



## Program Observation



<b>Name of Facility:</b>			<b>ID#:</b>		
<b>Address of Facility:</b>			<b>Date:</b>		
<b>Owner Operator:</b>		<b>Licensed capacity:</b>			
<b>Director:</b>	<b>Staff present:</b>	<b>Children present:</b>			
<b>A. Staffing and Supervision</b>		<b>Compliance</b>	<b>Non-Compliance</b>	<b>N/A</b>	<b>T.A.</b>
1. Operator is at least 21 years of age (Center/LFCCH); at least 18 years of age (FCCH).					
2. Children are supervised by an adult at least 18 years of age.					
3. Ratios are maintained.					
4. Sufficient staffing is maintained during naptime.					
5. Water activities are supervised at all times and comply with licensing standards.					
6. Telephone or other means of communication must be available to staff at all times in the facility and on field trips.					
7. The lead teacher in each classroom has a minimum of a FCCPC (formerly known as the CDA/CDA-E.)					
8. Staff attends in-service training on an on-going basis and has documentation of the following: 20 in-service hours with a FCCPC; 40 hours without a FCCPC.					
9. Provider attends at least 80% of provider meetings.					
<b>Comments:</b>					
<b>B. Access</b>					
1. Parents/guardians are welcomed visitors at all times.					
<b>Comments:</b>					
<b>C. Health and Safety</b>					
All parts of the facility, both indoors and outdoors are clean and sanitary, free from hazards, in an orderly condition and in good repair, including the following:					
1. Free from health and safety hazards.					
2. Free from vermin infestation.					

	<b>Compliance</b>	<b>Non-Compliance</b>	<b>N/A</b>	<b>T.A.</b>
<b>3. Free from toxic or hazardous materials.</b>				
<b>4. Firearms or weapons are locked and stored in a location inaccessible to children.</b>				
<b>5. Play areas are clean and free from litter, glass, nails, and other hazards.</b>				
<b>6. Toys, equipment and furnishings are clean, safe, sanitary, and in good repair.</b>				
<b>7. Electric outlets have safety caps.</b>				
<b>8. Electrical cords are inaccessible or secured.</b>				
<b>9. Outdoor play equipment is securely anchored.</b>				
<b>10. Permanent outdoor play equipment such as sand boxes, sand and water tables, etc. have appropriate protective covering.</b>				
<b>11. Outdoor play areas are fenced and the fence is at a minimum of four feet in height and in good repair.</b>				
<b>12. Facility is equipped with fire alarms and smoke detectors.</b>				
<b>13. Supplies that could hurt a child (adult scissors, exacto knives, etc.) are kept out of reach of children.</b>				
<b>14. Fire and tornado drills are conducted monthly and documented.</b>				
<b>15. Caregivers, children, volunteers, and operators wash hands after personal hygiene procedures, before and after meals, and after outdoor activities.</b>				
<b>16. Separate sinks are used for hand washing and food preparation.</b>				
<b>17. Safe drinking water is available to all children.</b>				
<b>18. Bottles and sippy cups are labeled with child's name.</b>				
<b>19. Cleaning supplies are clearly labeled and stored out of reach of children when not in use.</b>				
<b>Comments:</b>				

<b>D. Napping and Sleeping</b>				
<b>1. Safe and sanitary bedding is provided.</b>				
<b>2. Children under age one have their own crib, port-a-crib or play pen.</b>				
<b>3. Infants are placed on their backs for sleeping.</b>				
<b>4. Bottles and or sippy cups are not present in cribs, port-a-cribs, etc.</b>				
<b>5. An appropriate process is in place (soft music, back rubs) for providing a quiet atmosphere during nap/rest time.</b>				
<b>Comments:</b>				

