

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

### **What can I expect during the observation?**

- We are conducting the review on behalf of [FUNDER NAME].
- We will walk around the care space in order to see all parts of the environment including bathrooms, storage, and outdoor play spaces.
- 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 observations during the review and will not give recommendations based on our observation.
- With advance notice and your permission, two observers may be present for the review for reliability purposes.
- We will interview the provider/lead teacher for about 30 – 45 minutes after the observation.
- If you have any questions about the scheduled observation, please contact us at 415.615.3494 or via email at [sfqc@wested.org](mailto:sfqc@wested.org)

*Thank you for your participation!*



Gabriela López