

Observation Scheduling Form

Welcome to the Parent Aware Rating Tool process. As part of the rating process, the University of Minnesota's Center for Early Education and Development (CEED) staff will contact you to schedule times when individuals with special training in child care observation will visit your child care/early education program.

The following information is needed to schedule the visit. Please be as specific as possible about your scheduling needs.

Date: _____

Business name: _____

Contact person: _____

Address: _____

Phone number: _____ Secondary phone number: _____

Email address: _____

When is the best time to schedule a visit in your home or center? Observations take 3- 3.5 hours.
(Circle all that apply. If there is a specific time you'd like to request, please indicate that as well.)

Monday a.m.	Tuesday a.m.	Wednesday a.m.	Thursday a.m.	Friday a.m.
Monday p.m.	Tuesday p.m.	Wednesday p.m.	Thursday p.m.	Friday p.m.

Number and ages of children licensed for: _____

Number of children enrolled in your program: _____

Number of children enrolled in your program who (Please be as precise as possible):

- _____ Speak English as a second language
- _____ Have an Individualized Education Program (IEP) through Early Childhood Special Education (ECSE)
- _____ Are enrolled in the Child Care Assistance Program (CCAP)
- _____ Are enrolled in the Minnesota Family Investment Program (MFIP)
- _____ Are enrolled in the Child Care Food Program (CCFP)
- _____ Are enrolled in the Free or Reduced Lunch Program (school-based programs only)
- _____ Are enrolled in Head Start
- _____ Live in out-of-home placement (foster care)

For child care centers, school-based Pre K or Head Start programs only

Please list the names of the all of the classrooms, age ranges and teachers in your program:

Classroom name:	Age range:	Teacher names:

Please complete and return this form with your Participation Agreement in the next seven days to:
Valerie Peterson, Minnesota Child Care Resource & Referral Network, 380 Lafayette Road, Suite 103, St. Paul, MN 55107