



## Doña Ana County Head Start Classroom Third Quarter Observation Checklist

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

Daily Routine / Instruction	√ if not present	Comments / Strengths / Areas Needing Improvements
1. Family Style Meals [1304.23 (c)(1-7)] a. Teachers do the Following: 1. Sit with Children and Share Meals and Snacks 2. Converse with Children 3. Model Healthy Food Choices 4. Model Table Manners b. Children do the Following: 1. Set Tables 2. Serve Themselves (When Safe) 3. Clear Spaces After Eating		
2. Transitions [1304.21 (a)(3)(ii)] a. Children are not Alone or Kept Waiting b. Learning Activities used for Transitioning in Small Groups or Individually c. Children are Prepared for Clean-up Time (5 min)		
3. Small Group Activities are Planned [1304.21 (a)(1) (iv)] a. Developmentally Appropriate b. Individualized [1304.21 (a)(1)(i)] c. Prepared Ahead of Time and Ready for Children		
4. Physical Development [1304.21 (a)(5)] a. <u>Gross Motor Activities Indoors</u> [1304.21 (a)(5)(1)] Dancing, Creative Movement, Brain Gym, Large Blocks, Easel & Large Brush Strokes, Etc. <u>Gross Motor Activities Outdoors</u> Throwing and Catching a Ball, Balance Beam, Climbing, Swinging, Running, Jumping, Galloping, Use of Trikes and Wagons b. <u>Fine Motor Activities</u> [1304.21 (a)(5)(ii)] Tearing and Cutting Paper, Finger Painting, Play dough, Puzzles, Manipulatives, Droppers, Shaving Cream, Writing Tools		
5. Phonological Awareness [1304.21 (a)(4)(iv)] a. Songs, Rhymes and Chants b. Books (Rhyming - Phonological Specific) c. Clapping Syllables d. Playing with Sounds		
6. Read Aloud [1304.21 (a)(4)(iv)] a. Stories Read in Large and Small Groups (at least twice per day) b. Quality Children's Literature is Used c. Author and Illustrator Discussed d. Story Read with Enthusiasm		

Daily Routine / Instruction Cont.	√ if not present	Comments / Strengths / Areas Needing Improvements
e. Dramatization of Story (Props, Puppets, Felt Board, Story Apron)		
f. Used Big Books		
g. Draw Children's Attention to Letters, New Vocabulary, and Concepts of Print.		
7. Math / Numeracy [1304.21 (a)(4)(i) & (iv)]		
a. Small Group Math Activities Evident and Individualized		
b. Numbers Plus Curriculum Activity Implemented (noted on lesson plan)		
c. Number Manipulatives (Magnetic Numerals, Puzzles, Beads, Etc.)		
d. Collections for Sorting and Classifying		
e. One to One Experiences / Seriation / Patterns		
f. Measuring		
g. Estimating		
h. Math Vocabulary Used		
i. Shapes		
j. Number/Counting Books		
8. Creative [1304.21 (a)(4)(ii)]		
a. Open-ended Art Material Used		
b. No Use of Pre-cut Materials, Activities, Worksheets		
c. Music and Instruments Used		
d. Props for Movement and Dancing		
e. Classroom Displays are Primarily of Children's Work		
9. Individualization [1304.21 (c)(2)]		
a. Plans and Conducts Individual and Small Group Activities with Specific Goals in Mind for Each Child as Seen on Lesson Plan		
10. Supporting and Respecting Home Language [1304.21 (a)(3)(i)(E)]		
a. Support and Encourage the Use and Development of Children's Home Language		
b. Uses Strategies to Sustain and Expand Home Language while Children are in the Process of Learning English		
c. Learn Key Words from the Child's Home Language and and their English Equivalent		
Supervision	√ if not present	Comments / Strengths / Areas Needing Improvements
11. Supervision		
a. Two Adults with Children at all Times [Licensing pg.16]		
b. All Children within View of Adults [1304.52 (g)(5)]		
c. Adults Positioned at Different Places on Playground		
Guidance	√ if not present	Comments / Strengths / Areas Needing Improvements
12. Positive Guidance [1304.21 (a)(3), 1304.52 (h)(1)(i-iv)]		
a. Teachers Demonstrate Active Listening with Children		
b. Teachers Demonstrate Empathy and Acceptance of Children's Feelings		
c. Encourage Problem Solving with Assistance		

