LEARNING THROUGH PLAY
IN EGYPT

The Project Of Quality Improvement of
Early Childhood Development Phase 2

جمهورية مصر العربية
وزارة التضامن الاجتماعي

Training Program

(Executive Management Training)

JICA Project – Ministry of Social Solidarity

Module 3: National Quality Standards and Self-Evaluation

July – August 2025

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جمهورية مصر العربية
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Day 3

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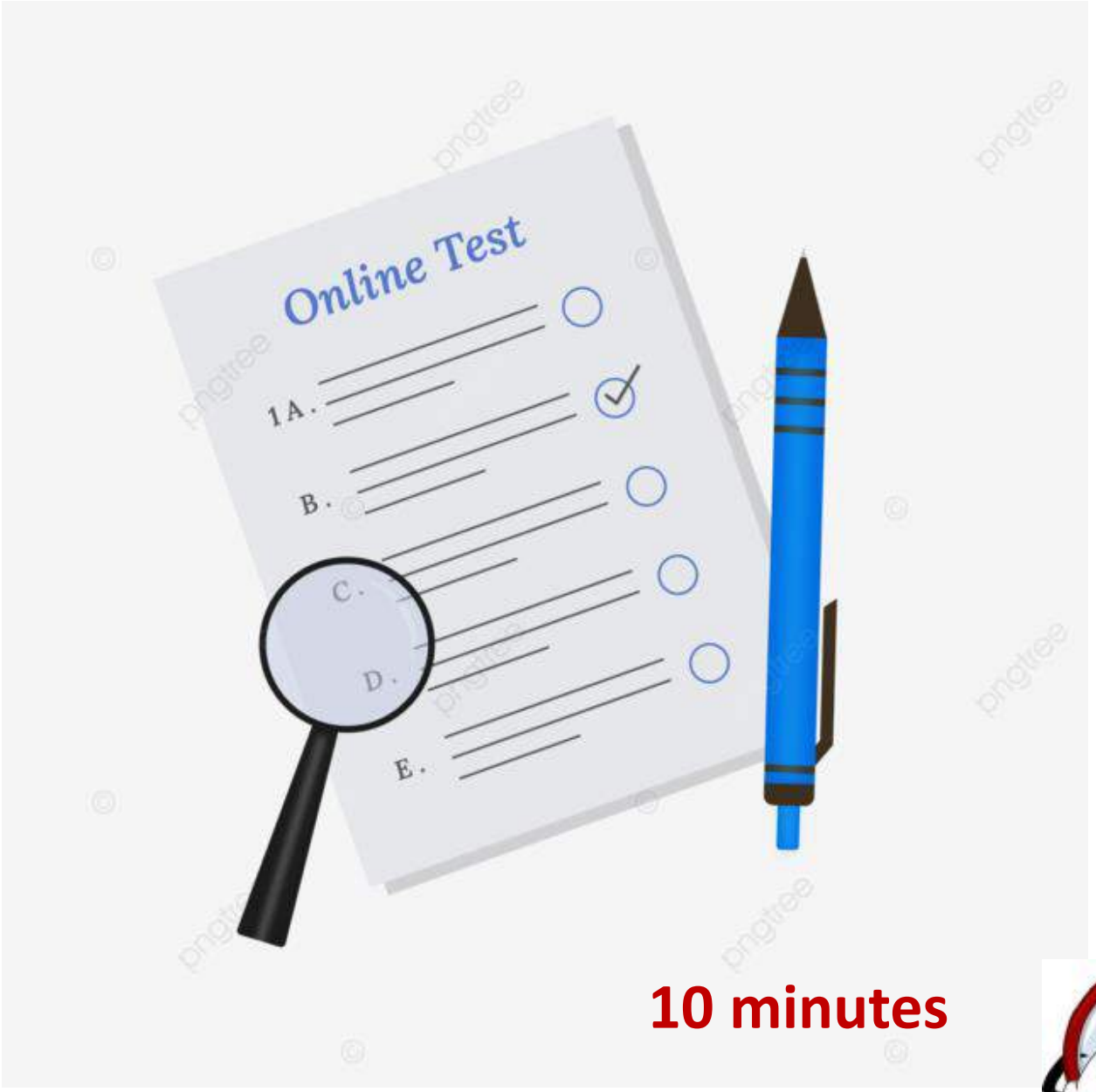
Welcoming the training participants

Pretest



10 minutes

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Session Rules

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Training Strategies

Self Learning

Cooperative Learning

Brainstorming

Case Study

Dialogue and Discussion

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General Objective of the training

Enhancing the participants' knowledge and skills in a way that enables them to understand quality assurance standards and carry out self-evaluation, thereby improving the performance of their nursery.

