

[OBSERVER NAME], from San Francisco Quality Connections will be visiting
your site at
[START TIME] on [OBSERVATION DATE].

What can you expect during the CLASS observation?

- We are conducting the review on behalf of [FUNDER NAME].
- When we arrive we will introduce ourselves, but will not be able to have conversations with providers/teachers during the observation.
- Your hospitality is appreciated, but our job prevents us from accepting food or gifts.
- Please go about your day in a typical way; we want our observation to be representative of what usually occurs.
- Although we love children, our job is to observe their interactions with their care teachers and peers, so we will not play with or talk to them. Please do not ask us to watch the children.
- We are unable to share program observation findings during our visit and will not give recommendations based on our observation.
- We will be on-site at between 2 and 4 hours, depending upon your daily schedule or routine.
- With advance notice and your permission, two observers may be present for reliability purposes.
- If you have any questions about the scheduled observation, please contact us at 415.615.3494 or via email at sfqc@wested.org

Thank you for your participation!



Gabriela Lopez