

As your Assessment Dates approaches, it is important to make sure you have completed the all your preparation work. Below is a checklist to ensure you have completed all your preparation and are ready for your assessment. Check off items completed & finish anything not completed IMMEDIATELY!

- _____ 1. All shelves, bins, centers are labeled with pictures and words.
- _____ 2. Pictures of the children, their families and/or pets displayed at eye-level and protected by laminating.
- _____ 3. **Many** examples of the children's work displayed, one example of written/spoken word, one example 3-D, all dated & a sign describing the activity preferred.
- _____ 4. Books have been made (w/ real pics) depicting non-stereotypical gender roles, different cultures, different races, different abilities, ALL ages and nature books.
- _____ 5. Helpers are used (chart).
- _____ 6. Science chart once a month, cooking/experiment activity once a month (take pictures/document/proof displayed w/ date).
- _____ 7. Cot chart current and depicting correct cot placement- 3 feet apart.
- _____ 8. Teacher/child made instruments in music.
- _____ 9. Sensory tables and art easels used (for at least an hour daily) as a center during free play.
- _____ 10. Using weather chart, counting, language activity, days of week, etc. consistently in circle
- _____ 11. Interacting with your living thing; for example: plants (name it, talk to it, water it, etc.)
- _____ 12. Taught & maintained proper hand washing, use a hand washing song & teaching children to cough into elbows. Following through & reviewing the steps everyday.
- _____ 13. Have a consistent schedule & routine; smooth transitions.
- _____ 14. Mastered all the Interaction Skills- refer to handout.
- _____ 15. Take advantage of opportunities (art easels, water tables, music instruments, chalk, etc.) for outside everyday to provide a variety.
- _____ 16. Get used to noting the time you go outside & the time you come back in & make sure you are getting the amount of time indicated on your schedule.
- _____ 17. Take role at least 2x a day, and know how many children you have at all times.
- _____ 18. Know & use the proper steps for diaper changes, hand washing, sink disinfecting, toilet disinfecting, table/food surface cleaning & sanitizing. Use everyday consistently.
- _____ 19. Communicate well with parents & keep up with daily documentation.
- _____ 20. Completed the Licensing/Sanitation Checklist; fixing all violations.

Keep in mind, these items are not for Rating Scales only; these are the things you are supposed to do each and every day, without exception. If you have not been doing these things daily, it is ok! Just start doing it right today & never stop!