

LORAIN COUNTY COMMUNITY COLLEGE  
DIVISION OF SOCIAL SCIENCES AND HUMAN SERVICES

EARLY CHILDHOOD EDUCATION 275

Organization and Administration

**OBSERVATION #1 (2.5)**  
**100 points**

1. Please call the instructor of the center you wish to visit prior to embarking on your observation.
  - a. Communicate your need to observe, your particular interest, and schedule a time to visit.
  - b. Wear your identification badge when making your observation.
  
2. Be sure to include the following information in your typed paper:
  - a. Class size
  - b. Ages of the children
  - c. Teacher/child ratio
  - d. There is a cultural mix
  
3. Ask the following questions:
  - a. What is the school's educational philosophy? (This may be in the handbook.)
  - b. What are their in-service requirements? Does the school pay for any workshops for staff?
  - c. Does the school have specific curriculum goals written down? What are they? Are they in the staff manual or parent handbook?
  - d. Are the staff responsible for lesson plans? Is there a paid planning time for staff to plan lesson plans?
  
4. Observe overall the classroom and facility. What would you do as an administrator to change the room, the flow of traffic, materials, procedures or rules? If the answer is nothing, then write a brief paragraph about what you feel is the administrator's most important job and why.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

SCHOOL/FACILITY \_\_\_\_\_

TIME (LIST HOURS OBSERVED) \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_

Early Childhood Education 275

**OBSERVATION #2 (2.5 hours)**  
**100 points**

1. Please call the instructor of the center you wish to visit prior to embarking on your observation.
  - a. Communicate your need to observe, your particular interest, and schedule a time to visit.
  - b. Wear your identification badge when making your observation.
2. Be sure to include the following information in your typed paper:
  - a. Class size
  - b. Ages of the children
  - c. Teacher/child ratio
  - d. There is a cultural mix
3. Ask the following questions:
  - a. What is the school's policy in regard to children who cry and experience separation anxiety?
  - b. Does the administrator observe the teaching staff teaching? Is there a specific form used as a checklist for evaluations? What type of evaluation is used?
  - c. Does the staff have any input as to the materials purchased?
4. What type of supervision techniques does the administrator use with the staff? (Authoritative, discussion, authoritarian)
5. Observe the facility and record all the positive aspects of the program.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

SCHOOL/FACILITY \_\_\_\_\_

TIME (LIST HOURS OBSERVED) \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_

### Parent Handbook assignment rubric

1. Cover page, intro. Etc. 30 (meets all requirements) 15 (has some but not all information required). 0 (does not have required information )
2. Philosophy and goals 30 (meets all requirements) 15 (has some part of philosophy and goals, but is not understandable) 0 (does not have required information )
3. Daily program 20 (meets all requirements) 10 (has some information, but not all) 0 (does not have required information)
4. Transition 5 (meets all requirements) 0 (does not have required information )
5. Transportation 5 (meets all requirements) 0 (does not have required information )
6. Swimming policy 5 (meets all requirements) 0 (does not have required information )
7. Pick up times 5 (meets all requirements) 0 (does not have required information )
8. Health policies 30 (meets all requirements) 15 (has some but not all information required). 0 (does not have required information )
9. Liability 5 (meets all requirements) 0 (does not have required information )
10. Outdoor play policy 5 (meets all requirements) 0 (does not have required information )
11. Meals and samples 10 (meets all requirements) 0 (does not have required information )
12. Parent involvement 5 (meets all requirements) 0 (does not have required information )
13. Center closings 5 (meets all requirements) 0 (does not have required information )
14. Items from home 5 (meets all requirements) 0 (does not have required information )
15. Child Abuse 5 (meets all requirements) 0 (does not have required information )
16. Field trip 5 (meets all requirements) 0 (does not have required information )
17. Fees statements 5 (meets all requirements) 0 (does not have required information )
18. Center discipline policy 10 (meets all requirements) 0 (does not have required information )

19. Spelling grammar, neatness 5 (meets all requirements) 0 (does not have required information )

20. Originality and professionalism when addressing parents 5 (meets all requirements) 0 (does not have required information )

Total points \_\_\_\_\_

## PERSONNEL ATTITUDES SURVEY

These phrases refer to 2- to 6-year-old children and to teaching them in a preschool situation. Please complete each phrase in as few words as possible. Complete them quickly, briefly, and honestly. There are no right answers, only the way you feel.

1. Children are wonderful, but
2. When a child cries, it makes me feel like
3. When I speak to children
4. Children who are not potty trained
5. What children *want* to make them happy is
6. What children *need* most is
7. A child feels unhappy when
8. Children are naughty because
9. Children who "pretend"
10. Friends are important to children because
11. Children get into everything because
12. Children learn the most when
13. Children's art
14. Before children go to kindergarten they should know
15. My favorite activity with children is

16. My favorite story or picture book for children is
17. My favorite children's game is
18. My favorite TV show for children is
19. Something that always makes me smile is
20. Something that makes me so angry is
21. When I first get up in the morning, I feel
22. My childhood was
23. What I consider a real mess is
24. The kind of mess that doesn't bother me is
25. The teacher I remember most from my childhood (describe the teacher)
26. Teachers need
27. Teachers should
28. Supervisors
29. I am easy to get along with because
30. I think my two most important jobs as a preschool teacher will be
31. Preschool should be
32. I want to work at this preschool because

# INDIVIDUAL COURSE REGISTRATION

NAME \_\_\_\_\_

STUDENT  
NUMBER \_\_\_\_\_ COURSE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

If you have received your syllabus for this course, please sign below.

Your signature affirms both receipt of the syllabus as well as acknowledgment of your responsibility to use the syllabus in determining your mode of class participation.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_