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Activity (1)

What are your expectations for the training program ?

5 minutes

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Training Program Objectives

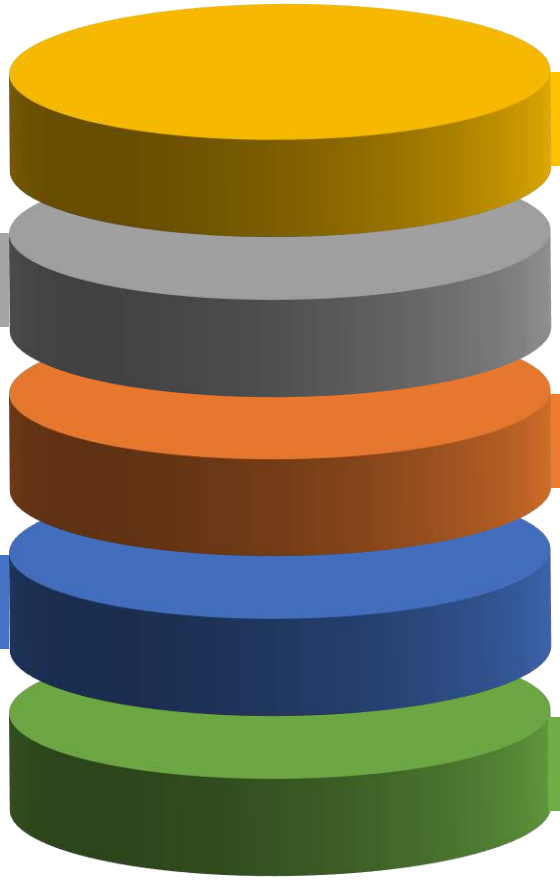
Understanding the quality assurance standards for nurseries in Egypt

Completing the self-evaluation file for a virtual nursery

Understanding the key concepts of quality assurance

Participating to improve the nursery environment according to the NQS.

Understanding the steps of self-evaluation in the nursery.



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Training Agenda

Session	From	To	Activity
Session 1	9:00	9:15	Pre-test – Warm up activity – training program objectives
	9:15	11:00	NQS Document
	11:00	11:15	Break
Session 2	11:15	12:45	Self Evaluation
	12:45	13:00	Conclusion of the Training Program – Post-test

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Activity (1): Warm-up

What do you notice?

What makes this environment inappropriate for children ?

What do you notice?

What makes this environment ideal for children ?

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Objectives of the Nurseries

- Build the child’s personality
- Meet the child’s needs (physiological, psychological, social, etc.)
- Promote healthy habits for children
- Develop the child’s skills
- Raise awareness among families to ensure proper child upbringing
- Train children to build healthy relationships with others
- Provide all forms of care for all children
- Support the child's readiness to enroll in kindergarten institutions

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Activity (2)

" What would happen if.....?"

We present the trainees with a set of scenarios that begin with **"What would happen if…"**

They are asked to reflect on the impact of each scenario on:

The child's safety

The quality of learning

What should have been done as a follow-up or preventive measure

Group (1)	Group (2)	Group (3)	Group (4)	Group (5)

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Group (1)

What would happen if ……?

- The number of children in the classroom exceeded the allowed limit compared to the available space?
- The setup of the infant classroom was not suitable for their age or number?
- The facilitator relied on raising her voice while dealing with the children?
- Cleaning products were found uncovered in the bathrooms without safety precautions?
- There was no proper partition between the boys' and girls' bathroom areas?

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Group (2)

What would happen if……?

- Broken, sharp, or unsafe toys were found in the nursery?
- A swing was installed next to a window without any protection?
- The windows were not secured with bars or mesh?
- The classroom had poor natural and artificial ventilation or weak lighting?
- A child went to the bathroom without being accompanied by the nanny?

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Group (3)

What would happen if……..?

A child was sleeping during the facilitator's explanation in the classroom. The nanny was asked several times to wash the child's face to wake him up. It was also noted that there was no suitable place for the children's rest or sleep.

The floor of the infants' room was bare concrete, and the infants were kept in closed iron cribs for most of the time they spend in the nursery.

Most of the children's toys were broken, placed in a room with a tiled floor and there was no protective measures for the children during play.

The child did not engage in any physical or artistic activities throughout the day and was only kept seated.

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Group (4)
What would happen if……?

- The facilitator relied only on a loud voice, memorization, and rote learning to teach the children?
- Children were not regularly accompanied to the bathroom?
- The child's psychological or physical condition was not ovserved throughout the day?
- The first aid kit was not available or not properly equipped?
- Cleaning products were found uncovered in the bathrooms and within children's reach?

