



## *Evaluation and Training Information*

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- Training Information
- Classroom Goal Observation
- Teacher Expectations Feedback



# Training Information

**Each staff member is required to obtain 12 clock hours of child care training per year.**

Classroom and Online trainings can be found at the PA Keys and Better Kid Care websites. Additional trainings are sometimes posted on the staff bulletin board.

Included in the 12 hours of required trainings, every staff member is required to complete:

BIG IDEAS Framework

New Staff Orientation (2 part video on Better Kid Care equaling 15 hours)\*

Mandated Reporter Training ([www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu) )

6 hour Health & Safety Basics: Requirement for Certification ([extension.psu.edu/youth/betterkidcare/on-demand](http://extension.psu.edu/youth/betterkidcare/on-demand))

2 hours of Observation, Inclusive Practice, and/or ERS training (K4)

Fire Safety Training

Pediatric First Aid Training

Other acceptable training topics include child or staff health, child development, early childhood education and special education, supervision, discipline and guidance of children, nutrition for children, child care program development, child care staff person or volunteer professional development.

\*The New Staff Orientation is a 2 part 15-hour program consisting of 30 half-hour lessons. The sequential units are completed as you are learning about your new program, the children and families in your center, and the field of early childhood education and care. Applying what you learned in each lesson to your daily work activities is an important part of the orientation series. Also, most of the units have a requirement that you meet with your director to discuss lesson topics and learn about specific center policies/procedures. **This is already paid for by K-Prep, enter the code EYQUJK, 6SN8SK or NZC6CX for payment and your certificate.**

## Directions for Training Websites

### PA Keys

[www.pakeys.org](http://www.pakeys.org)

1. Click the (log in) red button in the upper right hand corner
2. Enter Log In information/create an account
3. Click on PD registry in the list on the left side
4. Click on the course catalog tab
5. Find a training to sign up for
6. Log Out

### Better Kid Care

[www.betterkidcare.psu.edu/](http://www.betterkidcare.psu.edu/)

1. click on the (On Demand Web Lessons) blue button on the left
2. Enter Log In information
3. Choose video to watch  
(On the left side under the title Lessons, you can choose a topic to sort by topic)
4. Pay for your training video using the prepaid code **EYQUJK or 6SN8SK or NZC6CX**
5. Don't forget to print your certificate!
6. Log Out

Trainings done outside of PA Keys or Better Kid Care will NOT show up on your Professional Development Plan. Please take time to manually input these trainings into your PDR. Directions to do so are below:

[www.pakeys.org](http://www.pakeys.org)

1. Click the (log in) red button in the upper right hand corner
2. Enter Log In information
3. Click on PD registry in the list on the left side
4. Click on the "My Professional Development Plan" button
5. Scroll down to the bottom of the page
6. Click "Add Item" under where it says "My Other Professional Development Not Found in the Course Catalog"
7. Fill in all info and click "save"

**K-Prep will reimburse for any trainings upon receiving your certificate**

# Classroom Goal Observation

UPDATED 7/2016

<b>Meet children's individual needs and create a special relationship with each family.</b>	YES	MAYBE	NO
An effort is made to get to know and create a relationship with each child and family			
Infant schedules/special dietary needs are posted and followed			
Classroom/Infant schedule is posted and followed			
The needs of each developmental group are met- <ul style="list-style-type: none"> <li>• inf/young tod = being held and re-directed</li> <li>• older tod = independence and encouragement</li> <li>• pre-school = job responsibility and accountability</li> </ul>			
General requirements are adapted to meet the needs of individual children (IEP, behavior plans, etc)			
Teachers engage and participate in various play activities including dance/movement, singing, pretend play, rainy day activities, one-on-one, conversations, stories, etc			
Special events such as birthdays, holidays and fun days are incorporated into planning			

Comments:

