

## Highland Rim Head Start Unannounced Active Supervision Visit

SITE INFORMATION					
CLASSROOM		TEACHING STAFF OBSERVED		VISIT DATE	
TIME IN	TIME OUT			OBSERVER	
C = Compliance		N = Non-Compliance <i>If area found in non-compliance immediate action is taken to gain compliance, list steps taken in comments section</i>		N/A = Not Applicable	
C/ N/ N/A	1. <b>Set up the Environment:</b> Is the environment set up so that staff can see and hear the children at all times.				
C/ N/ N/A	2. <b>Position Staff:</b> Staff place themselves strategically in all environments.				
C/ N/ N/A	3. <b>Scan and Count:</b> Teaching staff are able to reply immediately and accurately as to how many are in attendance at time of visit. How many children at time of visit: _____				
C/ N/ N/A	4. <b>Listen:</b> Are staff listening and able to immediately identify signs of danger.				
C/ N/ N/A	5. <b>Anticipate Children's Behaviors:</b> Are staff knowledgeable of each child's needs predicting behaviors and providing support when needed.				
C/ N/ N/A	6. <b>Engage and Redirect:</b> Staff are engaged and providing redirection as needs arise				
C/ N/ N/A	7. <b>Nap/Rest/Meal Times:</b> Staff remain within sight and hearing of all children				
<b>Comments and Observations</b>					
I acknowledge, by signing below, that I have received, read and understand the contents addressed in this report.			I acknowledge, by signing below, that I have provided a copy of this report and discussed the contents with the Site Representative.		
SITE REPRESENTATIVE SIGNATURE / TITLE		DATE	OBSERVER SIGNATURE / TITLE		DATE