

Supervised Experience Instruction Sheet

Instructions: Register the staff to participate in supervised experience using the Office of Child Care Licensing's website <http://kids.delaware.gov/occl/center-providers.shtml>. Submitting this form can reduce the amount of experience by half to qualify for certain positions. The administrator, curriculum coordinator, or site coordinator with a degree must observe the staff member once a month. Observations and follow-up conferences are required, and the lesson plan for each observation must be attached. Most lesson plans and observations must focus on whole group or small group instruction. Send the completed Request for Supervised Experience Approval to:

DSCYF/Office of Child Care Licensing
3411 Silverside Road
Concord Plaza, Hagley Building
Wilmington, DE 19810
Attention: Kelly McDowell

Refer to the chart below when planning the length of supervision needed.

<p>EC Curriculum Coordinator (Regulation 24F):</p> <ul style="list-style-type: none"><input type="checkbox"/> Bachelor's degree with 15 credits in EC - 3 months' supervision<input type="checkbox"/> Associate degree in early childhood, etc. with 15 credits in EC - 3 months' supervision<input type="checkbox"/> Associate degree in other area with 15 credits in EC - 6 months' supervision<input type="checkbox"/> High school diploma with 15 credits in EC - 12 months' supervision
<p>EC Teacher (Regulation 27H):</p> <ul style="list-style-type: none"><input type="checkbox"/> Bachelor's degree with 6 credits in child development or EC 3 months' supervision<input type="checkbox"/> High school diploma and 9 college credits/CDA/ TECE I and II or equivalent/ Montessori credential/DOL EC apprenticeship program/vo-tech three-year program in EC - 6 months' supervision
<p>EC Assistant Teacher (Regulation 27I):</p> <ul style="list-style-type: none"><input type="checkbox"/> High school diploma and 3 college credits in child development and 3 college credits in early childhood education/TECE I/high school career pathway program in EC - 3 months' supervision
<p>SA Site Coordinator (Regulation 87B)</p> <ul style="list-style-type: none"><input type="checkbox"/> High school diploma and 12 college credits in recreation, elementary ed, SA care, or SA administration - 3 months' supervision<input type="checkbox"/> High school diploma and 6 college credits in recreation, elementary ed, SA care, or SA administration and the School-Age Bundle - 3 months' supervision<input type="checkbox"/> High school diploma and the School-Age Bundle - 6 months' supervision
<p>SA Site Assistant (Regulation 87C):</p> <ul style="list-style-type: none"><input type="checkbox"/> High school diploma + 3 credits or 45 clock hours + part-time employment for half of a school year -5 months' supervision)<input type="checkbox"/> High school diploma + 3 credits or 45 clock hours + full-time employment for half of a summer - 2 months' supervision<input type="checkbox"/> High school diploma + 15 clock hours + part-time employment for one school year - 10 months' supervision or full-time employment for half a school year - 5 months' supervision<input type="checkbox"/> High school diploma +15 clock hours + full-time employment for one summer -3 months' supervision

Sample Form-Supervised Experience

Staff member's name: Mary Williams	Observer's name and title: Wanda Williams, Administrator
Center's name: A Great Place to be	Center's address: 431 N. State St. Dover, DE 19901
Supervision start date: 9/25/19	Supervision end date: 10/5/19
Observation date: 10/1/19 Conference date: 10/5/19	Observer's name and title: Wanda Williams, Administrator
<p>Activity designed and presented to: <input type="checkbox"/> individual child <input type="checkbox"/> small group <input checked="" type="checkbox"/> whole group</p> <p>X Lesson plan attached</p> <p>Observer's notes: On 9/25/19, Mary created a lesson plan for 20 children in the 3-year-old classroom. The lesson plan as called "This is my house." Mary wanted to teach children about the different places where people, animals, and insects live. She found many pictures of places that humans (farms, cities, etc.), birds, raccoons, squirrels, deer, beavers, ants, butterflies, etc. live to show the children. She found a book called, "The Places We Live" to read to the children. She made a matching game where the children had to pick the appropriate house for the person, animal, or insect. Mary also gathered sticks, glue, and plastic Easter eggs, so the children could make bird nests. On 9/28/19, I reviewed the lesson plan to ensure it was appropriate. Mary presented the above listed activities on 10/1/19.</p> <p>Staff member's review of the lesson as presented: Mary stated that the lesson went well because the children were engaged and eager to participate in the discussion of where animals/people could live. She stated that the lesson was a little too long (she began to lose interest) and so she would explain the matching game individually, rather than to the whole group, as the children came to the table to participate.</p> <p>Observer's commendations: The children were engaged and Mary was easily able to capture their interest with her tone of voice and animated ways of asking the children if a house was appropriate when there was no way possible for the animal, person, or insect to fit in the house mentioned. For example, does a person live in a bird's nest?</p> <p>Observer's recommendations for strengthening the lesson as presented: Laminate matching game to prolong its use. Ensure that the length of whole group instruction aligns with the attention span and interests of the children.</p>	

Request for Supervised Experience Approval

Observation date:	Observer's name and title:
Conference date:	
Activity designed for and presented to: <input type="checkbox"/> individual child <input type="checkbox"/> small group <input type="checkbox"/> whole group	
<input type="checkbox"/> Lesson plan attached	
Observer's notes:	
Staff member's self-evaluation of the lesson:	
Observer's commendations:	
Observer's recommendations for strengthening the lesson presentation:	

The information contained in this document is true and accurate to the best of my knowledge.

Staff member's signature:	Date:
Administrator or Coordinator's signature:	Date:

Observation date:	Observer's name and title:
Conference date:	
Activity designed for and presented to: <input type="checkbox"/> individual child <input type="checkbox"/> small group <input type="checkbox"/> whole group	
<input type="checkbox"/> Lesson plan attached	
Observer's notes:	
Staff member's self-evaluation of the lesson:	
Observer's commendations:	
Observer's recommendations for strengthening the lesson presentation:	

The information contained in this document is true and accurate to the best of my knowledge.

Staff member's signature:	Date:
Administrator or Coordinator's signature:	Date:

Attach additional observation sheets as needed. One observation, conference, and lesson plan are required for each month of supervised experience.