	Compliance	Non-Compliance	N/A	T.A.
<b>E. Toileting and Bath Facilities</b>				
1. Each basin and toilet is maintained in good working condition and sanitized as needed.				
2. Running water, toilet paper, disposable towels, soap, and receptacle are available.				
3. Caregivers and children wash hands with soap and water after toileting and assisting with toileting.				
4. Diapers are checked and changed often.				
5. There is a designated diapering area separate from the food preparation area. The designated area has an impermeable surface that is sanitized after each use.				
6. Disposable diapers are disposed of properly.				
7. Garbage cans containing diapers are covered with lids.				
Comments:				
<b>F. First Aid, CPR, and Emergency Procedures</b>				
1. There is at least one person on premises at all times with a valid first aid and CPR certificate.				
2. At least one first aid kit is maintained and available on the premises at all times.				
3. First aid supplies are readily available during outside time.				
4. Allergy information for each child is posted.				
5. An emergency plan is in place.				
Comments:				
<b>G. Nutrition (mealtimes)</b>				
1. Staff interacts with children during mealtimes.				
2. When children are seated the food is ready to be served.				
3. Appropriate feeding practices are in place. (Napkins, plates, proper utensils are provided.)				
4. If staff eats with the children, the same menu is followed.				
Comments:				
<b>H. Character/Social Emotional Development</b>				
Pictures are posted of the child, child's family, center activities, etc. at the child's eye level.				
1. Children are encouraged to become independent.				

	Compliance	Non-Compliance	N/A	T.A.
2. Children are encouraged to interact with each other in a positive manner.				
3. Children are encouraged to learn to solve problems.				
4. Teacher builds positive self-esteem by encouragement, and by allowing child choice where possible.				
5. Teacher models positive social interaction, such as problem solving, taking turns, sharing, etc.				
6. Redirection is used to help guide undesirable behaviors. Appropriate discipline practices are followed. (Positive guidance, positive language, age appropriate “quiet time” one minute per age of child.)				
7. Teacher sets clear, consistent rules.				
8. Children of both sexes are encouraged to take part in all activities.				
9. Cultural diversity is evident in the classroom in a variety of ways. (Posters, books, dress-up clothes, etc.)				
10. Children are well supervised at all times.				
11. Loud harsh voices are not used.				
<b>Comments:</b>				
<b>I. Curriculum</b>				
Center is using an age appropriate coalition approved curriculum.				
1. A system is in place to audit toys and equipment in classroom. System is available and accessible. (Validation tool, audit sheet, computer program.)				
2. Space is arranged to facilitate a variety of activities and group size. Materials are stored in an organized manner.				
3. The environment is divided into interest areas to facilitate play and learning. Enough toys and materials are provided that all children can make choices.				
4. Toys and manipulatives are age appropriate, readily accessible to the children and encourage independent use.				
5. The learning area is set up so that the teacher can supervise children appropriately.				
6. Children are encouraged to show pride in their work by displays, as appropriate.				
7. Appropriate items to promote literacy are available throughout the early learning environment.				
8. A parent information board is evident in each classroom. Information is shared daily with parents regarding the child’s activities. Written materials are shared with parents monthly. Evidence is documented.				
9. Outside activities are planned daily and documented on lesson plans. Staff interacts with children during outside time.				
<b>Comments:</b>				

