

# Environment Rating Scale (ERS)

## Site Visit Protocol

1

After you have submitted your initial coaching application or your program's QRIS Easy Folio and application (for your QRIS Assessment and Star Rating), an ERS assessor will call the director/administrator to schedule the assessments

2

Together, you and the ERS assessor will determine a 30- or 60-day window for the observations/site visits to occur. At that time the Director will provide two or four black-out dates (days the observation/site visit would not occur) within that 30- or 60-day window, respectively. The Director is not provided exact dates for the site visit/observation – only the 30- or 60-day window is provided to assure authenticity of the observation.

3

For this call, you will need to know how many classrooms serve children mostly 3 years of age and younger (ITERS-R), and how many serve mostly children 3 years of age and older (ECERS-R).

The assessor will ask the Director to email the classroom birthday lists (children's birthdates) and staff names for each classroom (due to program policies, one may choose to only send children's birthdates [without children's names] and first names of staff for each classroom)

4

The ERS assessor will disclose the randomly chosen classroom(s) for observation on the day of the site visit and gather classroom information. (50% of each age group will be randomly chosen for the assessment)

Information needed from the classroom(s):

- ✓ Birthdates of oldest and youngest child in that class
- ✓ Amount of children and type of disabilities currently served in that classroom
- ✓ Staffing patterns in that room throughout a typical day
- ✓ Start and end times in that classroom if different from posted center hours

5

Let the staff know what to expect, when to expect it and how to proceed (this is also supported through the QRIS Staff Orientation conducted by The Office of Early Learning & Development)

6

The ERS assessor arrives 15 minutes before observation for brief center tour: layout of classrooms and outdoor areas, including any group spaces (first day only)

7

The ERS assessor will immediately proceed to classroom and begin observation

8

The ERS assessor will remain with children in that class group for *at least three and up to five hours*

The ERS assessor will not interact with staff or children and will try not to influence the activities or typical events in the classroom

The ERS assessor will be writing constantly and maintain a flat affect/no emotional expressiveness (to minimize staff perceptions either way)

9

The ERS assessor will meet with lead teacher for about 20 minutes (usually during nap) following the ERS assessment

**No immediate feedback will be given on that day**