



Early Learning Coalition of the Nature Coast

Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

Provider Alert #36

Date: August 7, 2008
Subject: Provider Observation Training
Board Meeting

Provider Observation Training: During the September provider meetings, Coalition staff will be presenting the recently adopted Provider Observation Tools. Since the tools do not have an official training manual we will be reserving time on the agenda to allow providers to ask questions and note concerns. Please review the attached tools prior to the meeting and prepare your questions. Following all provider meetings, staff will capture all questions in a "Frequently Asked Questions" document which we will provide to teachers as a resource.

Board Meeting

On August 6, 2008 the Coalition Board held their regularly scheduled monthly meeting. The following action (related directly to early learning programs) was taken:

Action Item #2008-09-01: FY2008-2009 Budget Reductions: The board voted unanimously to adopt the Administrative and Executive Committees' recommendation to reduce the Coalition's budget by eliminating an Education Specialist position in Citrus County, and eliminating Coalition staff PLT payout benefits. As a result of the eliminated positions, the newly enrolled children in the program, and the newly contracted early learning providers the Board also voted unanimously to reduce the number of provider observations from four observations per year to two observations per year.

Action Item #2008-08-02: Out of County School Readiness Provider Reimbursement Rates: The Board voted unanimously to adopt out of county provider reimbursement rates. The action reduces the opportunity for out of county providers to receive reimbursement rates that are higher than the rates paid to Nature Coast early learning providers.

Action Item #2008-09-05: Horizons Preschool Curriculum: The Board voted unanimously to approve the Horizons Preschool Curriculum. Providers interested in learning more about the curriculum should contact their local District Manager.

Action Item #2008-09-07: Temporary Reimbursement Rate Increase: The Board voted unanimously to adopt the Temporary Reimbursement Rate Increase based on the current surplus identified within the School Readiness Program budget. In addition, the Board voted to increase the provider rates for the month of June 2008 for children 0-5 years of age. In the event the surplus is not fully depleted, the Coalition will also increase the rates for school age children for the month of June 2008. Once Coalition staff has completed the increase calculation providers will be notified of the following:

1. The age groups receiving an increase
2. The amount of increase in each age group
3. The number of days the increase is in effect

If you have any questions or concerns with regard to this alert please contact me at sbosanko@elc-naturecoast.org or 352-563-9939 Ext. 224

Thank you,

Sonya Bosanko



Early Learning Coalition of the Nature Coast
Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties
Program Management Observation Tool

Owner/Director Name _____

Facility Name _____

Phone Number _____

Address _____

The program will implement parent involvement and education programs. F.S. 411.01 (2) (a)

The program provides extended-day and extended-year services to the maximum extent possible to enable parents to work and become financially self-sufficient F.S. 41

Objective

Observation 1	Observation 2	Item #	Criteria
		0.01	The provider maintains a Continuity of Operations Plan
		0.02	The provider maintains documentation of staff training with regard to the Continuity of Operations Plan
		0.03	The provider has a system to notify parents and the Coalition of the execution of the plan to facilitate the safe pickup of all students
		0.04	The provider regularly updates parent emergency contact information
		0.05	The provider provides parents with a copy of the Continuity of Operations Plan or a Continuity of Operations Plan hand book that describes information relevant to the provider
		0.06	The provider encourages a home-school connection through available resource materials for parents
		0.07	The provider develops and schedules a variety of parent involvement activities designed to promote parent participation in their child's education
		0.08	The provider's days and hours of operation are posted
		0.09	The provider established and implements a procedure for the collection of parent fees in advance of services on a daily/weekly/monthly basis
		0.10	The provider established and implements a procedure to notify the Coalition when parent fees become delinquent
		0.11	The provider notifies parents in writing that school readiness services will be suspended when the parent fee becomes delinquent
		0.12	The provider documents staff members' (including the owner/director's) completion of state mandated training
		0.13	The provider documents staff members' (including the owner/director's) completion of annual training hours required by the Coalition
		0.14	The provider documents staff members' (including the owner/director's) background screening results including finger printing results
		0.15	The provider maintains a signed and dated Individual Non-Disclosure and Confidentiality Certification Form for each staff member
		0.16	The provider only maintains employment of teachers who meet all mandated requirements
		0.17	The provider maintains compliance with state licensing requirements
		0.18	The provider posts the state licensing audit inspections in a non-conspicuous location
		0.19	The provider notifies the Coalition when a licensing violation is noted during an inspection and the plan for correcting the violation
		0.20	The provider submits the School Readiness Program Quarterly Report in a timely manner
		0.21	The provider or designee attends at least 80% of the regularly scheduled provider meetings.
		0.22	The provider maintains developmentally appropriate staff-to-child ratios in each classroom based on the ELCNC required ratios
		0.23	A system is in place for the provider to periodically observe classrooms
		0.24	The provider establishes and implements a policy to cross train support staff (such as the cook) to substitute in the classroom in the event of a lead teacher's sudden illness or absence