<b>Positively communicate with parents, directors, and teachers to promote consistency, unity, and education.</b>	YES	MAYBE	NO
Parents are greeted, welcomed and assisted with drop-off and pick-up			
Dailies are completed			
Parent board is filled out			
Teachers communicate with each other throughout the day to coordinate plans.			
Teachers work together to contribute to and build a harmonious work environment			
Screenings and evaluations are shared with parents, as needed			

Comments:

<b>Allow children to be as independent as possible while remaining developmentally appropriate.</b>	YES	MAYBE	NO
Independence is encouraged at mealtime- introducing solid foods, using sippy/open cup, using table manners, etc			
Independence is encouraged with self-care tasks- using the potty, dressing and undressing self, washing hands, etc			
Independence is encouraged with social behaviors- using manners, cleaning up toys, having helper jobs, lengthening naps, etc			
Skills expected in the classroom are taught through modeling, patiently explaining, and encouraging independence			

Comments:

<b>Foster creative thinking in children through modeling, encouragement and experience.</b>	YES	MAYBE	NO
Lesson plans are completed and followed			
Planned activities are prepared for ahead of time			
Circle time includes all necessary parts			
Basic concepts are included in the daily routine (name, colors, ABC, 123, etc)			
Activities are more focused on exploration, less focus on cute projects. (Process over Product)			
Conversations include stimulating questions. (do not have a right/wrong or yes/no answer)			

Comments:

<b>Allow children to explore their natural curiosity within reasonable limits.</b>	YES	MAYBE	NO
Various, appropriate art materials are used			
Sensory items are available			
Secondary centers are labeled and have designated area and toys available			
A center item is highlighted each day to invite play (Secondary)			
Children are encouraged to participate in and lead conversations			
Children have freedom of choice in play and activities			
Plans can be adapted to follow children's curiosity			

Comments:

<b>Ensure that children follow the guidelines of the teacher while respecting that authority.</b>	YES	MAYBE	NO
Activities and transitions are entertaining to help prevent behavior concerns			
Transitions and routines are established, taught and maintained			
Positive language is used and behaviors are taught and modeled to children			
K-Prep expectations are followed at circle time, story time and in activities			
K-Prep expectations are followed at mealtime and snack time			
K-Prep expectations are followed at naptime			
Patience and understanding is displayed with behavior concerns			

Comments:

<b>Maintain a safe and healthy environment</b>	YES	MAYBE	NO
Children are well supervised at all times and classroom ratios are met			
Front door and child release procedures are followed			
Playground safety rules are followed by children and teachers			
Accident reports are filled out correctly, signed and handed in			
Emergency evacuation map and phone numbers are posted			
Supplies and materials are stocked and ready for use			
Diapers and potty procedures are done properly and follow schedule			
Room is neat, clean and organized maintaining an orderly learning environment- vacuumed, dusted, tables wiped, toys cleaned and tidied regularly			

Comments:

YES= Always Consistent MAYBE= Sometimes, Partly, or Inconsistent NO= Not Often or Never

Additional Comments/Topics Discussed:

# Teacher Expectations Feedback

UPDATED 7/2016

## A K-Prep Teacher is...

<b>PASSIONATE about <i>teaching</i>, loving and educating children.</b>	YES	MAYBE	NO
Meet children's individual needs and create a special relationship with each family.			
Ensure that children follow K-Prep expectations and the guidelines of the teacher/parent while respecting that authority.			
Be comfortable and competent being alone with children, running the classroom without assistance.			
Be competent in calmly handling emergencies while monitoring all children.			
Competently fill out detailed accident reports and appropriately handle every accident or injury.			
Incorporate special events throughout the year. (birthdays/holidays/fun days/etc)			

Comments:

<b>EXCITED about lessons and activities.</b>	YES	MAYBE	NO
Foster creative thinking in children through modeling, encouragement and experience.			
Allow children to explore their natural curiosity within reasonable limits.			
Plan/Implement/Support a variety of activities that promote physical, academic and social development, are engaging and follow the written lesson plan outline.			
Teach/model appropriate healthy habits, self care tasks and social behaviors.			
Lead a small group circle/learning/story time and other small group activities that are engaging, follow the written guidelines, and meet children's needs.			
Take children outdoors twice a day, as scheduled. (Infants, when possible)			