- **Why is it important to ensure quality in nurseries?**

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Quality in Our Nursery

A nursery should be a **safe**, **stimulating**, and **dynamic** environment that meets the expectations of children, parents, and the community.

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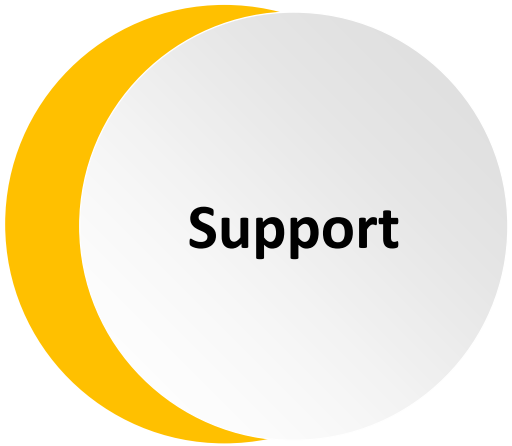
Activity (3)
Dialogue and discussion

Who creates quality in the nursery?

Quality is not the responsibility of one individual, but rather a network of interaction between:



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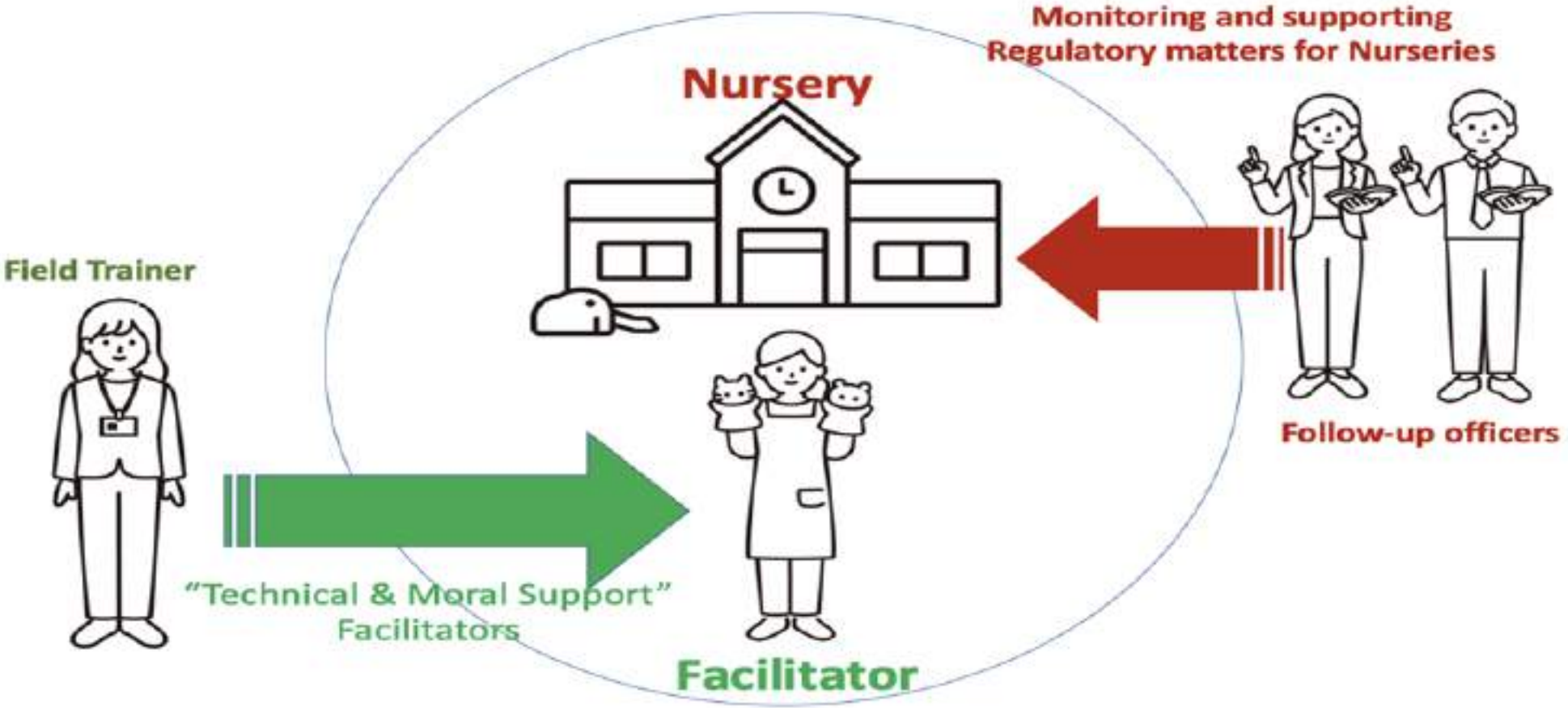
Let’s reflect on this diagram together.



