

Site Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Review Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**ECERS-R Interview Questions for Provider to Complete**

**Items 38-43**

**Instructions:** Below are interview questions specific to your program’s policies regarding parents and staff. It is strongly encouraged that you answer every question in detail in advance of your ECERS-R observation. Please note, that the observer will need to follow-up with you and clarify any responses you provide or if there are questions not answered. If you have any questions regarding this portion of the interview, please call 415.615.3494 **OR** send an email to [sfqc@wested.org](mailto:sfqc@wested.org).

Please give this completed interview to the observer on the day of your ECERS-R observation. Thank you.

<b>Item 38. Provisions for Parents</b>	<b>YES</b>	<b>NO</b>
<b>1.1, 3.1.</b> Is any written information about the program given to parents?		
<i><b>If yes, ask:</b></i> What is included in this information?		
	<b>YES</b>	<b>NO</b>
<b>1.2, 3.3, 5.4.</b> Are there any ways parents can be involved in their child’s classroom?		
<i><b>If yes, ask:</b></i> Please give me <b><u>two examples</u></b> .		
1		
2		
	<b>YES</b>	<b>NO</b>
<b>3.2, 5.3.</b> Do you and the parents ever share information about the children?		
<i><b>If yes, ask:</b></i> How is this done?		
<b>3.4.</b> What is your relationship with the parents usually like?		
	<b>YES</b>	<b>NO</b>
<b>5.1.</b> Are parents able to visit the class before their child is enrolled?		
<i><b>If yes, ask:</b></i> How is this handled?		

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<b>(ITEM 38 CONTINUED)</b>		
	<b>YES</b>	<b>NO</b>
<b>7.1.</b> Do parents take part in evaluating the program?		
<b><u>If yes, ask:</u></b> How is this done and <b>how often</b> ?		
	<b>YES</b>	<b>NO</b>
<b>7.2.</b> Do you refer parents to other professionals for help with issues concerning children?		
<b><u>If yes, ask:</u></b> Could you please provide me with <b><u>two examples</u></b> .		
1		
2		
	<b>YES</b>	<b>NO</b>
<b>7.3.</b> Do parents take part in making decisions about the program?		
<b><u>If yes, ask:</u></b> In what way?		

<b>Item 39. Provisions for Personal Needs of Staff</b>		
	<b>YES</b>	<b>NO</b>
<b>1.2, 3.4, 5.3.</b> Do you get time off during the day when you can be away from the children?		
<b><u>If yes, ask:</u></b> When does this happen?		
<b>3.3, 5.2.</b> Where do you usually store your personal things, such as your coat or purse?		
	<b>YES</b>	<b>NO</b>

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<b>5.1, 7.1.</b> Is there a place where you can take your breaks on site?		
<b>(ITEM 39 CONTINUED)</b>		
<b><i>If yes, ask:</i></b> Can you please show me?		
Is the space used for any other purposes? (Ask if you cannot tell if it is used for dual purpose)		

<b>Item 40. Provisions for Professional Needs of Staff</b>	<b>YES</b>	<b>NO</b>
<b>1.1, 3.1.</b> Do you have access to a telephone?		
<b><i>If yes, ask:</i></b> Where?		
	<b>YES</b>	<b>NO</b>
<b>1.2, 3.2, 5.1.</b> Do you have access to any file and storage space?		
<b><i>If yes, ask:</i></b> Please describe.		
	<b>YES</b>	<b>NO</b>
<b>1.3, 3.3, 5.3, 7.2.</b> Is there any space you can use for parent/teacher conferences or for adult group meetings when the children are present?		
<b><i>If yes, ask:</i></b> Please describe.		
Is adult seating available?		
<b>5.2, 7.1.</b> Is there an office for the program?		
<b><i>If yes, ask:</i></b> Please describe.		
Can you show it to me?		

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<b>Item 41. Staff Interaction and Cooperation</b>	<b>YES</b>	<b>NO</b>
<b>1.1, 3.1, 5.1.</b> Do you have a chance to share information about the children with the other staff that work with your group?		
<b><i>If yes, ask:</i></b> When and <b>how often</b> does this happen?		
What kinds of things do you talk about?		
	<b>YES</b>	<b>NO</b>
<b>7.1.</b> Do you have any planning time with your co-teachers?		
<b><i>If yes, ask:</i></b> About <b>how often</b> ?		
Where do you meet?		
<b>7.2.</b> How do you and your co-teachers decide what each of your tasks will be?		
	<b>YES</b>	<b>NO</b>
<b>7.3.</b> Does the program ever organize social events that you and other staff participate in together?		
<b><i>If yes, ask:</i></b> Could you give me <b><u>two examples</u></b> ?		
1		
2		

<b>Item 42. Supervision and Evaluation of Staff</b>	<b>YES</b>	<b>NO</b>
<b>1.1, 3.1, 5.1, 5.2.</b> Is your work supervised in any way?		
<b><i>If yes, ask:</i></b>		
How is this done?		
<b>How often</b> do you have informal supervision by administrative staff?		

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<b>(ITEM 42 CONTINUED)</b>		
	<b>YES</b>	<b>NO</b>
Do you have an annual supervisory observation?		
<b><u>If yes, ask:</u></b> How long is the observation?		
	<b>YES</b>	<b>NO</b>
<b>1.2, 3.2, 5.2, 7.3.</b> Are you ever given any feedback about your performance?		
<b><u>If yes, ask:</u></b>		
How is this handled?		
How often?		
	<b>YES</b>	<b>NO</b>
Is there a written evaluation shared with you?		
<b><u>If yes, ask:</u></b> How often?		
What is the evaluation based on?		
<b>5.4.</b> If improvement is needed, how is this handled?		
	<b>YES</b>	<b>NO</b>
<b>7.1.</b> Do you ever take part in self-evaluation?		

<b>Item 43. Opportunities for Professional Growth</b>		
	<b>YES</b>	<b>NO</b>
<b>1.1, 3.1, 3.2, 5.1, 5.1.</b> Is any training provided to staff, such as new staff orientation, CPR, or in-service training?		
<b><u>If yes, ask:</u></b> Please describe this training.		

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<b>(ITEM 43 CONTINUED)</b>		
<b><u>If orientation mentioned, ask:</u></b>		
What is included in the process?		
How long is it before newly hired staff becomes part of the ratio in the classroom? (8 hrs @ 3 level, 16 hours 2 5 level)		
	<b>YES</b>	<b>NO</b>
<b>1.2, 3.3, 5.3.</b> Do you ever have all-staff meetings?		
<b><u>If yes, ask:</u></b> About <b>how often?</b>		
What is usually handled at these meetings?		
	<b>YES</b>	<b>NO</b>
<b>5.4, 7.2.</b> Are there any resources on site that you can use for new ideas?		
<b><u>If yes, ask:</u></b> What is included?		
	<b>YES</b>	<b>NO</b>
<b>7.1.</b> Is there any support provided so you can attend conferences or courses?		
<b><u>If yes, ask:</u></b> Please describe what is available?		
	<b>YES</b>	<b>NO</b>
<b>7.3.</b> Are there any requirements for classroom staff with less than an AA degree to continue their formal education?		
<b><u>If yes, ask:</u></b> Please describe the requirements.		

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**Additional Notes**