



School Name: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

## LEARNING CENTER INFORMATION AND EVALUATION FORM (FOR PRESCHOOL ONLY)

Name of the Learning Center: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Name of the Supervisor: \_\_\_\_\_

Name of the Monitor/s: \_\_\_\_\_

<b>EVALUATION SUMMARY</b>				
<i>(SCHOOL HAS TO MEET THE MINIMUM SCORE PER AREA OF EVALUATION.)</i>				
<i>AREAS OF EVALUATION</i>	<i>MAXIMUM SCORE</i>	<i>MINIMUM SCORE</i>		<i>SCORE</i>
		<i>Certified</i>	<i>Supervised</i>	
Record Keeping	15	13	11	
Biblical Emphasis	20	17	15	
Staff Attitude	25	21	19	
Environment	25	21	19	
Preschool Kit	40	34	30	
Learning Center Schedule	55	47	41	
Assessments	10	9	7	
Motivation	20	17	15	
Play Areas	40	34	30	
Communication	30	26	22	
English Fluency	20	17	15	
<b>TOTAL SCORE</b>	<b>300</b>	<b>256</b>	<b>224</b>	

<b>EQUIVALENCY RATING</b>	
<i>(PLEASE ENCIRCLE or HIGHLIGHT THE ONE THAT APPLIES)</i>	
300	Excellent
299 – 256	Very Good
255 – 240	Good
239 – 224	Satisfactory
223 and BELOW	Needs Improvement

<b>RATING SCALE LEGEND</b>		
<i>RATING</i>	<i>RATING VALUE</i>	<i>DESCRIPTION</i>
0	NOT APPLICABLE	Procedure not evident
1	UNACCEPTABLE	Outcome inadequate and below the standards of this procedure
2	BELOW EXPECTATIONS	Outcome does not consistently meets the standards of this procedure
3	MEETS EXPECTATIONS	Outcome consistently meets the standards of this procedure
4	EXCEEDS EXPECTATIONS	Outcome consistently exceeds the standards for this procedure
5	OUTSTANDING	Outcome is consistently far superior to the standards for this procedure



<b>RECORD KEEPING</b>	
<i>ITEMS</i>	<i>Rating</i>
Records are up-to-date and professional in appearance.	
Progress Reports are available on request.	
Progress Charts are updated.	
<b>TOTAL</b>	
<i>COMMENTS/SUGGESTIONS:</i>	

<b>BIBLICAL EMPHASIS</b>	
<i>ITEMS</i>	<i>Rating</i>
Scripture memorization and recitation are required.	
There is a Weekly Assembly or Chapel Hour.	
There is an inspiring daily Opening Exercises.	
Prayer is incorporated in the Learning Center schedule.	
<b>TOTAL</b>	
<i>How do you incorporate prayer in the Learning Center schedule?</i>	
<i>COMMENTS/SUGGESTIONS:</i>	

<b>STAFF ATTITUDE</b>	
<i>ITEMS</i>	<i>Rating</i>
Learning Center staff are willing to communicate and build relationship with the children, parents, and other staff.	
The supervisor is a good storyteller.	
Learning Center staff wear comfortable, neat, and appropriate attire.	
Learning Center staff exhibit friendly, positive, and motivated attitude.	
Team spirit is evident among Learning Center staff.	
<b>TOTAL</b>	
<i>COMMENTS/SUGGESTIONS:</i>	



<b>ENVIRONMENT</b>	
<i>ITEMS</i>	<i>Rating</i>
Safety Indoors ( <i>Electrical Appliances – cables, plug points – all secure; sharp corners and edges protected; security measures in place</i> )	
Safety Outdoors ( <i>Outdoor apparatus are checked for sharp edges, splinters, rust and cracks; no frayed ropes on playground, banks and steep slopes with protective fencing; a teacher on place during playtime</i> )	
Cleanliness and Overall Appearance of the Learning Center	
Learning Center Arrangement	
Ambience of the Learning Center ( <i>Happy child-friendly atmosphere; cheerful, peaceful color scheme; creative, colourful, inspiring charts; emits a sense of belonging and security in children, staff, and parents</i> )	
<b>TOTAL</b>	
<b>COMMENTS/SUGGESTIONS:</b>	

<b>PRESCHOOL KIT</b>	
<i>ITEMS</i>	<i>Rating</i>
Preschool with Ace and Christi Manual, Volumes I, II, III, and IV	
Coordination Development Tests	
Display Cards	
Number Train Cards	
Stars and Bible Stickers	
Growth Chart	
Songs Tape or CD	
PACEs RR01 – RR12 ( <i>Math, English, Word Building, Science, and Social Studies</i> )	
<b>TOTAL</b>	
<b>COMMENTS/SUGGESTIONS:</b>	



