts of education; health-assessment records; documentation of ongoing professional development; results of performance evaluations.

Developmentally appropriate: *Based on what we know about the development and learning of children within a given age range, while also considering each child's individual abilities and needs, and his or her cultural background.*

Gross motor equipment: *Movable or stationary equipment that supports activities such as pulling up; walking; climbing in, on, and over; moving through, around, and under; pushing; pulling; balancing; and riding.*

Examples: Stationary climbers, swings, slides, and balance beams; balls, hoops, sports equipment, parachutes, wagons, bikes, mats, tunnels, sleds.