

## Program Assessment Requirements Handbook, Form OEL-SR 740

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Identified Tool for Assessments: Teachstone CLASS Assessment Tool

Purpose: To provide clear and intentional assessment guidelines and provide quality assurance for CLASS® observations.

### Provider Registration Process

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#### Requirements:

- At least 60 calendar days prior to a contract execution or renewal, a provider must notify the coalition of their desire to provide School Readiness services in the upcoming year.
- Upon the coalition's request, the provider shall register their current classrooms, directors, and [teachers/instructors](#) in the OEL-defined system.
- The following information must be provided:
  - Provider Name
  - Provider Address
  - Provider OEL ID Number
  - Primary Contact Information
  - Provider's Early Learning Coalition
  - ~~○ Capacity (as defined by Rule 6M-4.620, F.A.C.)~~
  - ~~○ Number of Children Ages Birth-Kindergarten-Entry Enrolled~~
  - ~~○ Number of School Readiness Children Ages Birth-Kindergarten-Entry~~
  - ~~Teacher/Instructor~~/Director Name(s)
  - Instructor email
  - Instructor date of birth
  - ~~○ Credentials~~
  - Date of hire
  - Date started in classroom
  - Classroom Names
  - Classroom Care Levels
  - Classroom Instructor Assignments

### Observer Requirements

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#### Reliability and Certification:

To validate observer quality and reliability, all observers shall have a current certification achieved by completing and passing all trainings and assessments required by Teachstone to conduct a CLASS® observation with validity and fidelity. Observations will only be accepted from early learning coalition staff, OEL vendors, or a coalition designee.

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### Staffing Considerations:

- Observers shall have the ability to speak, understand, and write in the language of the classrooms they are observing.
- Observers shall not conduct an observation of classrooms in which the observer:
  - Is an immediate family member of the teacher being observed.
  - Is an immediate family member of an individual who supervises or provides training or technical assistance to the teacher being observed.
  - Has direct financial interest in the site where the classroom is being observed.
  - Has children currently enrolled or enrolled in other classrooms at the site.

## Expectations for Observations

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### Observation Norms:

- A CLASS® observation is an observation of a classroom using the appropriate Infant, Toddler or PreK CLASS® tool.
- A cycle involves observing and recording behavioral notes followed by scoring each dimension.
- An observer with reliability certification on the tool appropriate for the room conducts four cycles of observation.
- The observer shall select a two-week window when regular activities are occurring for observation, allowing the provider to choose up to three days that are not available for observation.
- The window for observation should be agreed upon by the observer, the provider, and the teacher, and should consider classroom schedules.
- Per Teachstone CLASS guidelines, Infant CLASS observation procedures require observers to watch, without interruption, activities in the classroom and/or outside for 15 minutes. The Toddler CLASS observation procedure requires observers to watch, without interruption, activities in the classroom and/or outside for 15-20 minutes. The PreK observation procedure requires the observer to watch, without interruption, activity in the classroom for a period of 20 minutes.
- The observer shall observe all parts of the daily routine except unstructured outside time for PreK rooms and naptime for Toddler and PreK rooms. If PreK outside time is a structured part of the lesson for that day (e.g. dramatic play outside setting up a carwash), observations may be made.
- For infant rooms, at least one infant must be awake for the duration of the observation cycle.
- Observing during meal times is permitted.
- Multi-age classrooms shall be assessed based on the [age of the majority](#) age of children in the room. If there is an even number of children at each age, the observer shall choose one of the tools with the majority of the age groups represented.
- All observations must be conducted in accordance with the requirements of Teachstone, LLC guidance.

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### Recording observations in the OEL-defined system:

- All scores and notes must be entered into the OEL-defined system **within 72 hours (excluding federally recognized holidays)** of conducting [the final classroom](#) ~~an~~ observation [required for generating a composite](#).
- The observation [data](#) entered in the OEL-defined system should match the classroom listed in the OEL-defined system **exactly**.
- The number of children should be averaged across 4 cycles, and the number of teachers should be rounded up and listed.
- **Notes are required for all CLASS dimensions.** The notes should fully support the score given, with use of examples and quotations from the observation (in the original language used in the classroom [when possible](#)). Sentence fragments and easily understood abbreviations are permitted.

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## Data Correction

### Processes:

- Electronically reported observation data may not be edited once it has been entered in the OEL-defined system, unless a request for editing is received and approved by the Office.
- The Office may request additional documentation to support the validity of the changes.

### Rationale:

- Requests for data correction will only be approved for the following reasons:
  - Class observation results have been reported incorrectly.
  - Class observation results were not reported.

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## Second Assessments

### Processes:

- When requesting a second assessment from the early learning coalition, a provider shall indicate its preference for the assessment to be conducted by an approved OEL vendor, coalition or coalition designee, if available.
- Providers must coordinate second assessment requests through their affiliated early learning coalition and provide payment prior to the assessment being conducted.
- Providers may indicate whether they prefer to have the same observer conduct the second assessment.

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## Special Considerations

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### Financing:

- The Office, coalition, or third-party contracted vendor shall not charge any provider for any part of the annual required observation.

### Extenuating Circumstances:

- If a teacher has an extenuating circumstance which causes her absence from a classroom on the day it is scheduled to be observed, the observer may choose to do the following:
  - Reschedule the observation within 15 calendar days of original observation date.
  - Choose another classroom of the same age group to observe (if available).
- ~~•~~ If the classroom has had two occurrences of the assigned teacher being absent on the day of observation, the observer shall choose a different classroom in that age level. If there is no other classroom in that age level, the provider shall not have a contract executed until the classroom is observed.
- If the assigned teacher is no longer assigned to the selected classroom, the observer shall:
  - Confirm with the director that the teacher present is not the assigned teacher within the OEL-defined system.
  - Advise the director that the teacher present in the room the day of the observation will be observed and record that information in the OEL-defined system.
  - ~~Ensure the If the newly hired~~ teacher has ~~not~~ been assigned to the selected classroom for at least 30 business days, ~~the observation shall be rescheduled.~~
  - ~~Reschedule the observation within 30 days. Once the teacher has been in the room for at least 30 business days, the observation must be scheduled within 30 business days.~~
- A provider should notify the observer as soon as they are aware of any circumstance which would cause a teacher to be absent from a classroom they are scheduled to be in for observation.