

DAYCARE DIRECTOR OBSERVATIONS

Room: _____

Month: _____

Observation Type (OT)	
IP	In-person Observation
C	Camera Observation

Rating Scale	
1	Needs Improvement / Does not meet expectations
2	Satisfactory
3	Strong

Monthly Observations:

Date/Time		General	
1		Staff are greeting children and parents and saying good-bye	
2		The parent board is up to date	
3		Using door signs / schedule arrows	
4		Medications & forms are accurate	
5		Birthday board complete and visually appealing	
6		Interest sheet is being filled out	
7		Journals are completed daily	
8		Developmental checklists are filled out & up to date	
9		Allergy table labels are up to date	
10		The room layout is conducive to effective supervision, programming and safety	
11		Diapering procedures are followed	
Date/Time/OT		Preschool Time	
12		Teachers have provocation out and are engaging, encouraging and extending play	
13		Math/Literacy activities are open and prepared for the children	
14		Theme/interest activities are open and prepared for the children	
15		Loose parts activities are open and prepared for the children	
Date/Time/OT		Circle Time, Story & Music	
16		Circle time activities are engaging	
17		Staff plan and engage in musical activities (songs, fingerplays, instruments)	
18		Storytime was carried out and engaging	
19		Alternate activities are available	
20		The reading area is stocked and alternated	

Date/Time/OT		Art, Sensory, Exploration & Free Play	
21		Open-ended art is available and engaging	
22		Children's current artwork is displayed	
23		Free Play is available to the children in all areas.	
24		Sensory is available	
Date/Time/OT		Physical Activity Programming	
25		Gross motor activities daily	
26		Gross motor activities are developmentally appropriate / engaging	
27		Staff are modeling and engaged in gross motor play	
28		Outdoor play every day (weather permits)	
29		Staff supervising is spread out and effective	
Date/Time/OT		Meal Time	
30		Meals are served family style	
31		Children are serving themselves (with help as needed)	
32		Children/staff wash hands before and after	
33		Staff are encouraging self-feeding	
34		Staff seated & engaging with the children	
35		Staff sanitize table properly	
Date/Time/OT		Nap Time	
36		Staff effectively supervise ALL children	
37		Beds are spaced 18 inches apart and not close to open shelves	
38		No safety concerns (ex: music volume, heads uncovered, choking hazards, not too dark)	
39		Conducting 15 minute checks on all children.	



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Weekly Observations:

		Date/Time OT		Date/Time OT		Date/Time OT		Date/Time OT	
Staff & Room									
A	Staff are following the dress code								
B	The room is tidy, organized and clean								
C	Materials/equipment developmentally appropriate/good repair								
D	Cleaning/Room Checklists are completed to date								
E	Cleaning bottles are present, filled and out of reach								
Supervision & Interactions									
F	Staff are working and communicating as a team								
G	Staff are actively engaged and interacting with children								
H	Staff are adequately spaced/positioned & constantly scanning								
I	All children are signed in								
J	Staff know how many children are present								
K	Room is in ratio								
L	Staff are assisting with washroom supervision								
M	Staff are at children's level when communicating with them								
N	Staff use appropriate tone of voice								
O	Staff use positive reinforcement								
P	Staff read the children's cues and are attentive to their needs								
Q	Appropriate child guidance techniques are demonstrated								
R	Staff set clear expectations and are consistent with them								
S	Staff are model & encourage positive interactions & manners								
Transitions									
T	Transitions warnings are completed (5 minutes, 2 minutes)								
U	Children are counted and roll call completed before leaving the room (and communicated to team)								
V	Children are counted on arrival in new space (communicated to team)								
W	Room sweep (incl. washroom) complete before room transition								
X	Transitions are organized and successful								
Y	Children wash their hands before/after activities (if required)								
Z	Staff are communicating activities and expectations								
a	Children are encouraged to be involved in clean up								
Programming									
b	Programming is posted and followed (with flexibility)								
c	Staff are following the schedule (but flexible as needed)								
d	Multiple shelves and activities are open at all times								
e	Staff offered large and small group, and individual activities								
f	Programming meets the needs of all the children in the group								



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Notes (Summary, Strengths, Weaknesses, Recommendations, Reflections)	
Date/Time/OT	
Date/Time/OT	



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Notes (Summary, Strengths, Weaknesses, Recommendations, Reflections)	
Date/Time/OT	
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Date/Time/OT

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