



PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

Division of Academics
Department of Early Learning

Vendor Managed Child Care Programs

Site Observation Form

1616 Owens Road, Room 1

Oxon Hill, MD 20746

Telephone Number: 240-724-1675

School Name	Vendor Name:	License Number:	Date:
Site Director:	VMCCP Monitor:		
Licensing Capacity:	Total number of students present:		
VMCCP Office Staff: N/A	Total number of vendor staff:		
Vendor Staff Name:			

Prince George's County Public Schools
 Vendor Manage Child Care Programs (VMCCP)
vendor.ccp@pgcps.org

1616 Owens Road
 Oxon Hill, MD 20745
 240-724-1675

SITE OBSERVATION FORM
SY _____

Instructions: Complete this inspection report using the following codes:

- S - Satisfactory
- U - Unsatisfactory
- D - Discussed
- NA - Not Applicable
- NI- Not Inspected

Group Management	S	U	D	NA	NI	Summary
○ Staff are engaged with children						
○ Staff relate to all children in positive ways.						
○ Staff interact with children to help them learn.						
○ Staff use positive techniques to guide the behavior of children.						
○ Staff set appropriate limits for children.						
○ Children appear relaxed and involved with each other.						
○ Staff and families interact with each other in a positive way.						
General Management/Administration	S	U	D	NA	NI	Summary
○ All staff completed the mandatory PGCCPS, Safe Schools Training.						
○ Please list each employee's name and date of training						
○ Daily program schedule						
○ Student attendance, sign in & out recordkeeping						
○ Snack/Supper menu recordkeeping						
○ Student file recordkeeping (secure location)						
○ Communication (newsletters, brochures, flyers,)						
○ Procedures for using volunteers						
Program Development/ Health and Safety	S	U	D	NA	NI	Summary
○ General program appearance/maintenance						

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o Sanitation (cleanliness, table-washing)						
o Hand washing procedures posted in bathrooms						
o Child and group supervision (ratio)						
o Fire Drill Log (current)						
o Maryland Excel, Maryland Credential Program						
o Accommodation for Special Needs						
o Curriculum						
License	S	U	D	NA	NI	Summary
o Program license posted						
o Staffing pattern posted						
o First Aid Kit in program						
o Snack /Supper Menu posted						
o Fire evacuation plan posted						
o Emergency phone numbers posted						
Activities	S	U	D	NA	NI	
o The daily schedule is flexible, and it offers enough security, independence, and stimulation to meet the needs of all students.						
o There are regular opportunities for creative arts and dramatic play						
o There are regular opportunities for quiet activities and socializing.						
Indoor Environment	S	U	D	NA	NI	
o The space is arranged well for a variety of activities: physical games and sports, creative arts, dramatic play, quiet games, enrichment offerings, and socializing.						

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<ul style="list-style-type: none"> ○ There is adequate and convenient storage space for equipment, materials, and personal possessions of students. 						
Outdoor Environment	S	U	D	NA	NI	
<ul style="list-style-type: none"> ○ Each student has a chance to play outdoors (weather permitting). 						
<ul style="list-style-type: none"> ○ Students can use a variety of outdoor equipment and games for both active and quiet play. 						

Summary:

Next Inspection:

Director Signature: _____ VMCCP Office _____

c:

Principal

Area Manager