	Compliance	Non-Compliance	N/A	T.A.
<b>INFANT</b>				
1. A daily routine is posted, individual needs of the infant are met.				
2. Literacy activities are evident. (Music, reading, singing, responding to infants cues and sounds.) Children are read to on a daily basis, evidence is documented on lesson plan.				
3. Teacher is flexible.				
4. Sensory experiences are incorporated into the lesson plans and are offered daily. (Activities should include opportunities for: hearing, tasting, seeing, touching, and smelling.)				
5. Music and movement activities/opportunities are provided daily.				
6. Gross motor experiences are provided to incorporate the following: crawling, creeping, walking, cruising, sitting, etc. Evidence is documented on the lesson plans.				
7. Fine motor experiences are provided to incorporate the following: grasping, squeezing, etc. Evidence is documented on the lesson plans.				
8. Cognitive experiences are provided to incorporate the following: filling and dumping, target experiences, cause and effect, etc. Evidence is documented on the lesson plans.				
9. Teacher is observed sitting and playing with children as a group and individually.				
10. Weekly lesson plans are up-to-date, and demonstrate a variety of age-appropriate activities in all educational areas. Goals are listed for each activity.				
<b>Comments:</b>				
<b>TODDLER</b>				
1. A daily routine is posted, individual needs of the toddler are met.				
2. Daily literacy activities are observed, both in the classroom through staff interactions and documentation on lesson plans. (Music, reading, singing, etc.) Children are read to on a daily basis. Books read are documented on the lesson plans.				
3. Teacher is flexible.				
4. Sensory experiences are incorporated into the lesson plans and are offered daily. (Activities should include opportunities for: hearing, tasting, seeing, touching, and smelling.)				
5. Music and movement activities/opportunities are provided daily.				
6. Gross motor experiences are provided to incorporate the following: crawling, creeping, walking, cruising, sitting, etc. Evidence is documented on the lesson plans.				
7. Fine motor experiences are provided to incorporate the following: grasping, squeezing, etc. Evidence is documented on the lesson plans.				
8. Cognitive experiences are provided to incorporate the following: filling and dumping, target experiences, cause and effect, etc. Evidence is documented on the lesson plans.				
9. Teacher is observed sitting and playing with children as a group and individually.				

	Compliance	Non-Compliance	N/A	T.A.
<b>10. Weekly lesson plans are up-to-date, and demonstrate a variety of age-appropriate activities in all educational areas. Goals are listed for each activity.</b>				
<b>Comments:</b>				
<b>TWO'S</b>				
<b>Vast majority (more than 50%) of shelves and items are labeled with words and pictures.</b>				
<b>1. An age appropriate daily schedule is posted at the child's eye level.</b>				
<b>2. Age appropriate classroom rules are posted at the child's eye level.</b>				
<b>3. Daily literacy activities are observed, both in the classroom through staff interactions and documentation on lesson plans. (Music, reading, singing, etc.) Children are read to on a daily basis. Books read are documented on the lesson plans. A print-rich environment is provided.</b>				
<b>4. Teacher is flexible.</b>				
<b>5. Music and movement activities/opportunities are provided daily.</b>				
<b>6. The use of dittos and flash cards is limited.</b>				
<b>7. Fluid play (sand, water, beans, rice) occurs three times a week and is documented on the lesson plans.</b>				
<b>8. Developmentally appropriate creative experiences are offered to the children.</b>				
<b>9. Transitions are planned, are used as a learning experience, and keep waiting time to a minimum.</b>				
<b>10. The learning environment has been prepared to allow for the planned activities of the day.</b>				
<b>11. Children are offered child initiated activities daily (dramatic play, science and discovery, etc.) An appropriate amount of time is offered for these activities.</b>				
<b>12. Sensory experiences are incorporated into the lesson plans and are offered daily. (Activities should include opportunities for: hearing, tasting, seeing, touching, and smelling.)</b>				
<b>13. Weekly lesson plans are up-to-date, and demonstrate a variety of age-appropriate activities in all educational areas. Goals are listed for each activity.</b>				
<b>Comments:</b>				
<b>PRESCHOOL</b>				
<b>Vast majority (more than 50%) of shelves and items are labeled with words and pictures.</b>				
<b>1. An age appropriate daily schedule is posted at the child's eye level.</b>				

