

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: _____

EVALUATION SUMMARY (To be filled up by the Consultant)			
AREAS OF EVALUATION	RAW SCORE	MEAN SCORE (Raw Score/#of items)	Descriptive Quality
Record Keeping			
Biblical Emphasis			
Staff Attitude			
Environment			
Preschool Kit			
Learning Center Schedule			
Assessments			
Motivation			
Play Areas			
Communication			
English Fluency			
TOTAL SCORE			
TOTAL MEAN SCORE (total mean score/11)			

RANGE (PLEASE ENCIRCLE or HIGHLIGHT THE ONE THAT APPLIES)	
1.00-1.75	Needs Improvement
1.76-2.50	Satisfactory
2.56-3.25	Good
3.26-4.00	Outstanding

RATING SCALE LEGEND		
RATING	RATING VALUE	DESCRIPTION
0	NOT APPLICABLE	Procedure not applicable in the given context.
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

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

BIBLICAL EMPHASIS		
<i>ITEMS</i>	<i>Self-Evaluation</i>	<i>Consultant</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.		
TOTAL		
<i>How do you incorporate prayer in the Learning Center schedule?</i>		
<i>COMMENTS/SUGGESTIONS:</i>		

STAFF ATTITUDE		
<i>ITEMS</i>	<i>Self-Evaluation</i>	<i>Consultant</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.		
TOTAL		
<i>COMMENTS/SUGGESTIONS:</i>		

ENVIRONMENT		
ITEMS	Self-Evaluation	Consultant
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>)		
TOTAL		
COMMENTS/SUGGESTIONS:		

PRESCHOOL KIT		
ITEMS	Self-Evaluation	Consultant
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>)		
TOTAL		
COMMENTS/SUGGESTIONS:		

LEARNING CENTER SCHEDULE		
ITEMS	Self-Evaluation	Consultant
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>)		
TOTAL		
COMMENTS/SUGGESTIONS:		

ASSESSMENTS		
<i>ITEMS</i>	<i>Self-Evaluation</i>	<i>Consultant</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>)		
TOTAL		
COMMENTS/SUGGESTIONS:		

MOTIVATION		
<i>ITEMS</i>	<i>Self-Evaluation</i>	<i>Consultant</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>)		
TOTAL		
COMMENTS/SUGGESTIONS:		

PLAY AREAS		
ITEMS	Self-Evaluation	Consultant
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>)		
TOTAL		
COMMENTS/SUGGESTIONS:		

COMMUNICATION		
ITEMS	Self-Evaluation	Consultant
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.		
TOTAL		
COMMENTS/SUGGESTIONS:		

ENGLISH FLUENCY		
<i>ITEMS</i>	<i>Self-Evaluation</i>	<i>Consultant</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.		
TOTAL		
<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>		
<i>COMMENTS/SUGGESTIONS:</i>		

EVALUATED BY: _____
(SIGNATURE OVER PRINTED NAME)

ATTESTED BY: _____
(SIGNATURE OVER PRINTED NAME)