Summary	# 1	# 2	Total	Codes
Compliance	0	0	0	1 = Compliance
Non Compliance	0	0	0	2 = Non Compliance
Not Applicable	0	0	0	3 = Not Applicable
Excused	0	0	0	
Total Applicable Items	0	0	0	
Compliance Rate				
At Risk Status				
Probation Status				
Termination				

Education Specialist must consider the program start and end date when developing the Program Observation Schedule

Observation Timelines
 Two observations must be completed by the end of each fiscal year
 Observation One: Must be completed by December 31
 Observation Two: Must be completed by June 30

Observation 1 Comments

Observation 2 Comments

Date Observation 1 Completed _____ Completed by: _____

Date Observation 2 Completed _____ Completed by: _____

Date Observation 3 Completed _____ Completed by: _____



Early Learning Coalition of the Nature Coast
Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties
Classroom Observation Tool

Classroom Name	Teacher Name - Observation 1
Age Group	Teacher Name Observation 2
Certified Developmentally Appropriate Curriculum	Teacher Name Observation 3
Certified Developmentally Appropriate Curriculum	Education Specialist

Section 1: Developmentally Appropriate Curriculum			
Objective:	The program utilizes developmentally appropriate curriculum designed to enhance the age appropriate progress of children. F.S. 411.01 (5) (c) 2.a		
Observation 1	Observation 2	Item #	Criteria
		1.01	The Coalition approved and provider certified developmentally appropriate curricula is utilized
		1.02	Daily routine posted
		1.03	Daily routing is being followed
		1.04	Teacher provides an opportunity for transition activities
		1.05	Daily routine provides an opportunity for independent play
		1.06	Daily routine provides an opportunity for small group activities
		1.07	Daily routine provides an opportunity for large group activities
		1.08	Daily routine provides an opportunity for outdoor activities
		1.09	Daily routine provides an opportunity for nap/rest/quiet time
		1.10	Lesson plans are available for the current week
		1.11	Lesson plans are being followed
		1.12	Lesson plans for the previous six (6) weeks are available
		1.13	Lesson plans include literacy activities
		1.14	Lesson plans include math activities
		1.15	An appropriate system is in place to identify the individual need of every child
		1.16	Planned activities relating to the individual needs of every child is documented
		1.17	Lesson plans include music and movement activities
		1.18	Lesson plans include art/creative activities
		1.19	Lesson plans include fluid play activities
		1.20	Lesson plans include outdoor activities
		1.21	Lesson plans include activities to promote physical development
		1.22	Lesson plans include activities to promote social and emotional development
Section 2: Staff Development			
Objective:	The program will implement parent involvement and education programs. F.S. 411.01 (2) (a)		
Observation 1	Observation 2	Item #	Criteria
		2.01	The teacher has been trained to implement the classroom curricula
		2.02	The teacher meets all state mandated training requirements
		2.03	The teacher meets the minimum annual training hours required by the Coalition, or the teacher maintains and implements a staff development plan to meet the minimum annual training hours required by the Coalition
		2.04	The teacher maintains and implements a long term staff development plan designed to meet desired educational credentials
		2.05	Teacher is an eligible teacher as evidenced by an approved background screening including finger print search

Section 3: Parent Involvement			
Objective:	The program will implement parent involvement and education programs. F.S. 411.01 (2) (a)		
Observation 1	Observation 2	Item #	Criteria
		3.01	The teacher communicates on a daily/weekly/monthly basis with parents providing information related to classroom activities, events and lesson plans
		3.02	Teachers document meetings with parents to discuss their child's progress in order to determine future educational plans
		3.03	The teacher maintains documentation of efforts to encourage parents to utilize the program's resource lending library
		3.04	The teacher works in collaboration with the director to develop and schedule family day/family night activities designed to encourage parents to participate in their child's classroom and education
		3.05	The teacher maintains documentation of the outcomes of scheduled family day/parent night activities