<b>LEARNING CENTER SCHEDULE</b>	
<i>ITEMS</i>	<i>Rating</i>
Opening Activities ( <i>Pledges, Song, Calendar, Attendance, Prayer, and Sharing Time</i> )	
Review of Previously Learned Letters	
Animal Song and Story	
Physical Development Activities	
Master the Letter/Letter Shapes	
PACE Work ( <i>LOCKSTEP</i> )	
Break ( <i>Nutritious Break</i> )	
Character Building/Bible Story and Song	
Scripture Memory	
Break ( <i>Outside</i> ) / Art Projects / Quiet Time	
Final Activities ( <i>Review the day's activities; dismiss with prayer, hug, and a smile</i> )	
<b>TOTAL</b>	
<b>COMMENTS/SUGGESTIONS:</b>	

<b>ASSESSMENTS</b>	
<i>ITEMS</i>	<i>Rating</i>
Regular assessing of every area of child's development ( <i>Physical, emotional, Spiritual, intellectual</i> )	
Implementation of the Coordination Development Test ( <i>Beginning, middle, end</i> )	
<b>TOTAL</b>	
<b>COMMENTS/SUGGESTIONS:</b>	

<b>MOTIVATION</b>	
<i>ITEMS</i>	<i>Rating</i>
Positive reward system for good behaviour ( <i>e.g. Star Chart, Treasure Box, etc.</i> )	
General emphasis on 'do' and 'don't' with consistent loving discipline	
Implement a Merit/Demerit System	
Parent involvement and participation ( <i>Fun day, Dad's breakfast, Mom's tea, Concert, etc.</i> )	
<b>TOTAL</b>	
<b>COMMENTS/SUGGESTIONS:</b>	



<b>PLAY AREAS</b>	
<i>ITEMS</i>	<i>Rating</i>
Drama Play Area ( <i>Dress-up clothes and shoes in good condition; cooking and eating utensils; dolls and doll's equipment; children's furniture – stove, bed, cupboard, etc.</i> )	
Drawing/Painting/Writing Area ( <i>Enough paper supply; good quality wax crayons; markers; glue; scissors, etc.</i> )	
Big Puzzles/Educational Games ( <i>Variety of age appropriate puzzles – well-organized and in secure containers; puzzles and games easily accessible to children; pictures and boards to build on, etc.</i> )	
Sand/Water Play ( <i>Sandpit well-maintained and clean; variety of toys for digging, pouring, and mixing; container for holding water</i> )	
Construction ( <i>Wooden blocks; wood pieces; cars, plastic animals and people, army characters</i> )	
Reading/Book Corner ( <i>Variety of well-illustrated children's books, within easy access; books well-presented, with front cover visible, on bookshelves; cushions/carpets to create comfortable atmosphere; a quieter area in the room</i> )	
Work Table ( <i>Within easy access; well presented, enticing and exciting; providing sensory learning; regular neatness and cleanliness maintained</i> )	
Physical Development Apparatus ( <i>Climbing apparatus – jungle gym; balancing beam/tires for balancing; swings/slides; ropes/hoola hoops/catch and throw toys; open grass area for running, kicking, etc.; ball games; garden area</i> )	
<b>TOTAL</b>	
<b>COMMENTS/SUGGESTIONS:</b>	

<b>COMMUNICATION</b>	
<i>ITEMS</i>	<i>Rating</i>
There is Parent Interview during enrolment.	
Parent Orientation is held annually.	
Parents are required to work on the Parent Orientation PACE.	
Every student has his own Parent Communication Envelope or Student Handbook.	
There is a Parent-Teacher Conference or Fellowship every end of the quarter.	
Student Orientation is held annually.	
<b>TOTAL</b>	
<b>COMMENTS/SUGGESTIONS:</b>	



<b>ENGLISH FLUENCY</b>	
<i>ITEMS</i>	<i>Rating</i>
Students demonstrate understanding of spoken English.	
Students are eager to speak in English to visitors.	
Students have the ability to communicate in English in the absence of the native language.	
Students are exposed to English in a variety of situations.	
<b>TOTAL</b>	
<i>What opportunities do the students have for spontaneous English conversation?</i>	
<i>Is the first language ever used in the Learning Center? If YES, when and how?</i>	
<b>COMMENTS/SUGGESTIONS:</b>	

**EVALUATED BY:** \_\_\_\_\_  
*(SIGNATURE OVER PRINTED NAME)*

**ATTESTED BY:** \_\_\_\_\_  
*(SIGNATURE OVER PRINTED NAME)*