

**17 Please Review Explanation of Terms Used Throughout the Scale on Pages 9-11**

**Always** observe and look for “what the children are getting/experiencing.” For example, is there enough language development to give the children what they need? Items scored in the 1 category are those things that compromise the children’s development, health, and safety. Items in the 3 level are basic. Items in the 5 level are good, and items in the 7 category add to or enhance what is happening at the 5 level.

**75%** of the children who *normally attend* (vs. number of children enrolled) must be in attendance in order to complete the observation. **Cancel** the observation if less than 50% of the children who normal attend are not there and/or other extenuating circumstances have occurred (i.e., travel and/or cost considerations).

**The regular** provider or provider assistant must be present to complete the observation. Cancel the observation only if both regular providers are absent.

**In all indicators** where a particular age is required (i.e. “art for children 12 months and over”), some flexibility is allowed when scoring. If there is only 1 child in the group who meets the age requirement and the child is *less than* 1 month older than the age requirement, then the item/indicator can be marked N/A. If the child is more than 1 month older than the age requirement or if there are 2 or more children who meet the age requirement, then the item/indicator must be scored. The item or indicators in question must be scored, even if there are plans to move the child to an older group. An exception to the rule is applied when a child with a disability is enrolled. In this case, the necessity for a requirement will depend on the child’s abilities and disabilities.

**If only school-aged** children are enrolled, ensure that items for preschool are adapted to include developmentally appropriate materials and activities for school-aged children.

**Hand washing:** hands must be wet, rubbed together for **20 seconds** with soap out of water, rinsed under warm running water, and then dried with a single service dispensed paper towel or individually labeled cloth towel. Staff hands cannot be washed with the child’s hands to receive credit for adequate hand washing for the staff and child.

**Bleach and Bleach Substitutes** are allowable if the bottle has an EPA number and/or the program has a note from the Health Department allowing its use in place of bleach. Read label to check for contact time limits for **sanitation and for disinfecting** on all products including bleach. Label directions must be followed in **all** cases.

**Sanitation** means that the surface is cleaned first with a soap/water solution, dried with a single towel for each table and then sanitized with a bleach/water solution or any approved bleach substitute. **All label instructions must be followed.** If solution is wiped off, an individual towel must be used for each table. Sanitation should be used on food contact surfaces, tables, toys, etc.

**Disinfectant** is for use on diaper tables and surfaces contaminated with highly hazardous body fluids. A disinfectant **should be** used on diaper changing surfaces, toilets, toileting sinks, and door and cabinet handles. A disinfectant **should not** be used on tables, food surfaces, toys, or anything that is mouthed. **All label instructions for proper contact time and proper procedures must be followed.**

**Weather temperature** for outdoor play should be considered; 20 degrees is the suggested minimum and 90 degrees is the maximum. Consider humidity, wind chill, and shade.

Sending children out at either extreme should require some change in schedule, i.e. probably shorter time outdoors and gross motor time indoors.

**Water temperature** should not be lower than 60 degrees and no higher than 120 degrees. If lower than 60 degrees the warm water component will be missing for hand washing. If higher than 120 degrees, it presents a safety issue.

**Guns** must be stored in a locked cabinet and ammunition must be stored in a separate location.

**Be sure** to score all the way through to the 7’s on each item regardless of their score-this gives the provider a better sense of what is happening in the environment at the higher levels of the instrument and what needs to improve to reach those levels.

**Examples:** When items list examples in the parenthesis, you do not have to observe any or all of the specific examples listed for credit to be given. They are just guidelines to assist you; you must, however, observe similar or like instances to give credit for the indicator.

# of Children Present	75% attendance	# of Children Present	75% attendance
5 children	4 children	13 children	10 children
6 children	5 children	14 children	11 children
7 children	6 children	15 children	12 children
8 children	6 children	16 children	12 children
9 children	7 children	17 children	13 children
10 children	8 children	18 children	14 children
11 children	9 children	19 children	15 children
12 children	9 children	20 children	15 children

Evaluator Tools
Choke Tubes
Meat Thermometer
Tape Measure
Trowel
Head Entrapment Probe
Finger Pinch Probe