



Reminders for the day of assessment (beginning of the assessment window)

- Classroom and teacher information forms received from NCRLAP are complete and up to date before the assessor arrives.
- Copies of each classroom's daily schedule are printed and ready when the assessor arrives.
- For child care centers, a designated person is present at the time the assessor arrives who can provide the paperwork to the assessor and conduct random selection.
- Assessors need to see a typical day with the typical teachers for the group. See more about this in the "Scheduling Your Rated License Assessment Brochure" found on the website.
- Assessors take notes during the entire observation to accurately assign scores for the items across all the levels of quality.
- Prepare children for a visitor in the classroom. Often teachers will tell children that a visitor is coming to watch them play and write down notes about the activities and toys they use in the classroom.
- During the classroom observation, teachers do not need to change what they do or how they interact for the assessor such as verbally explaining what the teacher is doing: "I am sanitizing the sink now". However, staff can share information about the classroom and daily activities during the teacher interview. Teachers can also ask questions of the assessor during the interview.
- It is important to note that teachers can request that assessors move if they are in their way- in a place where the teacher and/or children need to be.
- Teachers need to be available (around nap time) and prepared for an interview after the observation. The lead teacher answers the majority of questions; however, a few questions will be asked of teachers who work with the children, and questions may be asked of staff who supervise the group during different parts of the day (early morning/late afternoon) and/or staff in other classrooms that the observed group uses at different times of the day (when applicable).
- Also remember, if you are planning to implement quality improvements/changes to your classroom, make sure to do this well before your scheduling window to allow teachers and children time to adjust as well as evaluate the effectiveness of the changes. For example a change to the daily schedule, incorporating new materials, changing the room arrangement may be a good idea; however, these new ideas may create other challenges that need to be worked out. Therefore allow time for the implantation to become success before the day of the assessment.
- The consultant delivers and discusses the assessment report with the program at a later time. Assessors do not share information with the program about the results of assessment at the end of the observation.