



# Apprentice Site Visit-Infant/Toddler

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 (3<sup>rd</sup> or 4<sup>th</sup> semester)
- Complete the entire form and review with apprentice within two weeks
- Signatures of the apprentice, site supervisor and instructor are required
- The apprentice should place the original document in portfolio
- Instructor should send a copy to the site supervisor
- Instructor should place a copy in apprentice file

The 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.

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

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

Health and Safety	1	2	3	DNO
1. Cleans and sanitizes environment per established guidelines. <i>(Examples: Provides Mr. Yuck bucket for mouthed toys, cleans/sanitizes surfaces before meals)</i>				
2. Follows proper handwashing guidelines for self and children. <i>(Examples: Children and adults washing hands before meals, children and adults washing hands after pottyng)</i>				
3. Provides a safe indoor and outdoor environment where children are free to explore.				
4. Demonstrates proper diapering/toileting procedures.				
5. Follows safe sleep policies. <i>(Examples: cribs are free of objects and materials, babies are placed on backs)</i>				

Please provide examples of apprentice's behavior that support the above ratings:

Guidance	1	2	3	DNO
1. Provides alternate activities, duplicate toys.				
2. Avoids situations where children are expected to wait for extended periods of time.				
3. Gives positive directions. <i>(Examples: gentle touch and what can we use our hands for?)</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

Social/Emotional Development	1	2	3	DNO
1. Implements primary caregiving to build strong relationship with assigned children and families.				
2. Identifies each child's temperament within primary care group and adjusts self and environment in order to establish a quality learning environment (i.e. goodness of fit).				
3. Provides opportunities for children to interact with other children forming attachments and natural groupings.				
Please provide examples of apprentice's behavior that support the above ratings:				

Motor Development	1	2	3	DNO
1. Provides appropriate opportunities for active play both indoors and outdoors based on child's individual abilities.				
2. Provides an environment where children can develop, improve and master their motor skills (fine and gross).				
3. Refrains from use of restrictive equipment.				
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

Language and Literacy Development	1	2	3	DNO
1. Uses the child's name frequently, smiling and making eye contact. Responds to both verbal and nonverbal cues from the child.				
2. Models appropriate conversation techniques and proper grammar.				
3. Promotes an environment where children are encouraged to listen and communicate with others.				
4. Gives simple, clear directions. Allows time for the child to respond.				
5. Reads, sings, does finger plays and provides other activities to promote language development.				
Please provide examples of apprentice's behavior that support the above ratings:				

Cognitive Development	1	2	3	DNO
1. Provides a variety of toys to encourage exploration and experimentation to meet the developmental needs of children in their primary care group.				
2. Allows for time and safe space to explore.				
3. Offers assistance to the child without getting in the way of the child's efforts.				
4. Creates a sense of time through participation in regular, predictable daily routines.				
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

Creative Expression	1	2	3	DNO
1. Provides access to many different textures in books, on the wall, or in baskets.				
2. Offers many types of developmentally appropriate artistic materials for children to use freely. (Examples: crayons, paper, paints and scrap paper)				
3. Provides a variety of musical experiences along with informal singing during the day.				
4. Allows for and initiates imitation play with various items that represent real life.				
Please provide examples of apprentice's behavior that support the above ratings:				

**Additional Comments/Observations**

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

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

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

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

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

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

WVECTCR Funding Information - TCR-ECE is supported by federal funding passed through the West Virginia Department of Human Services: Federal award amount: \$4,727,547 (99.9% of program budget) State award amount: \$5,122 (0.1%). TCR-OMCFH is supported by state funding through the West Virginia Department of Health. TCR-HV is supported by federal funding passed through the West Virginia Department of Health: Federal award amount: \$225,000 (100% of program budget) State award amount: \$0 (0%).