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What are the objectives of National Quality Standards ?

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Objectives of National Quality Standards

•Spreading the culture of quality in the early childhood sector and training all staff on quality assurance standards.
•Supporting and assisting decision-makers in making informed decisions and in planning activities.
•Keeping up with developments in the field of early childhood and understanding children's learning outcomes.
•A tool that nursery managers and staff in the sector can refer to for developing and improving their nurseries.
•Developing monitoring and supervision mechanisms to ensure that entities managing nurseries comply with health and educational requirements in their operations.

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Documents and Tools Supporting the Achievement of Nursery Quality Assurance

National Quality Standards

Self-Evaluation Guide

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National Quality Standards

How can you access this document?

The Ministry of Social Solidarity has launched a website containing the main documents.

You can obtain the link through the chat box.

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Facts About the Standards

✅ **Standards are not a restriction… they are a guide to success!**
👉 They show us what *should* be and protect us from randomness.
✅ **Standards give us a compass; they don't limit our steps… they guide them.**
👉 They help us find the right path without forcing us onto it.
✅ **Standards make performance evaluation objective, not emotional.**
👉 We move away from "I think…" and toward "This is what's required."
✅ **Standards protect the child… and the facilitator as well.**
👉 Because everyone knows their rights and responsibilities.
✅ **Standards are not just papers… they're a shared vision.**
✅ **Standards transform individual efforts into institutional quality.**

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National Quality Standards for Nurseries in Egypt

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National Quality Standards for Nurseries in Egypt (0-4 years old)

- Standard 1: Nursery Building and Facilities
- Standard 2: Leadership and Management
- Standard 3: Teaching and Learning
- Standard 4: Emotional and Social Learning Outcomes
- Standard 5: Motor Learning Outcomes
- Standard 6: Cognitive Learning Outcomes

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National Quality Standards for Nurseries in Egypt (0-4 years old)

1	The nursery building and its facilities
1_1	The interior spaces of the nursery comply with the standard specifications.
1_1_1	Sufficient space is available for the number of children
1_1_2	The nursery provides safe spaces that meet the children's needs for play and motor development
1_1_3	The walls, ceilings, and floors are in good condition

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Scaled Measurement Criteria for Nursery Quality Assurance Standards

1.The nursery building and its facilities:

1 Not Fulfilled	2 Partially Fulfilled	3 Fulfilled	4 Thoroughly fulfilled
1-1 The interior spaces of the nursery comply with the standard specifications.			
Practice 1_1_1 Sufficient space is available for the number of children.			
• Sufficient space is available for the number of children, where the available space per child inside the nursery is estimated to be 2m2 of the total nursery space	• Some spaces are available according to the standard specifications, with the space allocated per child being more than 1 square meter and less than 2 square meters of the nursery's total area.	• Spaces are available in accordance with the standard specifications, with the space allocated per child within the nursery estimated at 2 to 4 square meters of the nursery's total area.	• Spaces are available in accordance with the standard specifications, with more than 4 square meters allocated per child from the nursery's total area. • There is a designated area that is easily accessible for children with disabilities.

Structure of the NQS Document

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Key Concepts

Practice

Statements indicating the minimum level of performance that the nursery must meet in order to fulfill its role and achieve the intended learning outcomes.

Indicator

More specific statements that describe the required performances to achieve the standard.

Standard

Guiding statements or reference lines formulated as phrases that express the expected level of all components of the educational process — including children, teachers, leadership, human and material resources, and others.

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Activity (4): Choose the Appropriate Term for the Concept

5	4	3	2	1
Rating Scale	Practice	Quality	Standard	Indicator

Statements indicating the minimum level of performance that the nursery must meet in order to fulfill its role and achieve the intended learning outcomes.

More specific statements that describe the required performances to achieve the standard.

Guiding statements or reference lines formulated as phrases that express the expected level of all components of the educational process — including children, teachers, leadership, human and material resources, and others.

Rating Scales

Criteria for measuring and assessing performance for each practice, consisting of four levels:

4

Refers to Excellence and Distinction

3

Indicates that the nursery has reached the required level of achievement

2

Indicates that the nursery is performing below the required level

1

Indicates that the nursery's performance is unsatisfactory.

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Coding in the NQS

Example: 2-5-1

Activity (5)
Group (1)

Identify the practices related to the image.

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Activity (5)
Group (2)

Identify the practices related to the image.

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Activity 5
Group 3

Identify the practices related to the image.

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Activity 5
Group 4

Identify the practices related to the image.

