

# Program Observation

Program Name: \_\_\_\_\_

Observer: \_\_\_\_\_ Date \_\_\_\_\_

To what extent do you see evidence that staff in this program are performing the following skills? What evidence do you see to support this rating?

Skills Standard	Needs support to address	Addresses adequately	Addresses excellently	Evidence	Resources and Training needed
<b>Ensure a Healthy and Safe Environment</b>					
A1. Maintain the physical site					
A2. Develop and implement safety procedures and precautions					
A3. Inspect, modify and document indoor and outdoor space and equipment to meet safety standards					
A4. Implement health standards and practices					
<b>Support Each Child</b>					
B1. Ensure personal safety for each child					
B2. Guide and nurture each child's developing cognitive, social and emotional skills					
B3. Collaborate with others to meet the needs of each child					

<b>Develop and Implement Program/Curriculum</b>					
<b>C1. Create a daily schedule that supports the developmental needs of the group</b>					
<b>C2. Collaborate with children, staff, and community on program planning</b>					
<b>C3. Plan and implement activities based on the individual and cultural diversity of the group</b>					
<b>Support Families</b>					
<b>D1. Build a partnership with families</b>					
<b>D2. Exchange feedback and information with appropriate family members and guardians</b>					
<b>D3. Provide families with information, resources and referrals</b>					
<b>Build Community Support and Resources</b>					
<b>E1. Increase public awareness of the needs of school-age children and programs</b>					
<b>E2. Collaborate with site personnel and community based agencies and organizations</b>					
<b>E3. Maintain current knowledge of the field</b>					

<b>Develop and Support Staff</b>					
<b>F1. Recruit, manage and retain staff, substitutes and volunteers</b>					
<b>F2. Provide orientation, ongoing support and performance reviews for staff</b>					
<b>F3. Identify and facilitate ongoing professional development for self and staff</b>					
<b>Manage Program Operations</b>					
<b>G1. Manage budget and fiscal operations</b>					
<b>G2. Maintain licensing, accreditation, and/or sponsoring agency standards</b>					
<b>G3. Maintain accurate and appropriate record keeping systems</b>					
<b>Support Children's Success in Learning</b>					
<b>H1. Develop and maintain collaborative partnerships with children and their learning partners</b>					
<b>H2. Design and implement activities that reinforce key learning concepts for the development of the whole child</b>					
<b>H3. Implement systems for program accountability regarding involvement in children's learning</b>					
<b>H4. Advocate for the role of school-age care in children's learning</b>					
<b>H5. Implement systems that promote individual, family, and cultural identity as the foundation of children's learning and development</b>					