

CLASSROOM MANAGEMENT CHECKLIST FOR PRESCHOOL

Teacher Name _____ Observer Name _____
 Date of Observation _____ Observation time _____ (begin/end)
 Activity Observed _____ Number of children observed _____

Walk through classroom and rank quality of environment using numeral 1 to represent low quality and numeral 5 to represent high quality. Add comments as needed.

Ranking 1 low – 5 High	Observations	Comments
	Classroom is clean, orderly	
	Atmosphere is supportive, inviting, engaging	
	Area for whole group activities	
	Area for small group instruction, Teaching Table	
	Area for small group activity, Work Table	
	Centers for collaborative activities and choice-making	
	Technology; listening center, computers/tablets	
	Access and walkway areas are clear; no obstacles	
	Bathroom and sink accessible and clean	
	Materials not in use stored neatly and safely	
	Materials in use are organized, easily accessible	
	Materials prepared for lesson or activities that day	
	Books accessible to children	
	Drawing and writing materials accessible to children	
	Children's work displayed	
	Sign in Area; class roster, safety signs posted	
	Communication Board for home/School connection	
	Daily Schedule identifying time periods for small groups	
	Job Chart	
	Rotation Chart	
	TOTAL POINTS EARNED FOR OBSERVATION (0-100)	

CLASSROOM MANAGEMENT CHECKLIST FOR PRESCHOOL

Other environmental areas or management tools that may be observed and/or used, depending on time of year or special needs

Ranking 1 low – 5 High	Observations	Comment
	Choice Board and/or opportunities for decision-making	
	Routine Cards and timer used to communicate expectations for participating in centers/activities	
	Mailboxes used to store children's work	
	Do/Done Folders used to organize work papers	
	Special needs equipment stored safely; easily accessible	
	TOTAL POINTS EARNED FOR OBSERVATION (0-25)	

CONSTRUCTIVE FEEDBACK – Feedback is provided after observation; Set time for debriefing that is convenient for teacher and observer. Provide copy to teacher.

Date of debriefing:

Names of persons in attendance:

Comments and recommendations:

Suggestions for change: