

**CLASSROOM OBSERVATION**  
**PROCEDURE**

**Performance Standards:** 1304.24(a)(2), 1304.24(a)(3)(ii), 1304.24(a)(3)(iv)

Classroom observations are completed by the Child Development Specialist s two times each program year. The first round of observations begins Oct. 1<sup>st</sup> and the second round of observations begins at the end of January. Each classroom observation is followed by a debrief session with the Head Start staff.

If teachers have particular concerns about specific children they should talk directly with their Area Manager. The Area Manager will then contact their Child Development Specialist to schedule Mental Health Classroom Observation. This allows the Child Development Specialist to prioritize classroom observations.

Classroom Observations are to be followed by a debrief session. The Child Development Specialist meets with the teacher, family advocate, and other teaching staff. The Area Manager also should make every effort to attend these classroom debriefs.

A Classroom Observation Form (MH-114) is completed by the Child Development Specialist to document the classroom observation. Copies of this form are to be filed at the center in a “Classroom Observations File” kept in a locked file cabinet with other confidential information. One copy is sent to the Disabilities/Mental Health Department for tracking and filing for reference and follow up information. The Child Development Specialist keeps a copy.

Child Development Specialist may make recommendations requiring follow up on the classroom observation form. These recommendations are reviewed during the debrief time. When recommendations are made it is the responsibility of the staff to complete the follow up and connect with the Child Development Specialist as needed. Follow up should be documented in GenesisEarth notes.