



BEFORE THE PARENT AWARE CLASS® OBSERVATION

- ★ CLASS® observations are scheduled after the Parent Aware rating team determines a program is eligible for a CLASS® observation(s) through documentation in Develop and the Quality Documentation Portfolio. If there is more than one eligible classroom, Develop will randomly select the classroom(s) to be observed.
- ★ Programs will be contacted by a staff member from the Center for Early Education and Development (CEED). During this initial phone call or email, you will be asked to provide dates and times in a provided date range that would be appropriate for an observation to occur (appropriate means the observer would be seeing a 'typical day'). You will also be asked to confirm the name(s) of the classrooms in the program. This will also serve as an opportunity for you to ask any questions you might have about the CLASS® observation.
- ★ Observations must take place on a 'typical day', meaning that the lead teacher will be present, no special events are scheduled, and at least half of the enrolled children that day are in attendance before cycle three of the observation has been started.
- ★ Programs will receive feedback from the observation(s). This feedback will be compiled into a report which will be available in the program's Develop account. You will also have a chance to talk about your CLASS® scores and feedback with your Parent Aware Coach. The feedback will serve as a basis for determining areas for program improvement.
- ★ You should receive a phone call, voicemail, or email from the observer assigned to your program confirming the date and time of the observation(s). Please let the observer know at this time any important parking requirements or information needed to enter the building where the program is located. If you are not contacted by your assigned observer, please contact the observation coordinator at 612-625-6397.
- ★ For additional question/concerns regarding CLASS® observations contact:
Observation Coordinator * **Phone:** 612-625-6397 (office) * **Email:** CLASSobs@umn.edu



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