



Classroom Observation Checklist

Classroom: _____ **Date:** _____ **Time:** _____

Staff Member Completing Form: _____

Volunteers Present: _____ **Number of Children Present:** _____

| Description | Give Examples When Possible or Make Notes |
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| 1. Learning plans are completed in advance and are visible for staff and parents. | |
| 2. Learning plans are being followed, but staff are flexible enough to change plans or routines as needed. | |
| 3. Adults are actively involved with the children. | |
| 4. Children are receiving individual attention. | |
| 5. Routine tasks are handled in a relaxed manner, adult voices are of proper tone and inflection. | |
| 6. Learning centers are arranged appropriately. | |
| 7. At least four centers are open for children's play. | |
| 8. There is a friendly, welcoming atmosphere. | |
| 9. Children are treated with kindness and respect. | |
| 10. Classroom is clean and organized with materials arranged on low shelves and in good repair. | |
| 11. Indoor and outdoor classroom is free from safety hazards. | |
| 12. Evidence that IEP is being used. | |

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| 13. Developmentally appropriate activities are occurring. | |
| 14. Daily schedule is posted. | |
| 15. Children’s artwork is displayed on walls. | |
| 16. Special needs observation forms are completed. | |
| 17. When possible family style meals are served and there is a pleasant atmosphere at the table, adults sitting with children, encouraging conversation and table manners. | |
| 18. Children have many opportunities to talk and express themselves to staff, other children and other adults. | |
| 19. Children’s individual cultures and lifestyles are valued. | |
| 20. All classroom staff interact with children. | |
| 21. Children’s language development is enhanced by finger plays, rhymes, books, flannel board stories...etc.... | |
| 22. Proper classroom control is maintained. | |
| 23. Children’s self-esteem is enhanced, without monetary rewards or fake praises. | |
| 24. Children’s records are in order with appropriate documentation. | |
| 25. Morning inspections are conducted. | |
| 26. Children brushed teeth during the day. Staff and children wash hands at appropriate times. | |
| 27. Meal count is checked after each meal during the day. | |
| 28. When necessary, modifications are made in the environment, schedule and activities to | |

