



Apprenticeship for Child Development Specialist

Apprentice Site Visit – School Age

Please complete the following information.

Apprentice: _____

Instructor: _____

Name of Work Site: _____

Arrival Time: _____

Departure Time: _____

Number of Children Present: _____

Total Number of Staff Present: _____

Instructor Site Visit Directions:

- Observe apprentice at work site at least one hour
- Complete the entire form and review with apprentice within two weeks
- Signatures of the apprentice, site supervisor, and instructor are required
- Apprentice should place the original document in portfolio
- Instructor should send a copy to the site supervisor/mentor
- Instructor should place a copy in apprentice file

This site visit is designed to observe the competencies learned in the classroom and evidence of teaching practices in the apprentice’s environment adopted by the Apprenticeship for Child Development Specialist program. Please use the following scale to evaluate the quality of the apprentice’s performance in relation to the specific criteria.

If the item is not observed, please check DNO (Did Not Observe).

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

Professionalism	1	2	3	DNO
1. Interacts appropriately with children, families and colleagues				
2. Demonstrates professional demeanor in behavior, appearance, and communication				
3. Maintains confidentiality and conducts self in an ethical manner.				

Please provide examples of apprentice/student’s behavior that support the above ratings:

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

Health, Safety, and Nutrition	1	2	3	DNO
1. Cleans and sanitizes environment at appropriate intervals				
2. Follows proper handwashing guidelines				
3. Provides a safe environment where children are free to explore				
4. Models healthy physical activity in both indoor and outdoor environments				
5. Snacks and meals are served in a manner that models healthy eating habits				
Please provide examples of apprentice/student's behavior that support the above ratings:				

Environment and Curriculum	1	2	3	DNO
1. Activities and materials reflect and celebrate diversity and are appropriate for all activities				
2. Provides developmentally appropriate activities for all youth and accommodations are made as needed				
3. Schedule is evident but is flexible				
4. Academic support is provided, including help with homework and/or tutoring that integrates and compliments (but does not duplicate) school-day instruction				
Please provide examples of apprentice/student's behavior that support the above ratings:				

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

Observation and Assessment	1	2	3	DNO
1. Responds to the level of support an individual youth's needs to progress developmentally				
2. Recognizes and responds to environmental factors that may place youth at risk				
3. Recognizes the importance of positive relationships with families through respectful conversations and parent involvement in their child's care				
Please provide examples of apprentice/student's behavior that support the above ratings:				

Family and Community Relations	1	2	3	DNO
1. Promotes emergent literacy including speaking, listening, reading, and writing through play and interaction with children				
2. Creates an environment where children have access to a variety of developmentally appropriate objects and materials to support early and emergent literacy				
3. Promotes an environment where children are encouraged to listen and communicate with others				
4. Provides experiences that encourage children to develop drawing, pre-writing, and writing skills using a variety of tools				

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

Child Growth and Development	1	2	3	DNO
1. Provides a caring environment while educating youth				
2. Provides appropriate guidance to assist youth in understanding the results of their actions				
3. Respects youth's choices and supports them in the decision-making process				
4. Provides opportunities for personal growth and development including emotional awareness, character development, healthy habits, skills mastery, and independence				
Please provide examples of apprentice/student's behavior that support the above ratings:				

Site Visit Summary

Areas of Strength:

Ideas for Improvement:

Instructor Signature _____ Date _____
Indicates you completed the evaluation and reviewed with apprentice/student

Apprentice/Student Signature _____ Date _____
Indicates you have read and discussed this evaluation with your supervisor

Supervisor Signature _____ Date _____
Indicates you completed the evaluation and reviewed with apprentice/student.

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