



## ET 4: Observation and Documentation

### 2 Training Hours

*Child growth, development, and learning*

#### **LEARNING OBJECTIVES**

- Learn a process for observing, recording and sharing information about children's development
- Identify different ways to observe
- Identify tools and techniques for documenting children's development
- Reflect on your current practices, and develop a plan for including observation and documentation into your teaching

*This training is one of the Essential Trainings developed or identified by IdahoSTARS to meet our goal of improving child care through professional development. The Essential Trainings are embedded in Steps to Quality, Idaho's Quality Rating and Improvement System and introduce the basics of child development, health & safety, relationships with families & communities, and supporting children with diverse abilities. Think of this training and all Essential Trainings as introductions to a broad subject. You can explore other IdahoSTARS trainings to deepen your knowledge. Scholarships are available through IdahoSTARS to support your ongoing education.*

#### **IDAHO EARLY LEARNING EGUIDELINES:**

Multiple caregiver strategies in the [Idaho Early Learning eGuidelines](#) emphasize the use of observation and documentation to support children's development. In addition, observation is included as an Essential Practice within the guidelines.

"Observe, recognize, and support children's unique ways of approaching new information and expressing themselves; taking into consideration their temperaments, inclinations, and attitudes."

## **MATERIALS:**

1. ET4: Observation and Documentation Presentation  
Available at [www.idahostars.org](http://www.idahostars.org) through the provider training account or, can be checked out from your local lending library.
2. Handouts:
  - a. ET4: Observation and Documentation Lesson Plan
  - b. Intentional Teaching Reflection
  - c. Checklist of Practice

## **INSTRUCTIONS:**

- Complete **Parts 1, 2 and 3**
- Complete the IdahoSTARS Reflective Evaluation at [idahostars.org](http://idahostars.org)
- Receive 2 training hours. A certificate of completion will be emailed upon approval of the quiz and the submission of your Reflective Evaluation. Please allow six weeks processing time when submitting your assignment.

### **PART 1:**

- ☐ Watch the ET4: Observation and Documentation Presentation
  - 1) Introduction
  - 2) Ask Questions
  - 3) Observation
  - 4) Documentation
  - 5) Respond and Reflect
  - 6) Final Considerations
- ☐ Complete the embedded activity using the attached Activity Guide

### **PART 2:**

- ☐ Complete the final quiz using the information provided in the presentation.
- ☐ Submit the completed quiz online, or print and mail completed quiz

**Mail:** IdahoSTARS Training Office  
Center on Disabilities and Human Development  
University of Idaho  
1187 Alturas Drive  
Moscow, ID 83843

**Email:** [idahostars@uidaho.edu](mailto:idahostars@uidaho.edu)

**Fax:** 208-885-6085

Please be sure to include the IdahoSTARS Training Office Cover Sheet with any paperwork submitted to the office.

**Note:** Quizzes are processed in the IdahoSTARS Training Office and must receive a minimum score of 80% to receive training hours. The quiz may be retaken and resubmitted until a satisfactory score is received.

**PART 3:**

- ☐ Complete the Intentional Teaching Reflection individually, in a team or during a visit with your regional consultant to support you with developing or refining your observation and documentation practices.
- ☐ Complete the Checklist of Practices which corresponds with this training and is included in the training materials. You are encouraged to work with your director, other staff members, or co-teachers to complete and reflect on the checklist.
- ☐ Review the Observation and Documentation resources below.

***ADDITIONAL OBSERVATION AND DOCUMENTATION RESOURCES AND SUGGESTED MATERIALS AVAILABLE IN YOUR REGIONAL CCRC'S LENDING LIBRARY:***

Jablon, J.R., Dombro, A.L. & Dichtelmiller, M.L. (2007). The power of observation for birth through eight. Washington DC: Teaching Strategies.

McAfee, O., Leong, D.J. & Bodrova, E. (2004). Basics of assessment: A primer for early childhood educators. Washington DC: National Association for the Education of Young Children.

Rencken, Kay Stritzel. (November, 1996) Observation: The primary tool in assessment. Child Care Information Exchange.

Sietz, Hilary. (2008). The power of documentation in the early childhood classroom. Young Children, 88-93. Retrieved from <https://www.naeyc.org/files/tyc/file/Seitz.pdf>.

## ACTIVITY GUIDE

### Directions:

Watch the video observation of an infant taken by her primary caregiver observing out of the action. When the presentation indicates, pause the video and respond to the following questions.

### Step 1:

What observations would you record from this video observation?

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### Step 2:

Why do you believe the teacher chose to observe this?

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How did it support her with better understanding the needs and development of this infant?

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How can the teacher use this observation?

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