



**Department:** Education  
**Effective Date:** July 10, 2023

## **Child Observation/Anecdotal Note-Taking Procedure**

### **Purpose:**

Child Observation Notes (i.e. Anecdotal Notes) capture objective observations of child performance (typically in response to skill progression) within the natural classroom environment.

### **Procedure:**

1. Lead and/or assistant teachers should complete Anecdotal Notes (using the Clever Bee Academy Child Observation Note-taking Record) at least once a week, per child in their classroom.
2. Each child should have a minimum of one Child Observation Note-Taking Form per month. By the end of the month teachers should have at least one anecdotal note per domain per child in their classroom. Having more than one note is acceptable and encouraged.
3. Notes should be taken at various times of the day, including teacher-facilitated, child-initiated, and routine experience times. Notes should be dated and be objective.
4. Teachers should prepare for success by having one copy of the Child Observation Note-Taking Record ready on a clipboard for each child at the beginning of the month.
5. Teachers should use the completed anecdotal notes to inform formal curricular assessments and to individualize instruction.
6. Completed forms should be kept in the child's individual portfolio.