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Break

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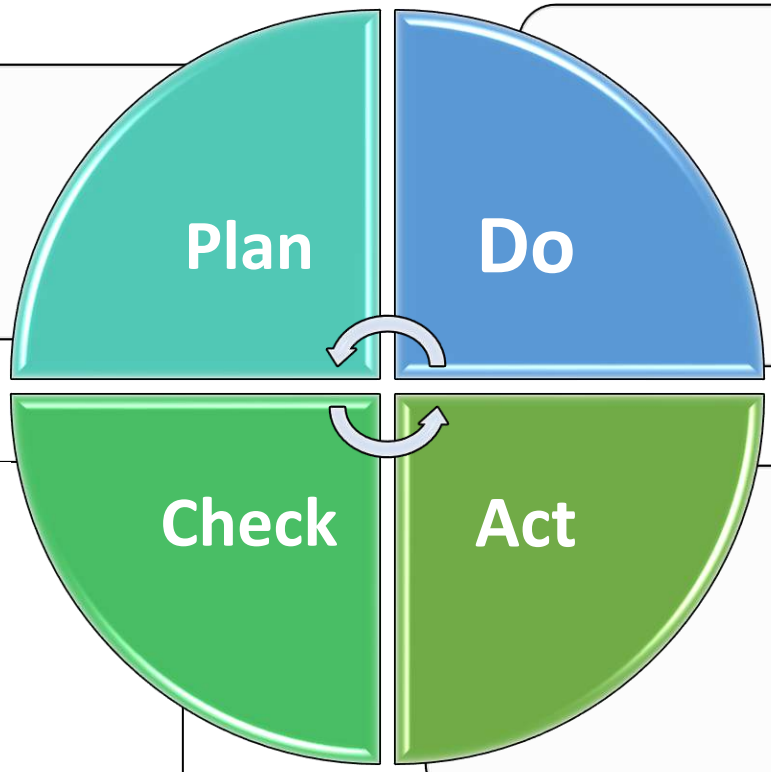
Activity 6
Dialogue and Discussion

What are the mechanisms of achieving quality assurance in the nursery ?

Mechanisms for achieving quality assurance in the nursery

- **Self-Evaluation Guide**

- **National Quality Standards**
- Regulations
- Licenses



- **Monitoring & Support by Monitoring Officers**
- **Technical and Moral Support by Field Trainers**

- **Monitoring & Support by Monitoring Officers**
- **License revocation**

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Mechanisms for achieving quality assurance in the nursery

Monitoring

- In Collaboration with MoSS, JICA has developed a simplified monitoring model that has been approved at the national level.
- It is currently being piloted in nine governorates in preparation for nationwide implementation.
- The model includes monitoring compliance with regulatory standards related to safety, health, hygiene, and administration, conducted by the Ministry's Monitoring Officers.
- Recently, the monitored elements have been standardized and simplified through the jointly developed monitoring model by JICA and the Ministry.

Mechanisms for achieving quality assurance in the nursery

Field Trainer

- They are responsible for delivering training at the basic level and are expected to gradually take on monitoring in other areas of the national quality standards.
- They provide technical and moral support by conducting basic training for facilitators and by strengthening self-support and peer support through the nursery based facilitators network.
- In the future, they are expected to take on monitoring tasks related to teaching and learning processes and their impact on children.

Data can be centrally collected through **RapidPro**.

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Activity (7): Reflect – 3 Minutes

- What are 3 strengths you see in your performance that are related to your personal or professional skills and contribute to your success at work?
- What are 3 areas in your personal performance at work that need improvement?
- How can you improve these areas?

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Self Evaluation

A set of procedural steps carried out by nursery staff to evaluate their own nursery based on the national quality standards.

This is done by collecting data on the current performance of the nursery and comparing it to the quality assurance standards for nurseries in Egypt.

