

GENERAL GUIDELINES FOR OBSERVERS

- Concentrate on listening and seeing
- Be Objective and sensitive
- Record accurately
- Remain inconspicuous while recording
- File observations as directed
- Use observations to improve aid to child
- Observe professional ethics (confidential nature of records)
- Identify child; name and age
- Include your name, date, time, and place of observation
- Do not talk to other observers
- If a child talks to you, answer briefly, go back to work
- Do not laugh aloud at things children do
- Record your feelings separately from the observation
- Write the why and what of the observation
- Do not sit on children's equipment
- Be aware of the total situation

EQUIPMENT NEEDED:

- Pencil
- Clipboard
- Forms
- Extra paper

TIME SAMPLE OBSERVATION FORM

Name: _____ Age: _____

Date: _____ Time: _____

Observer: _____

Situation: _____

Materials

Used: _____

Other People Involved: _____

Times: Activity:

Conclusion: _____

ANECDOTAL NOTES FORM

Name: _____ Age: _____

Date: _____ Time: _____

Observer: _____

Situation: _____

Conclusion: _____

EVENT SAMPLE OBSERVATION FORM

Event: _____

Date: _____ - Time: _____

Observer: _____

Conclusion: _____

OBSERVATION CHECKLIST FOR PRESCHOOL CHILD

Read carefully each question. Check the appropriate column with 1 being the lowest and 3 being the highest. Add your comments on the back.

Physical Development :

	1	2	3
1. Is the child walking and running in the appropriate manner for age?	_____	_____	_____
2. Is the child able to do puzzles with skill?	_____	_____	_____
3. Is the child able to build a tower with 5 blocks?	_____	_____	_____
4. Is the child's appearance clean and neat?	_____	_____	_____
5. Does the child eat the foods served?	_____	_____	_____

Social Development:

1. Does the child get along with his/her peers?	_____	_____	_____
2. Does the child seem self-confident when relating to others?	_____	_____	_____
3. Does the child follow daily routine with cooperation?	_____	_____	_____
4. Does the child express ideas openly?	_____	_____	_____
5. Does the child participate in group activities?	_____	_____	_____

Emotional Development:

1. Does the child express his/her peers?	_____	_____	_____
2. Does the child recover quickly from disappointments?	_____	_____	_____
3. Is the child's self-esteem high?	_____	_____	_____
4. Is the child concerned with the feelings of others?	_____	_____	_____
5. Is the child aggressive?	_____	_____	_____

Intellectual or Cognitive Development:

1. Is the child's attention span appropriate for age?	_____	_____	_____
2. Is the child able to listen to stories?	_____	_____	_____
3. Is the child able to recall events in the story?	_____	_____	_____
4. Is the child able to concentrate on manipulatives?	_____	_____	_____
5. Does the child finish what he/she starts?	_____	_____	_____

OBSERVATION CHECKLIST FOR STAFF MEMBERS

Answer:	YES	NO
1. Does the staff seem interested, relaxed but busy	_____	_____
2. Is there mutual trust and respect among staff and children?	_____	_____
3. Do the staff have plenty of physical contact (hugging, holding) with children?	_____	_____
4. Do the staff encourage the children to ask questions?	_____	_____
5. Does the staff foster the children's interest in new ideas?	_____	_____
6. Are the staff respectful of children who are different?	_____	_____
7. Does the staff value individual children?	_____	_____
8. Are the staff sufficiently firm and flexible?	_____	_____
9. Does the staff appear prepared and organized?	_____	_____
10. Does the staff demonstrate positive interaction with each other? _____	_____	_____

Conclusion: _____

OBSERVATION CHECKLIST FOR A SCHOOL FACILITY

School Environment:

Classroom

YES

NO

- | | | |
|--|-------|-------|
| 1. Is the classroom clean, warm, and inviting? | _____ | _____ |
| 2. Is there a variety of learning centers? | _____ | _____ |
| 3. Are materials offered to children age appropriate? | _____ | _____ |
| 4. Are the bulletin boards stimulating and attractive? | _____ | _____ |
| 5. Is there children's work displayed? | _____ | _____ |
| 6. Does the atmosphere encourage participation? | _____ | _____ |

Playground:

- | | | |
|---|-------|-------|
| 1. Is the yard clean, well maintained and inviting? | _____ | _____ |
| 2. Is there a variety of outdoor equipment? | _____ | _____ |
| 3. Does the pay ground meet safety standards? | _____ | _____ |
| 4. Does the play ground have a variety of surfaces? | _____ | _____ |
| 5. Does the play ground have a covering for different weather conditions? | _____ | _____ |

Curriculum:

- | | | |
|--|-------|-------|
| 1. Does the program seem well planned and balanced? | _____ | _____ |
| 2. Does the program encourage the development of curiosity? | _____ | _____ |
| 3. Are there opportunities for freedom of choice in learning activities? | _____ | _____ |
| 4. Are the children free to ask questions? | _____ | _____ |
| 5. Is plenty of time allotted for working with learning materials? | _____ | _____ |