

**San Francisco Bay Area
Montessori Teacher Education Center
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**Early Childhood
Overview & Assistant Teacher**

Journal to Document

**24 Hours of Early Childhood
Classroom Observations**

Name: _____

Dates: _____

School Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Director: _____

Supervising Teacher: _____

Number of children in your classroom: _____ Age Range: _____

Males: _____ Females: _____

Special Needs / Disabilities of Children: _____

Ethnic representation of children: _____

Program Hours: _____

Number of Teachers (adults) in classroom: _____

Ethnic representation of teachers (adults): _____

Locate the following items and describe their location:

_____ Fire Extinguisher: _____

_____ Fire Exit Diagram: _____

_____ Emergency / Disaster Plan: _____

_____ First Aid Kit: _____

_____ Medicine Storage: _____

_____ Medication Log: _____

Observe ground rules, language for reinforcing ground rules, consequences when a child forgets a ground rule. For example, a child skips in the classroom. What is said to the child, and what are the consequences for the child? If the teacher says, "Walk in the classroom," the consequences are that the child goes back and walks.

Observe the following ground rules and the verbal response from the teacher, and the consequences for the child.

Ground Rule	Verbal	Behavior
Walk in class	"Walk in Class"	Child returns and walks
Walk around rug		
Talk quietly		
Return materials		
Roll rug, return		
Keep materials on rug		

Ground Rules Reinforced:

Day One:

Day Two:

Day Three:

Day Four:

Day Five:

Order of the Materials:

Observe the order that the child has made of the materials. The materials are arranged at the workspace (table or rug) from top to bottom and from left to right with lids under box. Each material has it's own order.

Observe the points of order

Record points of order of the child's material that you have reinforced:

Day One:

Day Two:

Day Three:

Day Four:

Day Five:

Overview

Overview is keeping in focus all children at all time. Do the teachers position themselves with their back to the wall in order to see all of the children, Continuously move their eyes from child to child mentally asking the following questions:

1. Is the child observing the ground rules?
2. Is the child's material in order? Is the material organized from top to bottom, and from left to right. Lids under boxes. Material on rug.
3. If ground rules are being observed and materials are in order then a lesson may be given.

Discuss with the head teacher the concept of overview.

Record techniques of overview of the child that you have observed:

Day One:

Day Two:

Day Three:

Day Four:

Day Five:

Routines:

Discuss with the head teacher the following routines:

Arrival routine:

Dismissal routine:

Snack routine:

Lunch routine:

Napping routine:

Group time routine:

Cleaning Schedule:

Discuss with the head teacher the cleaning schedule:

Day One:

Day Two:

Day Three:

Day Four:

Day Five: