

Teacher: _____ Date: __/__/__ Manager: _____ Date: __/__/__

Executive Director: _____ Date: __/__/__

Elkhart and St. Joseph Counties Head Start Consortium
CLASSROOM ASSESSMENT TOOL (CAT) OBSERVATION SUPERVISOR - 2020-2021

TEACHER: _____ OBSERVER: _____ DATE: _____ TOTAL POINTS: _____

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CLASSROOM SET UP	Percentage of Completion Possible 6 points subtotal: 0
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Classroom Set Up	Comments
<input type="checkbox"/> All Interest Areas of classroom labeled (Book Area, Writing Area, Art Area, House Area, Music Area, Sensory Table, Table Toys)	
<input type="checkbox"/> All materials are labeled per HighScope	
<input type="checkbox"/> Clear traffic paths and boundaries around interest areas	
<input type="checkbox"/> Materials and toys are on low open shelves within reach of children	
<input type="checkbox"/> Student's personal storage is labeled with child's name and picture	
<input type="checkbox"/> Toilet/Diaper areas are separate from food prep and service areas	

CLASSROOM ENVIRONMENT	Percentage of Completion Possible 46 points subtotal: 0
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Classroom Environment	Comments
<input type="checkbox"/> Materials are placed in their assigned space when not in use	
<input type="checkbox"/> Classroom materials and furnishings are in good condition (no sharp edges or missing pieces)	
<input type="checkbox"/> Environment is free of choking hazards (plastic bags, balloons etc.)	
<input type="checkbox"/> Staffing patterns are according to regulation (1/4, 1/10)	
<input type="checkbox"/> Refrigerator is clean, clear of frost, and temp. checks are up to date	
<input type="checkbox"/> Medications in refrigerator are in locked box	
<input type="checkbox"/> Trash containers have lids which are closed	
<input type="checkbox"/> Electrical outlets are covered with safety plugs	
<input type="checkbox"/> Flashlights in First Aid backpacks are in working order	
<input type="checkbox"/> Parent and emergency contact information is up to date and in First Aid backpacks	
<input type="checkbox"/> Attendance book is in First Aid backpack	
<input type="checkbox"/> First Aid backpacks are hanging in designated place near classroom door out of reach of children	
<input type="checkbox"/> Medication is stored and labeled and not accessible to children	
<input type="checkbox"/> Medication in lock box has not expired and has proper label (child name, original package, name of medication, dosage, pharmacy, and physician phone number) and has healthcare plan	
<input type="checkbox"/> Toilets and Handwashing facilities are clean, in good repair, and easily accessible for children's use. Supplies including toilet paper, hand soap, toileting supplies, and towels are available and accessible	
<input type="checkbox"/> Cleaning supplies are high in a locked cabinet	
<input type="checkbox"/> Staff purses, coats, bags, and other personal belongings are locked in designated area	
<input type="checkbox"/> Water and cups are available	
<input type="checkbox"/> Chairs are unstacked when children present	
<input type="checkbox"/> Exit doors and pathways are clear of equipment, debris, and other objects always	
<input type="checkbox"/> Nothing hanging from the ceiling	
<input type="checkbox"/> Nothing hanging on exit doors	
<input type="checkbox"/> Children's art work is displayed	

POSTED ITEMS	Percentage of Completion Possible 19 points subtotal: 0
Parent Board	Comments
<input type="checkbox"/> Current Lesson Plans for the entire week	
<input type="checkbox"/> Daily Material's Inventory for current lessons	
<input type="checkbox"/> Current Newsletter containing Civil Rights Statement	
<input type="checkbox"/> Written Daily Schedule with times	
<input type="checkbox"/> Emergency Plans and Procedures	
<input type="checkbox"/> CACFP (Justice for All, Civil Rights, Menus)	
<input type="checkbox"/> Community Comment process and forms	
<input type="checkbox"/> Child Abuse and Neglect Procedures and Policy	
Health & Safety	
<input type="checkbox"/> Exit signs above all egress doors	
<input type="checkbox"/> Up to date Health and Safety Team Assignments posted by exit door and near teacher desk area	
<input type="checkbox"/> Posters and plans for emergency situations (chocking, First Aid, CPR, dental)	
<input type="checkbox"/> First Aid Red Cross poster on cabinet where meds are locked	
<input type="checkbox"/> Handwashing poster at each sink	
<input type="checkbox"/> Tooth brushing poster	
<input type="checkbox"/> Gloving poster	
<input type="checkbox"/> Food Allergy poster if needed	
<input type="checkbox"/> Health Care Plan Envelope with appropriate information inside	
<input type="checkbox"/> Rejected Medication Envelope	
<input type="checkbox"/> Food Allergy Envelope with appropriate information inside	
OBSERVATIONS	Percentage of Completion Possible 22 points subtotal: 0
Comments	
<input type="checkbox"/> Children observed doing things independently	
<input type="checkbox"/> Engagement by child and teacher is evident throughout the observation	
<input type="checkbox"/> Staff responding to Brain State of children	
<input type="checkbox"/> Staff employing Conscious Discipline strategies and responses	
<input type="checkbox"/> No cell phones in use or present	
<input type="checkbox"/> No white board or "screen time" for students	
<input type="checkbox"/> Posted routine followed	
<input type="checkbox"/> Classroom sign in sheets are accurately completed	
<input type="checkbox"/> Service provider sign in sheets are current and correct	
<input type="checkbox"/> Transitions are planned and smooth	
<input type="checkbox"/> Policy and Procedures are followed (napping, food service, tooth brushing, attendance etc.)	

OUTSIDE OF CLASSROOM	Percentage of Completion Possible 3 points subtotal: 0
<input type="checkbox"/> Water and cups are available <input type="checkbox"/> Attendance is taken Environment is free of safety hazard	Comments
	Possible 4 points subtotal: 0
<input type="checkbox"/> Staff are wearing First Aid backpacks <input type="checkbox"/> Staff are engaged with children	Comments

FEEDBACK: Something that is a strength of the classroom

PLAN OF CORRECTION