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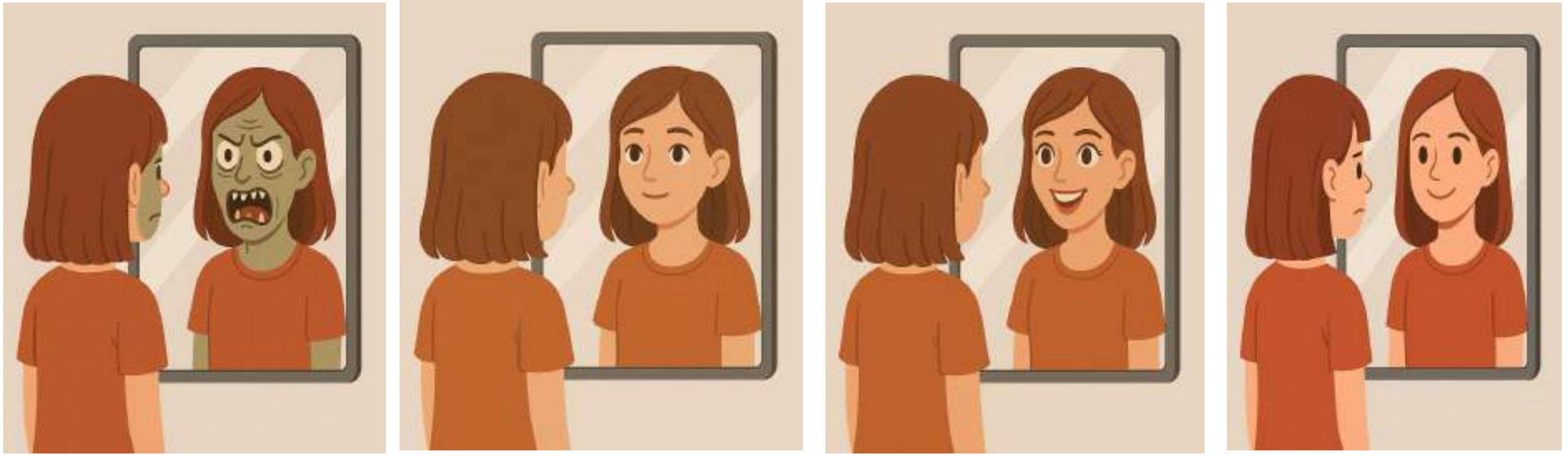
Warm-up Activity – The Mirror



Effective self-evaluation requires honest self-reflection, as if we are looking into a clear mirror.
"A mirror does not beautify or distort… it simply reflects the truth as it is — and that is what we need in self-evaluation."

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The Importance of Self Evaluation

- It identifies the strengths and the gaps in the nursery's performance.
- Self Evaluation provides objective data that helps in setting development priorities, serving as an entry point for improvement plans to ensure quality.
- The self Evaluation study is a gateway to performance improvement.
- It offers a clear and comprehensive understanding of the current situation.

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Facts about Self Evaluation

✅ **Self Evaluation is an honest mirror, not something to fear.**

👉 It helps me see myself as I am… to improve, not to be judged.

✅ **Self Evaluation is a brave step toward real development.**

👉 Because it comes from within, not imposed from outside.

✅ **Self Evaluation means I am responsible for the quality of my work.**

👉 I don’t wait to be evaluated—I start with myself.

✅ **Self Evaluation doesn't seek perfection, but continuous improvement.**

👉 Step by step toward better outcomes.

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Facts about Self Evaluation

✅ **Self Evaluation is a tool for growth, not a record for comparison.**

👉 I compare myself to who I was, not to others.

✅ Every honest moment of reflection is a true form of self evaluation.

✅ Successful self evaluation requires honesty… not just paperwork.

✅ Every team that masters self evaluation builds a mature professional environment.

✅ Self evaluation gives us an inner voice that strengthens professional integrity.

✅ When we evaluate ourselves consciously, we reduce the need for constant supervision.

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Follow – Activity 8
Dialogue and Discussion

- ❑ Who conducts the self evaluation ?

The self-evaluation is conducted by all nursery staff

- ❑ What are the tools used for self evaluation ?

- ❑ What comes after the self evaluation ?

Improving nursery performance and setting priorities

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Self Evaluation Guide

Contents	Page
Introduction	3
Concept of self evaluation	4
Objectives of self evaluation	4
Importance of self evaluation	4
Steps of self evaluation	5
Preparing the Nursery Self-Evaluation File	6
Guide Appendices:	118 - 9
Appendix (1): Self-Evaluation File	10
Appendix 2: tools of data collection for self evaluation	31

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Activity 9 : Together we start our project

Preparing the nursery self-evaluation file

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Self Evaluation Guide

Appendix (1)

Nursery Self-Evaluation File

(0-4 years old)

Appendix (2)

Tools of data collection for self-evaluation

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Self-Evaluation File

Cover Page

It includes: the name of the nursery, the district it belongs to, the governorate in which the nursery is located, followed by the nursery's vision and mission statements.

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Activity (10)
As a nursery team:

Complete the cover page of the self-evaluation guide.

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Self-Evaluation File

1- nursery's vision and mission statements.

nursery's vision رؤية دار الحضانة:

.....

.....

.....

mission statements رسالة دار الحضانة:

.....

.....

.....

Self-Evaluation File

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1- nursery's vision and mission statements.

أولا- رؤية دار الحضانة ورسالتها:

رؤية دار الحضانة:

.....

.....

.....

رسالة دار الحضانة:

.....

.....

.....

