

Quarterly Employee Classroom Evaluation

Employee's name: _____

Date: _____

Evaluation content	Comments	Yes	No	N/A
All equipment in the classroom is safe and in good condition.				
All cleaning supplies are labeled and locked up when not in use.				
The employee is using proper hand washing and diaper changing procedures at all times.				
The employee ensures that the children are using proper hand washing procedures.				
The classroom notebooks are up-to-date with the most current information on all children and employees that work in this classroom.				
The crib mattresses are cleaned daily and mats or cots are cleaned weekly.				
The classroom and the cabinets, shelves and closets are clean and organized.				
When the employee enters the classroom, they wash their hands and pleasantly greet the children and the other employees in the classroom.				
The employee provides each child and family member with a friendly, personal greeting during arrival and departure. The employee ensures that they ask information about the child's morning or relays information about the child's day.				
The employee helps transition children into the classroom activities as/ after the parent leaves and encourages the child to say good-bye to the parent.				
The employee demonstrates through their interactions that they enjoy being with the children.				
The employee gets down on the floor and down on the child's level to listen and interact with the children most of the time.				
The employee speaks with the children, not at the children.				
The employee encourages conversation with the children by asking open-ended questions and constantly helping the children expand their ideas and play by asking the children why, how, when, what, where, etc.				
The employee uses each child's name when speaking with them.				
As the children participate in activities throughout the day, not all children are required to participate in group activities at one time.				

Evaluation content	Comments	Yes	No	N/ A
The employee encourages peer conversation and interactions among all children in the classroom.				
The employee refrains from idle chatter or gossip about the families or children in care to other employees, family members or children. The employee's main attention is on the children.				
The employee plans developmental appropriate activities for the children in care. Those activities are planned with consideration to the individual needs of the children in the group.				
<p>The lesson plans include the following activities (as required):</p> <ul style="list-style-type: none"> • Art • Blocks and construction • Sand and water • Housekeeping/ pretend play • Fine motor • Active play • Books and language • Gross motor/ Active play • Music and movement • Science and nature 				
The lesson plans are completed timely and submitted in the required format as described by the program's employee manual.				
The activities presented on the lesson plan are implemented in the classroom.				

Evaluation content	Comments	Yes	No	N/A
The classroom is divided and organized into recognizable interest centers.				
The interest centers are organized and each interest center has enough supplies to encourage a variety of play experiences.				
The employee ensures that the classroom is decorated with displays created by the children and those displays are changed every other week.				
The employee was observed using the appropriate voice tone and volume when speaking with the children.				
The employee participates in the planning of classroom and program wide activities.				
The employee is participating in on-going professional development activities in and outside the program.				
The employee communicates informally and appropriately with the families, co-workers and management everyday.				
The employee completes the developmental assessments for the children in the class carefully and timely. The employee conducts conferences with each child's family twice a year.				

The observation should be completed during a continuous three hour observation of an employee in their normal work environment.

Observation start time: _____ Observation end time: _____

The observation was completed by: _____

Comments: _____