	Compliance	Non-Compliance	N/A	T.A.
2. Age appropriate classroom rules are posted at the child's eye level.				
3. Teacher is flexible.				
4. Music and movement opportunities are offered daily.				
5. The use of dittos and flash cards is limited.				
6. Developmentally appropriate creative experiences are offered to the children.				
7. At least one problem solving activity takes place daily. (Sink float, magnets, etc.) Evidence is documented on lesson plans.				
8. Books are read on a daily basis – evidence is documented on the lesson plans.				
9. Staff provides a print-rich learning environment, displaying words, large stories, calendars, classroom charts, letters of the alphabet, and number charts.				
10. Literacy activities are evident.				
11. At least one math activity takes place daily and is documented on the lesson plan, such as counting, sorting, one-to-one correspondence, rote numbers, or number recognition.				
12. The learning environment has been prepared to allow for the planned activities of the day.				
13. Transitions are planned, are used as a learning experience, and keep waiting time to a minimum.				
14. Transitional activities are planned to help kindergarten bound children prepare for school.				
15. Children are offered child initiated activities daily (dramatic play, science and discovery, etc.) An appropriate amount of time is offered for these activities.				
16. Weekly lesson plans are up-to-date, and demonstrate a variety of age-appropriate activities in all educational areas. Goals are listed for each activity.				
<b>Comments:</b>				
<b>SCHOOL AGE</b>				
1. A daily routine is posted to incorporate A.M/P.M. or full day.				
2. Teacher provides flexible choices of activities and materials to incorporate literacy, math, science and discovery and special interest.				
3. Weekly lesson plans are up-to-date.				
5. The learning environment has been prepared to allow for the planned activities of the day.				
6. Transitions are planned, are used as a learning experience, and keep waiting time to a minimum.				
<b>Comments:</b>				

	Compliance	Non-Compliance	N/A	T.A.
<b>LARGE/FAMILY CHILDCARE HOME</b>				
Vast majority (more than 50%) of shelves and items are labeled with words or pictures.				
1. Daily routine is posted and adhered to.				
2. Teacher is flexible				
3. Developmentally appropriate creative experiences are offered to the children. This includes music/movement.				
4. The use of dittos and flash cards is limited.				
5. At least one problem solving activity takes place daily. (Sink float, magnets, etc.) Evidence is documented on lesson plans.				
6. Books are read on a daily basis – evidence is documented on the lesson plans.				
7. A print-rich learning environment is provided, displaying words, large stories, calendars, classroom charts, letters of the alphabet, and number charts.				
8. At least one math activity takes place daily and is documented on the lesson plan, such as counting, sorting, one-to-one correspondence, rote numbers, or number recognition.				
9. The learning environment has been prepared to allow for the planned activities of the day.				
10. Literacy activities are evident/books read are documented on weekly activity/lesson plans.				
11. Transitions are planned, are used as a learning experience, and keep waiting time to a minimum.				
12. Transitional activities are planned to help kindergarten bound children prepare for school.				
13. Children are offered child initiated activities daily (dramatic play, science and discovery, etc.) An appropriate amount of time is offered for these activities.				
14. Weekly activity/lesson plans are up to date.				
15. LFCCH/FCCH adheres to licensing requirements of substitute policy, evidence must be documented.				
<b>Comments:</b>				

<b>Large/Family Childcare Home</b>	<b>Total Compliance Areas: 89</b>	<b>Total Compliance Areas Met:</b>
<b>% Of Total Compliance:</b>	<b>Does observation require T.A</b> <input type="checkbox"/> Y <input type="checkbox"/> N <b>Does observation require Corrective Action</b> <input type="checkbox"/> Y <input type="checkbox"/> N	<b>Type of T.A. requested or needed:</b> <hr/> <hr/> <hr/> <hr/> <b>Corrective action due date:</b> _____
<b>Provider Specialist:</b>		<b>Center Representative:</b>
<b>COMMENTS REGARDING OBSERVATION:</b>		

<b>Center</b>	<b>Total Compliance Areas: 129</b>	<b>Total Compliance Areas Scored:</b>	<b>Total Compliance Areas Met:</b>
<b>% Of Total Compliance:</b>	<b>Does observation require T.A</b> <input type="checkbox"/> Y <input type="checkbox"/> N <b>Does observation require Corrective Action</b> <input type="checkbox"/> Y <input type="checkbox"/> N	<b>Type of T.A. requested or needed:</b> _____ _____ _____ _____.  <b>Corrective action due date:</b> _____	
<b>Provider Specialist:</b>		<b>Center Representative:</b>	
<b>COMMENTS REGARDING OBSERVATION:</b>			