



# Apprentice Site Visit-Preschool

Please complete the following information:

**Apprentice:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

**Name of Work Site:** \_\_\_\_\_

**Time of Arrival:** \_\_\_\_\_ **Time of Departure:** \_\_\_\_\_

**Number of Children Present:** \_\_\_\_\_ **Total Number of Staff Present:** \_\_\_\_\_

**Date of Site Visit:** \_\_\_\_\_ **Age Group of Children:** \_\_\_\_\_

Instructor Apprentice Site Visit Directions/Requirements:

- Observe apprentice at work site at least one hour
- Complete the entire form and review with apprentice within two weeks
- Signatures of both the apprentice and instructor are required
- The apprentice should place the original document in portfolio
- Instructor should place a copy in apprentice file

Please use the following scale to evaluate the quality of the apprentice's performance in relation to the specific criteria.

Rating	Description
1	Fails to meet basic requirements
2	Meets basic requirements
3	Exceeds basic requirements
DNO	Did not observe

Family Ties and Relationship Building	1	2	3	DNO
<b>1. Interacts with families to build positive relationships</b> <i>(Examples: newsletters, information sheets, bulletin boards, parent meetings, eating lunch with child, sharing family custom with child's class, informal conversations with parents)</i>				
<b>2. Communicates with families when developing goals based on assessment results</b> <i>(Examples: parent conferences/agendas for parent conferences)</i>				
<b>Please provide examples of apprentice's behavior that support the above ratings:</b>   				

Rating	Description
1	Fails to meet basic requirements
2	Meets basic requirements
3	Exceeds basic requirements
DNO	Did not observe

Developmentally Appropriate Lesson Plans	1	2	3	DNO
<b>1. Creates developmentally appropriate lesson plans using the WV Early Learning Standards Framework Guidebook (Preschool) that include all the necessary components</b> <i>(shows progression of learning, learner outcome, objectives, procedure, materials needed, references)</i>				
<b>2. Includes strengths, weaknesses, and modifications in lesson planning</b> <i>(Examples: lesson plans include any modifications needed for special needs, review of lesson after teaching to evaluate strengths and weaknesses of plan)</i>				
<b>3. Creates developmentally appropriate lessons for English language arts, math, science, and creative arts</b>				
Please provide examples of apprentice's behavior that support the above ratings:				

English Language Arts	1	2	3	DNO
<b>1. Provides activities that develop language skills</b> <i>(Examples: at least one planned language arts activity daily, good language model, children are encouraged to use expressive language throughout the day)</i>				
<b>2. Provides activities that encourage emergent writing skills</b> <i>(Examples: items labeled in classroom, writing center with paper and writing tools, opportunities for drawing, child dictated stories, etc.)</i>				
<b>3. Creates an environment where children have access to a variety of developmentally appropriate materials to support emergent literacy</b> <i>(Examples: children's books, picture lotto and card games, flannel board materials, puppets, adult/child and child/child conversations, variety of papers, pencils, crayons, etc., available to children, etc.)</i>				
Please provide examples of apprentice's behavior that support the above ratings:				

Rating	Description
1	Fails to meet basic requirements
2	Meets basic requirements
3	Exceeds basic requirements
DNO	Did not observe

Math and Science	1	2	3	DNO
<b>1. Provides activities that develop math skills</b> <i>{Examples: sequence cards, same/different games, size and shape toys, sorting games, sensory table and utensils/ toys for dumping, pouring and measuring with appropriate materials (i.e. rice, water, sand)}</i>				
<b>2. Children have opportunities to identify and describe measurable characteristics of objects, such as length, weight, small, big, short, tall, empty, full, heavy, and light</b>				
<b>3. Creates a sense of time through participation in daily routines</b>				
<b>4. Utilizes scientific inquiry in preschool programs</b> <i>(Examples: encourages children to explore cause and effect, ask "what if questions, and helps children to find answers without giving them the answer, etc.)</i>				
<b>5. Incorporates activities that develop science skills</b> <i>(Examples: materials available to children: Magnifying glasses, magnets, plants/terrarium , fish aquarium, paints, etc.)</i>				
<b>Please provide examples of apprentice's behavior that support the above ratings:</b>				

Arts	1	2	3	DNO
<b>1. Provides activities that promote creative expression in art, music/movement, and dramatic play</b> <i>(Examples: variety of art materials available for free choice, including 3-D materials; variety of musical recordings, dance props, and musical instruments; a variety of props for dramatic play in addition to those for housekeeping, i.e. transportation, work, adventure, fantasy, and pictures)</i>				
<b>2. Plans and conducts activities that encourage creativity</b> <i>(Examples: planned activities; teacher interacts with children, discusses ideas and helps with resources to enhance play)</i>				
<b>Please provide examples of apprentice's behavior that support the above ratings:</b>				

Rating	Description
1	Fails to meet basic requirements
2	Meets basic requirements
3	Exceeds basic requirements
DNO	Did not observe

Approaches to Learning	1	2	3	DNO
<b>1 Provides appropriate ways to stimulate initiative and curiosity</b> <i>(Examples: activities and materials are provided that encourage children to explore and investigate, etc.)</i>				
<b>2. Targets ways to encourage persistence and attentiveness</b> <i>(Examples: projects/activities that continue for an extended amount of time, children create and implement plans, children use trial and error)</i>				
<b>4. Enhances cooperation</b> <i>(provides opportunities for children to work together in learning and play experiences with peers)</i>				
<b>Please provide examples of apprentice's behavior that support the above ratings:</b>				

Guidance, Behaviors, Scheduling, Conflict Resolution	1	2	3	DNO
<b>1. Uses Developmentally Appropriate Practices for guiding preschoolers</b> <i>(Examples: I Messages, conflict resolution, Conscious Discipline)</i>				
<b>2. Arranges the environment in a way that helps support the development of self-regulation</b> <i>(Examples: quiet space, break up large open areas, etc.)</i>				
<b>3. Follows consistent and responsive routines/transitions</b>				
<b>Please provide examples of apprentice's behavior that support the above ratings:</b>				

<b>Social/Emotional Development</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>DNO</b>
<b>1. Provides a caring environment while guiding and educating children</b>				
<b>2. Provides a quality learning environment by adjusting self and the environment to each child's temperament (goodness of fit)</b>				
<b>3. Assesses children regularly for social/emotional developmental delays</b>				
<b>4. Creates a safe and trusting environment for learning to occur</b>				
<b>Please provide examples of apprentice's behavior that support the above ratings:</b>				

**Additional Comments/Observations**

\_\_\_\_\_  
**Site Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Apprentice/Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Instructor Signature**

\_\_\_\_\_  
**Date**

"This program is being presented with financial assistance as a grant from the West Virginia Department of Human Services and is administered by West Virginia Early Childhood Training Connections and Resources, a program of River Valley Child Development Services."