

SITE VISIT FORM

CENTER: _____

PERSON COMPLETING FORM: _____

DATE _____

CENTER STAFF PRESENT: _____

<u>SITE</u>	<u>yes</u>	<u>no</u>	<u>n/a</u>	<u>BATHROOMS</u>	<u>yes</u>	<u>no</u>	<u>n/a</u>
A. Is center set up to be safe?	___	___	___	A. Smell Fresh	___	___	___
B. Does Playground appear safe?	___	___	___	B. Paper Towels	___	___	___
C. Is center clutter-free?	___	___	___	C. Soap	___	___	___
D. Are children being supervised?	___	___	___				
Please explain "no" answers: _____				<u>BUSSES</u>			
_____				<u>yes</u> <u>no</u> <u>n/a</u>			
_____				A. If running while you were there, were they			
_____				on time?			
_____				B. Busses inside and outside clean?			
_____				___ ___ ___			
_____				___ ___ ___			
<u>COMMENTS:</u> _____							

<u>HEALTHY</u>				K. Are toothbrushes stored on a shelf out			
<u>yes</u> <u>no</u> <u>n/a</u>				reach of children?			
A. Were children eating during visit?				___ ___ ___			
B. Did food look appealing?				L. Are toothbrushes covered with the			
___ ___ ___				net cover?			
C. Is kitchen area clean?				___ ___ ___			
D. Were only cooks & TB screened				M. Is the cleaning log for the toothbrushes			
volunteers in kitchen area?				posted?			
___ ___ ___				N. Is cleaning of toothbrushes, holder			
E. Was center adequately heated or				and net being done regularly?			
cooled?				___ ___ ___			
F. Did staff appear relaxed & stress				Please explain "no" answers: _____			
free?				_____			
___ ___ ___				_____			
G. Did you see teachers appearing as				_____			
positive role models?				<u>Comments:</u>			
___ ___ ___				_____			
H. Does center appear comfortable				_____			
and inviting?				_____			
___ ___ ___				_____			
I. Is staff cooperative?				_____			
___ ___ ___				_____			
J. Are volunteers working?				_____			
___ ___ ___				_____			
<u>What was your purpose in being there?</u>				<u>General Comments about the center:</u>			
_____				_____			
_____				_____			
_____				_____			
<u>Length of time you were in the center:</u>				_____			
_____				_____			
_____				_____			
<u>LEARNING ENVIRONMENT</u>				D. Are Special Needs involved?			
<u>yes</u> <u>no</u> <u>n/a</u>				___ ___ ___			
What do you see as going on in the Center? _____				Please explain "no" answers: _____			
_____				_____			
_____				Does Center appear to be under control? _____			
_____				_____			
A. Is lesson plan posted?				_____			
___ ___ ___				<u>COMMENTS:</u>			
B. Does it appear complete?				_____			
___ ___ ___				_____			
C. Do children all appear involved?				_____			
___ ___ ___				_____			

<u>COMMUNICATION</u>	YES	NO
Uses a variety of songs, stories, books & games for language development		
Speaks clearly & distinctly, modeling appropriate language		
Help children make the connection between written & spoken words through printed labels, labeling art work and signs		
Use everyday conversation with children to expand vocabulary		
Help children learn, understand & use words to express themselves		
Encourage children to take turns talking & listening instead of interrupting each other		
Provide opportunities for children to communicate non-verbally		

<u>SELF</u>	YES	NO
Greets each child by name & uses name throughout the day		
Maintain eye contact when talking to children		
Has appropriate physical contact with children		
Encourages & helps children practice self-help skills		
Attempts to be on child's level when working with children		
Helps children recognize, accept & express their feelings in culturally appropriate ways		
Uses materials to help children identify positively with events in their lives		
Provides for Personal Safety Curriculum		
Comment directly, sincerely & positively to children		

<u>SOCIAL</u>	YES	NO
Teaches & reinforces socially acceptable behavior		
Provides activities which encourage children to share		
Serves as a social model by maintaining positive relationship with others in Center		
Encourage children to use words to resolve conflicts		
Help all children feel valued as members of the group		