Nursery Vision:
To be a distinguished nursery in providing comprehensive education and care through a safe and stimulating environment that contributes to developing children's skills and building a creative generation capable of facing future challenges.

Nursery Mission Statement:
We strive to provide comprehensive education and exceptional care for children by using innovative methods and modern technological tools, enabling them to acquire social and cognitive skills in a safe environment that ensures their balanced development.

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Activity 11

Let's Develop the Nursery Vision and Mission Together

Draft the Vision and Mission Statement in the self evaluation file

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Self Evaluation File

2- Descriptive Data

Nursery Name:	
E-mail (in detail)	
E-mail	
Organization's Website	
phone Number	
Fax	
Directorate	
Phone Number	
Fax	
Official representative of the nursery	
Landline No.	
Mobile phone number	
Email	

Nursery Building Code:

Affiliation	MoSS		NGO	
	Private		Other	

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Self Evaluation File

Specialists, Administrators, and Personnel Related to Nursery Work				
Category	Males	Females	Total Number	Ratio of Specialists and Administrative Staff to Children
Psychological /Social Specialist				
Quality Assurance Officer				
Physician				
Administrators				
Workers				
Other (please mention)				

Children with Special Needs (if any)

Age	Number	Type of disability
		Total Number

Children Allocation					
Age	Males	Females	Total Number	Number of class rooms	Average Density
From 0 to 12 months					
From 1-2 years					
From 2-3 years					
From 3-4 years					
Total Number					

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Self Evaluation Guide

Nursery Leadership	
Position	Total Number
Manager	
Supervisor	

Nursery Facilitators								
Qualification	Facilitator / Assistant Facilitator	Gender		Number by Employment Status			Total Number of facilitators	Ratio of Facilitators to Children
		Male	Female	Appointed Staff	Contracted Staff	Seconded to the Nursery		
Early Childhood Education Specialized	Facilitator							
	Assistant Facilitator							
Education Specialized	Facilitator							
	Assistant Facilitator							
Not specialized in Early Childhood Education	Facilitator							
	Assistant Facilitator							

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Self Evaluation Guide

Nursery Building				
Date of Construction				
Age of the building	Less than 10 years		From 11 to 20	
	From 21 to 30		More than 30 years	
General Condition of the Building	Excellent		Very good	
	Good		moderate	

Item	Number	Condition			
		Very good	Good	Moderate	Poor condition
Nursery Fence					
Play ground					
Class rooms					
Activity rooms					
Isolation room					
Facilitators room					
Administration room					
Toilet for boys					
Toilet for girls					
Toilet for facilitators / nursery staff					
Total Number of Toilets					

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Activity (12)
Let's complete together

Please complete the descriptive data in the self evaluation guide

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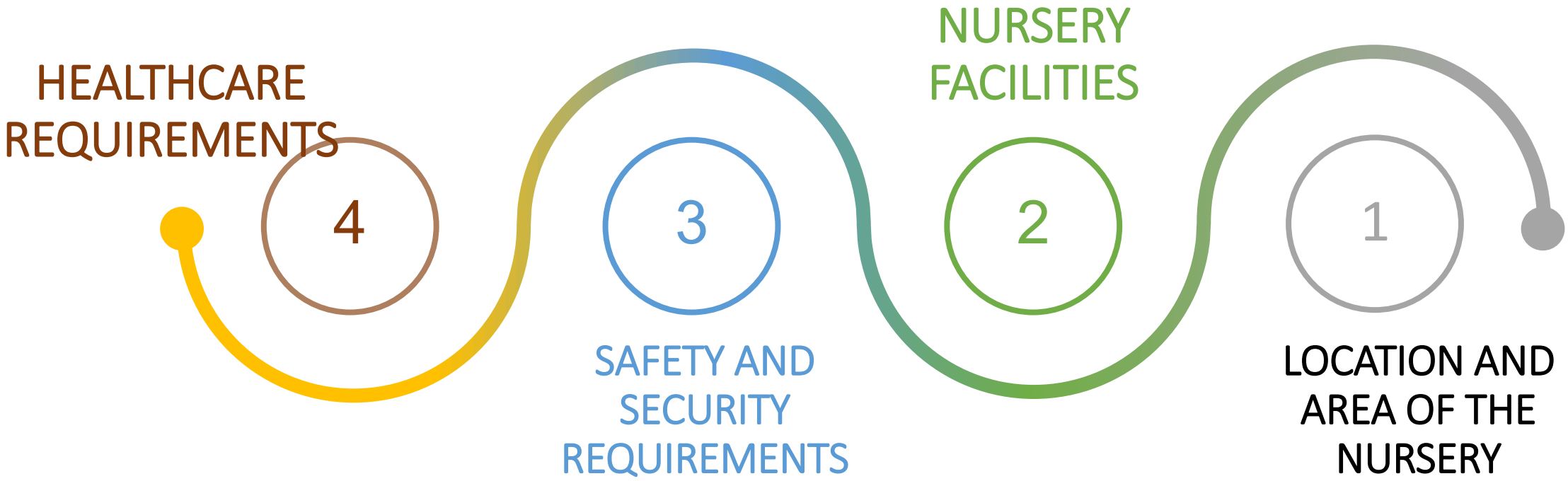
Third –Physical Resources and Safety Requirements Form



This form is used to assess practices related to the building, safety and security across the various standards.

