

California Department of Education  
Early Education and Support Division  
March 2017

### **Instructions For Environment Rating Scales – Summary of Findings**

- **Complete the Environment Rating Scale (ERS) as directed in the ERS instructions** <http://www.ersi.info/ecers.html>.

Complete one for each contract type and/or Family Child Care Home Education Network (FCCHEN). Contractors serving children in family child care homes should complete the ERS Summary of Findings for the FCCHEN. The ERS Summary of Findings is used to complete the PSE Annual Report.

- **Enter the required contractor information at the top the EESD 4002:**

- Contractor Legal Name
- Contract Type and/or FCCHEN
- Age Group
- Planning Date – This is the date the first four columns of the form are completed
- Lead Planner Name and Position
- Record the Follow-up Date(s) – These dates indicate when the Action Steps have been reviewed
  - The Follow-up Date(s) will also indicate when reflections are recorded (see Follow-up and Reflection below)

- **Enter the Subscale and Average Score.**

- Each classroom or FCCHEN is to complete the entire ERS items
- Average all ERS subscale scores for all of the classrooms and/or FCCHEN
- If the contract has multiple sites, average subscale scores by:
  - Site and then at the program level
  - A FCCHEN will average subscale scores for family child care homes in the network

➤ **Enter Key Findings from the Environment Rating Subscales.**

- Select two Items that indicate a need for improvement in each Subscale listed with an average score below “5.0”
  - These Items are the key findings or trends identified as needing improvement after a review of all completed environment rating scales
- For those contractors with only Subscale averages of “5.0” or higher
  - Select one Item that indicates a need for improvement from each of the two lowest Subscales

➤ **Enter Action Steps.**

- Develop and write attainable Action Steps to improve each key finding, or Item
  - Include multiple action steps, such as modifications and/or changes to instructional materials, training, schedules, space, and supervision

➤ **Enter Expected Completion Date and Persons Responsible.**

- Enter the date when the Action Steps will be completed
- Identify the person(s) who will be responsible for each Action Step

➤ **Enter Follow-Up and Reflection.**

- This column will be blank when the Summary of Findings is first completed
- Periodically review the status of all the Action Steps, completion dates, persons responsible, and follow-up
- Record modifications or changes needed to complete the Action Steps, and expected completion dates
- Reflect on the results and record progress or changes made to the key finding(s)

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### Environment Rating Scale – Summary of Findings

<b>Contractor Legal Name</b> Davis Joint Unified School District Children's Center	
<b>Contract Type and/or FCCHEN</b> CSPP	<b>Age Group (Infant/Toddler, Preschool, School Age)</b> Preschool
<b>Planning Date</b> March 2018	<b>Lead Planner Name and Position</b> Jenna Gonzalez Program Director
<b>Follow-up Date(s)</b> June 2018	<b>Lead Planner Name and Position</b> Tereadel Sosa Borges Preschool Teacher

This form can be expanded and is not limited to a single page

Subscales and Average Scores	Key Findings from Environment Rating Scale (ERS Items)	Action Steps (Include instructional materials, training needs, change to schedules, space, and supervision.)	Expected Completion Date and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, and time extended.)
Personal care routines: Meals and snacks #2  Rating: 2	During the ERS it was found that the children were not washing their hands effectively. (hand hygiene before and after eating).	Teachers will be instructed to make sure every child arriving for the start of the program is to wash their hands upon entry.	Right away; staff and Director	
		We will put up a sign and try to get the parents involved by making sure there child is washing their hands at this time.	Right away Staff and Director	
		We will remind students to wash their hands after any messy time or after they have eaten.	Right away; staff and director	

		Teacher will incorporate this into a circle a few times a year as a reminder to the students.	Right away; Staff and Director	
Activities: #21 Music and Movement  Rating:3	After observation, it was brought to our attention that there needs to be more musical instruments available to children plus accessible Cd's for the children to play as well as a variety of cultural music.	Purchase more Musical instruments for the classroom	As soon as funding is available	
		Training was done with staff to see where and how we could implement more music into the program.	Right away; Staff and Director	
		Director talked to staff about using music that is more diverse in their lessons.	Right away; Staff and Director	