Section 4: Physical Environment			
Objective:	The program utilizes developmentally appropriate curriculum designed to enhance the age appropriate progress of children. F.S. 411.01 (5) (c) 2.a		
Objective:	The program maintains a healthy and safe environment. F.S. 411.01 (5)(c) 2.f		
Observation 1	Observation 2	Item #	Criteria
		4.01	The classroom furniture is appropriately sized for children
		4.02	Teachers maintain a clean and attractive environment
		4.03	A process is in place to request items in need of replacing or repair
		4.04	The classroom material is developmentally appropriate
		4.05	Cultural diversity is evident in the classroom in a variety of ways
		4.06	The outdoor environment is age appropriate
		4.07	The outdoor environment offers a variety of experiences
		4.08	The outdoor environment is appropriate for the size of the group
		4.09	The indoor environment is prepared for the planned activities of the day
		4.10	The indoor environment has an open space for crawling
		4.11	The indoor environment has a protected space for play
		4.12	The indoor environment is arranged to facilitate a variety of activities
		4.13	The indoor environment is arranged to facilitate a variety of group sizes
		4.14	The shelves and other items are labeled with words and pictures
		4.15	The indoor environment is divided into themed/interest areas
		4.16	The indoor environment is designed to allow the teacher to supervise the children at all times
		4.17	The classroom and playground is inspected for hazards prior to every use.
		4.18	The size of the indoor environment is appropriate for the size of the group
		4.19	The indoor environment includes individual storage space for each child's belongings
		4.20	The diaper area is equipped with a stimulating item
		4.21	The indoor environment includes appropriate items to promote literacy
		4.22	The indoor environment contains age appropriate books, fiction and non-fiction
		4.23	The indoor environment contains items to enhance fine motor skills
		4.24	The indoor environment contains items to enhance gross motor skills
		4.25	The indoor environment includes a display of children's work
		4.26	The teacher has access to a variety of planning resources
		4.27	The teacher has access to resources for creating classroom displays

Section 5 Social Development/ Adult Child Interaction/ Character Development			
Objective:	The program is designed to encourage the social development of young children F.S. 411.01 (5) (c) 2.		
Observation 1	Observation 2	Item #	Criteria
		5.01	The Coalition approved and provider certified character develop curriculum is utilized
		5.02	Classroom experiences encourage children to become increasingly independent
		5.03	Classroom experiences encourage children to interact with each other in a positive manner
		5.04	Classroom experiences encourage children to learn to solve problems
		5.05	Classroom experiences encourage children to make choices to build positive self-esteem
		5.06	Classroom experiences encourage children to cooperate, take turns, share, etc.
		5.07	The teacher follows the program's teacher code of conduct related to teaching young children
		5.08	The teacher redirects children displaying undesirable behavior
		5.09	The teacher utilizes logical consequences where appropriate
		5.10	The teacher sets clear and consistent rules in the classroom
		5.11	The teacher encourages both sexes to take part in all activities
		5.12	The teacher demonstrates fair treatment of all children regardless of race, gender, disability, etc.
		5.13	The teacher speaks to children at eye level and on an individual basis throughout the day
		5.14	The teachers provides physical warmth to children through holding, patting, rocking, etc.
		5.15	The teacher responds to infant vocalization and sounds
		5.16	The teacher uses the children's names frequently
		5.17	The teacher uses the names of objects frequently
		5.18	The teacher initiates verbal and physical play
		5.19	The teacher responds when children initiate interaction
		5.20	The teacher uses a variety of teaching techniques to meet the needs of all children in the group
		5.21	The teacher greets children individually and assists children in joining the group
		5.22	The teacher facilitates student departure at the end of the day
		5.23	The teacher speaks conversationally and sings with children throughout the day
		5.24	The teacher asks open-ended questions throughout the day
		5.25	The teacher models good health practices
Section 6: Healthy and Safe Environment			
Objective:	The program maintains a healthy and safe environment. F.S. 411.01 (5)(c) 2.f		
Observation 1	Observation 2	Item #	Criteria
		6.01	The teacher is certified in First Aid and Infant-Child CPR
		6.02	The teacher maintains and utilizes a schedule for sanitizing materials as appropriate to the age group of children
		6.03	Toilet and hand-washing facilities are easily accessible to the staff and children
		6.04	The teacher and children wash their hands frequently throughout the day
		6.05	Soiled clothing is changed as needed and diapers are changed promptly
		6.06	Personal items such as bottles, pacifiers, cups, etc. are labeled with the child's name
		6.07	Appropriate bottle feeding procedures are followed
		6.08	Each child's arrival and departure is documented with sign in and out sheets
		6.09	Teachers maintains an accurate attendance utilizing a portable attendance record at all times
		6.10	The teacher is aware of the number of children in the classroom at all times
		6.11	Intercom systems, two way radios, or phones allow teachers to call for immediate assistance
		6.12	Menus for meals and snacks provided by the facility are approved on a regular basis
		6.13	All perishable items provided by the facility are properly stored
		6.14	Food is ready to be served when children are seated for a meal
		6.15	Children are engaged in appropriate feeding practices
		6.16	Teachers offer pleasant meal times that allow for social experiences
		6.17	Teachers are provided with appropriate information related to special needs, parental preferences and allergies of children in their care. Information is posted in a place that is easy to access in an emergency
		6.18	The teacher is aware of the program's Continuity of Operations Plan

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