

# Step 4 Essential Trainings

## Observation and Documentation



### Checklist of Practice

Always	Sometimes	Not Yet	Caregiver Strategies: What they look like in practice
			1. Identify what, who, and when to observe. Consider learning goals, areas of development, learning standards, etc.
			2. Determine who will conduct observations for individual children.
			3. Observe children in varied situations.
			4. Observe in and out of the action.
			5. Observe together with co-teachers, and then compare observations.
			6. Identify how you will record written observations of what individual children do and say. Consider using items such as labels, post-its, index cards, notebooks, etc.
			7. Collect samples of children’s work that demonstrate growth and learning. (If children wish to take their work home, copies of their work or photographs of their work can be collected instead)
			8. Store written observations, videos, audio recordings and photographs of individual children in locked spaces that can only be accessed by program staff as needed.
			9. Compile a purposeful collection of children’s work and other indicators of their learning into a portfolio to demonstrate progress and achievement.
			10. Use observations and documentation to guide your planning and decision making. (i.e. plan activities to support emerging skills you have observed).
			11. Share observations and documentation of individual children’s growth and learning at parent teacher conferences.
			12. Ask parents to share their observations of their children’s learning at home or in other community settings.