

**VPK – IMPROVEMENT PLAN
STAFF FEEDBACK FROM OBSERVATIONS**



Center Name: Nanny's Nursery

Director Name: Sally Smith Date: 9/23/12

Staff Name: Mary Lamb Position: Lead Teacher

DATE OF OBSERVATION	OBSERVATION TOOL COMPLETED	OBSERVERS NAME	POSITION
9/1/12	X	Sally Smith	Director
9/15/12	X	Sally Smith	Director

DISCUSSED	ITEMS TO ADDRESS/REFLECT UPON	NOTES
<input checked="" type="checkbox"/>	Teacher needs to expand conversations with children	
<input type="checkbox"/>	Teacher needs to expand vocabulary instruction	
<input type="checkbox"/>		
<input type="checkbox"/>		

TIME FRAME FOR COMPLETION		GOALS AND/OR SUGGESTED TRAININGS	NOTES
1 week	<input type="checkbox"/>	Expand back & forth conversations to 3-5 exchanges	
1 week	<input type="checkbox"/>	Expand vocabulary instruction using literacy books	
	<input type="checkbox"/>		
	<input type="checkbox"/>		

ADDITIONAL COMMENTS: