



Doña Ana County Head Start Classroom First Quarter Observation Checklist

Teaching Team: _____ Center: _____
 Date: _____ Time: _____ Session: AM _____ PM _____ Full Day _____
 Monitoring Focus _____ F/U _____
 Health & Safety Concerns _____ F/U _____
 Comments: _____

Items Posted in Centers / Resources	√ if not present	Comments / Strengths / Areas Needing Improvements
1. Head Start Policies and Procedures [1304.52 (h)(l)(i)-(iv) & Licensing pg.12]		
2. Complaints Policy [Licensing pg.9, 8.16.2.17]		
3. New Mexico State License (Current) [1306.30 (a-d)]		
4. Licensing Survey Report (Most Current Folder)		
5. Center Capacity Sign [1306.30 (a-d)]		
6. Emergency Numbers (By Phone) [1304.22 (a)(1)]		
7. Children's Emergency Contacts (Folder) [1304.22 (a)(2)]		
8. Duties Assigned in the Event of an Emergency [1304.22 (a)(1)]		
9. Emergency Evacuation Route [1304.22 (a)(3)]		
10. Fire Drill Schedule (Up-To-Date) [1304.22 (a)(3)]		
11. Exit Signs [1304.53 (a)(10)(vii)]		
12. Health and Safety Posters: Choking-CPR, Medical and Dental Procedures [1304.22 (a)(1)]		
13. Procedures for Washing Hands & Brushing Teeth [1304.22 (e)(1&2) 1304.23 (b)(3)]		
14. Children's Pictorial Schedule - at Children's Eye Level [1304.21 (a)(1)(iv)]		
15. Indoor and Outdoor Rules - Stated Positively [1304.21 (a)(3)(i)(d)]		
16. Parent Bulletin Board [1304.40 (b)(1)(i-iii)]		
a. Welcome to Head Start Sign (Eng, Span, Other) [1304.51 (c)(1&2)]		
b. Parent Volunteer Opportunities [1304.40 (d)(3)]		
c. Current Announcements and Training Opportunities [1304.40 (b)(1)(iii)]		
d. DACHS Employment Opportunities [1304.40 (d)(3)]		
e. Parent Meeting Notice [1304.50 (a)(2)]		
f. Lesson Plans (Current) [1304.21 (a)(2)(i)]		
g. Daily Schedule [1304.21 (a)(1)(iv)]		
h. Menus [1304.23 (b)(1)(ii)]		
Curriculum	√ if not present	Comments / Strengths / Areas Needing Improvements
17. Curriculum [1304.21 (c)(1)]		
The following curriculum and supplements to the curriculum are located together in a prominent location.		
a. <u>The Creative Curriculum 5th Edition Vol. 1-5</u> (Program's Curriculum)		
1. Teaching Strategies GOLD/Objectives for Development and Learning		
b. <u>Supplements to the Creative Curriculum:</u>		
1. Head Start Leader's Guide to Positive Child Outcomes		

Curriculum Cont.	√ if not present	Comments / Strengths / Areas Needing Improvements
2. Numbers Plus Preschool Math Curriculum		
3. Developmentally Appropriate Practices (3rd ed.)		
4. Anti-Bias Education for Young Children and Ourselves - 2010		
5. Here We Go - Watch Me Grow (Health and Safety)		
6. Nutrition Activities for Preschoolers		
7. Inclusive lesson Plans Throughout the Year		
8. The Inclusive Early Childhood Classroom		
9. More than Magnets		
10. Discovering Nature with Children		
11. Creative Art for the Developing Child		
12. Jump for Joy		

General Comments / Summary: _____

 Print Name of Observer

 Signature of Observer

Received by: _____

Print Name

 Signature