

## Services to be Performed (Scope of Work)

A Classroom Assessment Scoring System (CLASS®) observation is an observation of a classroom using the appropriate Infant, Toddler or PreK CLASS® tool. A cycle involves observing and recording behavioral notes followed by scoring each dimension.

Contractor agrees to provide CLASS as following:

### I. Conduct before CLASS Activities

- A. Contractor shall interface with Kristi Biffar, Supervisor of Early Childhood Specialists for any related scope of work at [Kristi.Biffar@elcofswfl.org](mailto:Kristi.Biffar@elcofswfl.org) or her office phone 239-935-6177. If she is not available, contact shall be made with Gayla Thompson, Chief Quality Officer at [Gayla.Thompson@elcofswfl.org](mailto:Gayla.Thompson@elcofswfl.org) or 239-935-6189.
- B. Contractor shall provide their availability to receive contracted work to Kristi Biffar.
- C. Contractor shall select a two-week window when regular activities are occurring for observation,  
allowing the provider to choose up to three days that are not available for observation.
- D. The window for observation shall be agreed upon by the Contractor, the provider, and the teacher, and shall consider classroom schedules.
- E. Observations shall occur between (timeframe) with no more than 2 observations per day, per Contractor.
- F. Pre-K observations shall always take place in the morning unless an afternoon VPK class is in session, which shall be noted on the contracted work availability sent to Contractor.
- G. Toddler observations may take place either in the morning or the afternoon.
- H. Infant observations may take place any time of day when at least one infant is awake.
- I. Contractors shall take care to schedule enough travel time in between programs if they are conducting more than one observation a day.
- J. Contractor shall maintain current certification for continuation of Contractor Agreement.

### II. Expectations for Observations

- A. Per Teachstone CLASS guidelines, Infant CLASS observation procedures require Contractors to watch, without interruption, activities in the classroom and/or outside for 15 minutes.
- B. The Toddler CLASS observation procedure requires Contractors to watch, without interruption, activities in the classroom and/or outside for 15-20 minutes.
- C. The PreK observation procedure requires the Contractor to watch, without interruption, activity in the classroom for a period of 20 minutes.
- D. Contractor shall observe all parts of the daily routine except unstructured outside time for PreK rooms and naptime for Toddler and PreK rooms. If PreK outside time is a structured part of the lesson for that day (e.g. dramatic play outside setting up a carwash), observations may be made.
- E. For infant rooms, at least one infant must be awake for the duration of the observation cycle. F. Observing during meal times is permitted.
- G. Multi-age classrooms shall be assessed based on the majority age of children in the room. If there is an even number of children at each age, the Contractor shall choose one of the tools with the majority of the age groups represented.
- H. All observations must be conducted in accordance with the requirements of Teachstone, LLC

guidance.

**III. Recording Observations in the OEL-defined System:**

- A. All scores and notes must be entered into the OEL-defined system (WELS) within **72 hours** (excluding federally recognized holidays) of conducting an observation
- B. The observation entered in WELS shall match the classroom listed in the OEL-defined system **exactly.**
- C. The number of children shall be averaged across 4 cycles, and the number of teachers shall be rounded up and listed.
- D. Notes are required for all CLASS dimensions. The notes shall fully support the score given, with use of examples and quotations from the observation (in the original language used in the classroom). Sentence fragments and easily understood abbreviations are permitted.

**IV. Extenuating Circumstances:**

- A. If a teacher has an extenuating circumstance which causes her absence from a classroom on the day it is scheduled to be observed, the Contractor may choose to do the following:
  - 1. Reschedule the observation within 15 calendar days of original observation date.
  - 2. Choose another classroom of the same age group to observe (if available).
  - 3. If the classroom has had two occurrences of the assigned teacher being absent on the day of observation, the Contractor shall choose a different classroom in that age level. If there is no other classroom in that age level, the provider shall not have a contract executed until the classroom is observed.
- B. If the assigned teacher is no longer assigned to the selected classroom, the Contractor shall:
  - 1. Confirm with the director that the teacher present is not the assigned teacher within the WELS system.
  - 2. Advise the director that the teacher present in the room the day of the observation will be observed and record that information in WELS.
  - 3. If the newly hired teacher has not been assigned to the selected classroom for at least 30 business days, the observation shall be rescheduled.
  - 4. Once the teacher has been in the room for at least 30 business days, the observation must be scheduled within 30 business days.
- C. A provider should notify the Contractor as soon as they are aware of any circumstance which would cause a teacher to be absent from a classroom they are scheduled to be in for observation.

**V. Additional Requirements:**

- A. Reliability checks shall occur regularly, including the first observation for each Contractor.
- B. Contractor shall not charge any provider for any part of the annual required observation.
- C. Contractor shall meet all of the above criteria and follow the parameters listed.

D. Immediately report any difficulties or project concerns to Kristi Biffar.

Completion of Exhibit II, Parts I to V above shall be considered one complete CLASS

assessment. The ELC agrees if applicable:

- A. The ELC shall inform providers of Contractor's status with the ELC.
- B. The ELC shall inform providers of the rights and responsibilities of the Contractor and provide proof of such status to ensure sufficient identification.

Rate per assessment will be negotiated with successful proposers based on the scope of the specific service, including the timeframe by which services will be completed on the basis of the rates approved by the Office of Early Learning.

Bid proposals should be sent directly to Gayla Thompson:  
[gayla.thompson@elcofswfl.org](mailto:gayla.thompson@elcofswfl.org) No phone inquiries, please.