

DOÑA ANA COUNTY HEAD START

CLASSROOM VISITOR CHECKLIST

NAME OF CLASSROOM VISITOR: _____

DATE OF VISIT: _____ TIME: From _____ to _____ AM PM

QUALIFICATIONS FOR PRESENTATION: _____

EXPECTED ACTIVITY: _____

- Education Specialist has been contacted for approval, if needed.
- Date does not conflict with scheduled program events.
- Visitor follows Classroom Visitor guidelines.
- Classroom Visitor is a Head Start parent.
- Topic is linked to the curriculum.

Pre-visit learning activities are planned

- Observed children's interests and misconceptions at play that can be enriched or clarified by a Classroom Visitor.
- Talk with children about the Classroom Visitor visit and what they will see, hear, etc...
- Sing songs, read stories, show pictures related to the Classroom Visitor visit.
- Webbing before the Classroom Visitor visit.
- What children know about the subject.
- What children would like to know about the subject.
- Help children create interview questions about what they would like to know.
- Assign tasks to children with assistance from Parent Volunteers.
- Classroom Visitor is willing to present to the children on their level.
- Safety Precautions have been taken. If Classroom Visitor brings in an animal, Parents have been informed.
- Supplies needed for this activity are available.

*** Complete back of form!**

Follow-up Learning Activities are planned:

- Invite children to draw the things they did. Write what they say on their drawings.
- Experience chart (This is what we learned about - when we...)
- Added new Props to Interest Area.
- Make a class folder or book about the visit from the Classroom Visitor.
- Visit was confirmed just prior to the visitation date.
- Parents have been invited to participate.
- Other Activity: _____

FOR INFORMATION and QUESTIONS, CONTACT the EDUCATION SERVICES SPECIALIST

TURN THIS FORM INTO THE EDUCATION SPECIALIST AT THE END OF EVERY MONTH WITH YOUR LESSON PLANS.