<u>SAFE</u>	YES	NO
Inside area clean, free of debris		
Safety equipment operable (fire extinguisher, smoke detectors, etc.)		
Emergency contact numbers easily accessible and current		
Fire & Tornado procedures illustrated and posted		
Outdoor play area safe & in good repair		
Dangerous substances stored properly		
Emergency medical & dental procedures posted		
First aid kit easily accessible and maintained		

<u>PROFESSIONALISM</u>	YES	NO
Generally present & on time for work		
Avoids center discussion in front of children and parents		
Has good use of time when at work		
Avoids criticism, rumor spreading		
Implements information learned from trainings		
Demonstrates positive attitude		
Works cooperatively		

<u>GUIDANCE</u>	YES	NO
Avoids negative methods of guidance		
Involves children in establishing rules		
Uses positive approach to guidance, positive reinforcement, consistent with rules, redirection, time out		
Allow children real choices, accepts the choice made		
Uses positive language - "walk" rather than "don't run"		
Alternates active and quiet activities		
Alerts children to changes in routine		

<u>PROGRAM MANAGEMENT</u>	YES	NO
Lesson plans are complete		
Lesson plans are utilized		
Teachers work as a team		
Individualizes activities to meet goals and objectives for each child		
Provides for a smooth transition from one activity to another		
Orientate new employees, substitutes or volunteers to daily activities		
Maintain up-to-date records, LAPs, attendance, etc.		

<u>FAMILIES</u>	YES	NO
Maintain parent information board		
Encourage parents to volunteer		
Recognize parents who do volunteer		
Maintain confidentiality regarding children and families		
Send home projects made by children		

	YES	NO
First Aid Flip Chart posted		
Children adequately supervised		
If medications are being given in the center, are they stored in a locked container?		
Are medications that are being given to children being logged as they are given?		
Are medication permission forms complete and on file for all children receiving medications at the center?		
Are biohazard containers kept up out of reach of children in a low traffic area?		

<u>PHYSICAL</u>	YES	NO
Plans & participates in a variety of large muscle activities		
Provide a variety of fine motor activities throughout the day - cutting, fingerplays, string beads, etc.		
Provide opportunities for children to develop their senses		
Understand & communicate the importance of outdoor play & physical activity		
Supports & encourages but never forces children who are fearful of physical activity		
Takes children outside for at least 30 minutes daily		

<u>HEALTHY</u>	YES	NO
Activities conducted in positive, relaxed manner		
Models & encourages good health & grooming guides		
Provides adequate ventilation, lighting, and good sanitation		
Play area & materials clean daily		
Menus, unusual dietary needs posted and followed		
Relaxed family-style meal time - Staff eating with children		
Children included in food preparation & other nutritional activities		
Food preparation & service area clean and in good order		
Food permits, inspection reports & food handlers cards posted		

<u>CREATIVE</u>	YES	NO
Provides variety of unit motivated materials		
Avoids models		
Displays children's creative work		
Participates in make believe games with children		
Provides for "messy" activities		

<u>LEARNING ENVIRONMENT</u>	YES	NO
Equipment, materials & activities developmentally appropriate		
Equipment & materials arranged for optional independent use		
Materials demonstrate acceptance of each child's sex, family, race, language & culture		
Schedule shows a balance of active/quiet, free/structured, & individual/group activities		
Learning materials easily accessible to children with labels for easy cleanup		
Aesthetic environment inviting to children		
Materials & displays at child's eye-level		
Materials available are stimulating to a wide variety of age & ability levels		

<u>COGNITIVE</u>	YES	NO
Encourages active learning rather than passive learning		
Is alert to task child is attempting and provides appropriate support		
Asks open-ended questions		
Provides opportunities for children to compare & contrast, organize & group		
Involves children in projects when possible- gardening, cooking, etc.		
Uses Field Trips, Special Guests to expand learning environment		
Individualizes learning activities		
Joins children's play as partner & facilitator		

	YES	NO
Models creativity by using homemade and found materials		
Provides & rotates props in each interest area		
Make positive, sincere comments about children's creative work		

COMMENTS
