

## **SAMPLE Child Care Observation Letter**

TO: (Child Care Teacher's name)

FROM: (Your name and contact information)

SUBJ: ITERS-R observation

DATE: (Date of observation)

Allow me to thank you again for permitting me to visit your classroom. As was explained prior to my visit, the observation was a training session for me, not a formal evaluation of your classroom. This training experience also offers me an opportunity to practice providing feedback about my observations. To do this, I am writing this letter to describe what stands out in my mind during the time I spent in one of your classrooms on (Date). Please be assured the information I gathered during my observation and the information in this letter will be handled confidentially.

**[You want to start off with several positive statements. For example:]** My impression was that your classroom is a positive learning environment for young children. **[Next list areas of the rating scale where a score of 5 or better was achieved. An example might include]** I was impressed with how you help children understand and use language, read books, and add to their vocabulary. **[All of these relate to the Language-Reasoning subscale.]**

**[You should try to give positive comments on several subscales. The following is an example for the Interaction subscale.]** You helped intervene when potential problematic situations occurred between children and demonstrated positive interaction for them. I felt your discipline techniques (redirecting, getting duplicate toys and using the same rules and methods consistently) were age-appropriate.

**[We would also suggest giving feedback on the Activities subscale. You might include statements such as:]** There were an abundance of fine motor materials, non-toxic art supplies, musical instruments, blocks and dress-up clothes. I liked the pretend play props you had and that you encouraged the children to "go to work" and "cook supper." I also noted the presence of multi-cultural messages in the classroom, including books, music, dolls and pictures.

**[You might want to next describe some areas where improvements could be made. This is where consultants can make the biggest impact. For example you could say:]** To make your classroom an even better place for children, you may want to think about modifying a couple of things. The shelf for storing blocks prevents easy visual supervision of all children. You may want to reposition it to remove the barrier. I would also suggest that you add 3 D child created displays at eye level for the children to look at. Your cozy area looked really comfortable but was also used for active play. You might want to be more consistent with your messages to the children that the cozy area is for reading or quiet play. **[These items address Space and Furnishings subscale.]**

**[Most programs score low on personal care routines that include the health and safety items. Therefore, you should address the Personal Care Routines subscale at some point in the letter. For example:]** I would recommend two things related to health and safety. The first is related to safety practices. The second is the importance of handwashing. Regarding safety practices, there is an outlet near the refrigerator that doesn't have a cover. Outside, I noticed

there is an entrapment hazard on the rope ladder of one of the structures. A child could get stuck while another is climbing. These should be looked at very soon.

**[There is always room to address hand washing! Here is an example of how to do that:]**

There were several lapses of handwashing during breakfast, toileting/diapering and at other times. It is recommended that handwashing be done with liquid soap and running water for at least 10 seconds. Examples of when handwashing is necessary are upon arrival to the program, after handling your own or a child's bodily fluids, before feeding another child and after handling garbage. Coughing into one's elbow (as opposed to one's hand) has also been used as a way to cut down on the spread of germs. Contaminated hands were used to wipe children's faces, open and close supply boxes, turn on the faucet and get soap for the children. I realize it is difficult to be 100% compliant on keeping hands and surfaces clean, but I want to remind you of its importance in maintaining staff health and that of the children.

**[We suggest closing with a positive statement and an invitation to talk in person about the observation. You could say,]** Please keep in mind that these comments are based on less than a half-day's experience in one of your classrooms. Things can change from day to day based on weather, teachers' plans, child preferences and unexpected circumstances. Overall, I feel that you have a wonderful group of children and you are attentive to their needs. I enjoyed observing in your classroom. Thank you again for your help and I look forward to talking with you in person about my observation. I will be in touch.