Comments:

<b>ENTHUSIASTIC when <i>interacting</i> with the children.</b>	YES	MAYBE	NO
Teach/Encourage independent skills while remaining developmentally appropriate.			
Communicate with children at their developmental level.			
Engage and participate in various play activities including dance and movement, singing, pretend play, rainy day activities, etc.			
Prepare and feed bottles and food, assist children in eating, and teach/model healthy eating practices.			
Change diapers, assist in potty-training, and monitor children in the bathroom following health and safety practices. This includes cleaning messes, assisting in undressing/redressing and assisting in children's hand washing.			
Occupy/entertain children during down time and transitions.			

Comments:

<b>POSITIVE when interacting with parents and staff, actively working towards a solution to any situation.</b>	YES	MAYBE	NO
Positively communicate with parents, directors and teachers to promote consistency, unity and education.			
Support regular communication with parents through daily conversations, classroom dailies, lesson board, written progress notes and/or parent conferences.			
Cooperate with and support other teachers and volunteers working in the classroom.			
Contribute to and build a harmonious work environment regardless of personal differences.			
Greet/welcome parents and assist with drop-off and pick-up.			
Keep doors locked at all times and only allow building access to approved persons.			
Offer support to parents for dealing with children at different developmental stages.			

Comments:

**YES= Always Consistent    MAYBE= Sometimes, Partly, or Inconsistent    NO= Not Often or Never**

## A K-Prep Teacher is...

<b>DETAILED and CONSISTENT in planning and teaching so everyone is on the same page and aware of what is going on in the classroom.</b>	YES	MAYBE	NO
Keep room neat, clean and organized maintaining an orderly learning environment.			
Plan/Implement/Support detailed lessons that are completed at least one week in advance Keep updated infant schedules according to the parents requests			
Plan/Implement/Support lessons that follow the curriculum, standards and lesson plan outline or assists infants in progressing to their next developmental level.			
Assess program supplies and materials needed prior to use			
Establish/Maintain/Support consistent classroom routines and transitions			
Follow classroom schedule and be aware of what comes next. Follow individual infant schedules as set by the parents.			

Comments:

<b>HARD WORKING and shows initiative in completing extra tasks.</b>	YES	MAYBE	NO
Consistently work entire scheduled shift, remaining focused and hard working during entire shift.			
Arrive on time and prepared each day, being in the classroom and ready to care for children at the time shift begins.			
Lift and carry children weighing up to 40lbs.			
Complete assigned classroom cleaning tasks including vacuuming, light housekeeping, bathroom clean-up, etc. while being aware of all children.			
Follow all state regulations in regard to ratios, sanitation, emergency info, etc. to establish and maintain a safe and healthy learning environment.			
Make use of down times by doing extra cleaning, organizing, and preparing.			
See, hear, assist and direct all children at all times per PA state requirements.			

Comments:

<b>SELF MOTIVATED to learn and grow through experiences and feedback.</b>	YES	MAYBE	NO
Engage in ongoing staff development to improve personal and professional skills.			
Accept feedback and work to improve in areas that would benefit classroom and/or center.			
Attend center activities, staff meetings, workshops, and training as instructed by the center director.			
Assess/Support children's needs and developmental progress on an ongoing basis.			
Use results of assessments to plan/implement/support activities.			
Support the professional growth of colleagues by sharing materials and information from trainings.			

Comments:

<b>RESPECTFUL of others- their position, opinions, requirements and requests.</b>	YES	MAYBE	NO
Follow K-Prep policies and procedures.			
Promote the center's philosophy and goals			
Maintain confidentiality regarding children, staff and/or center.			
Assist in other classrooms when needed.			
Change/work extra hours as needed. (within hours of operation 7am-6pm)			
Adhere to time off request policies- requesting PTO ahead of time and saving unpaid time for summer.			
Follow K-Prep dress code.			

Comments:

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