

**19 Please Review Administration of the Scale on pages 9 - 13**

**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 normally attending are not there unless other extenuating circumstances have occurred (i.e., travel and/or cost considerations).

**The regular** teacher or teacher assistant must be present to complete the observation. Cancel the observation only if both regular staff is absent.

**Hand washing:** Per the Colorado Health Department: **Hands must be wet with warm, running water**, rubbed 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, **rinsed**, 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. The surface must be cleaned with soapy water, **rinsed**, and disinfected by spraying the surface and allowing it to sit for the appropriate contact time. 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

**Be sure** to score all the way through to the 7’s on each item regardless of their score- this gives the program 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.

**The expectation** when asking questions for additional information is that any regular staff member (assistant or teacher) in a particular room should be able to answer any of the questions you may have regardless of their role.

**Evaluator tools:** Choke tubes, meat thermometer, tape measure, trowel, head entrapment probe, and finger pinch probe.

# 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