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Self-Evaluation File

Third –Physical Resources and Safety Requirements Form

	Item	Fulfillment Status		Evidence and Proofs
		Fulfilled	Not Fulfilled	
First: Location and area of the nursery				
1	The nursery is located in a safe and busy area, with available means of transportation and easy access.			
2	The environment surrounding the nursery is clean and free from sources of pollution.			
3	The outdoor areas are fully secured, such as (a high fence, intact shades, and safe flooring)			
4	The space available for each child inside the nursery is adequate.			
5	There is external and internal spaces which are appropriate to children's number.			
Second: Nursery Facilities				
6	There are age-appropriate facilities that allow for play and motor skill activities.			
7	The walls and ceilings are painted in bright, stable colors.			
8	The classrooms are well-ventilated and have natural lighting.			
9	The toys are put in a designated place with easy access for children			
10	Toys and educational materials are sufficient to children's number			
11	All furniture is in good and clean condition, and is appropriate for age groups from birth to four years in terms of height and materials.			

This form is used to assess practices related to the building, safety and security across the various standards.

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Third –Physical Resources and Safety Requirements Form

	Item	Fulfillment Status		Evidence and Proofs
		Fulfilled	Not Fulfilled	
	Third: Safety and Security Requirements			
23	All doors are secured (with measures in place to protect children's fingers when opening and closing them).			
24	All windows meet safety and security requirements (height, protective bars, fitted with well-maintained screens, and safe alternatives to glass are used that allow light to enter)			
25	There is an adequate number of fire extinguishers for the number of rooms (one extinguisher per room).			
26	All toys and educational materials are safe and appropriate for children's age.			
27	The nursery has no exposed wires or electrical connections.			
28	Electrical switches are out of children's reach and covered when not in use.			
29	Safety switches are available in the activity rooms.			

Fourth: Healthcare Requirements				
37	A fully equipped first aid kit is available, with a contents list that is reviewed regularly.			
38	There is a designated and equipped isolation area for children (in cases of infection).			
39	There is a trash bin in every area.			
40	Safe cleaning agents and sanitizing tools are used.			

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Evaluate Resources Form

	Item	Fulfillment Status		Evidence and Proofs
		Fulfilled	Not Fulfilled	
First: Location and area of the nursery				
	The nursery is located in a safe and busy area, with available means of transportation and easy access.	✓		The nursery is located on the main street with a side entrance.
	The environment surrounding the nursery is clean and free from sources of pollution.	✓		It is far from industrial areas and located in a residential neighborhood.
	The outdoor areas are fully secured, such as (a high fence, intact shades, and safe flooring)	✓		The fence is high, secure, and in good condition.
	The space available for each child inside the nursery is adequate.	✓		The space is suitable for the child's movement.
	There is external and internal spaces which are appropriate to children's number.	✓		The class room is suitable for the number of children and each class has a big balcony.

Please complete the **Material Resources and Safety & Security Requirements Form** in the **self-evaluation file** of your virtual nursery.

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Fourth: Self Evaluation Form

- Read each "practice" carefully and place a (√) in the appropriate box that reflects the level of fulfillment of the practice based on the rating criteria and the results of applying tools, evidence, and documentation.
- The practices related to the building, safety and security, and health conditions are fulfilled based on the results of the data collection tools and the Physical Resources, Safety, and Security Form.
- The code of the standard and indicator is used to label the evidence and documents (whenever possible).
- The completion of all data in the self-assessment form is carried out under the supervision and responsibility of the nursery director.
- The data must accurately reflect the true situation of the nursery and its actual practices, as its credibility helps build bridges of trust and cooperation between the nursery and the Ministry.

Code	Standard / Indicators / Practices	Quantitative assessment of practices			
		1	2	3	4
1	The nursery building and its facilities				
1_1	The interior spaces of the nursery comply with the standard specifications.				
1_1_1	Sufficient space is available for the number of children, where the available space per child inside the nursery is estimated to be 2 m^2 to 4 m^2 of the total nursery space				
1_1_2	The nursery provides safe spaces that meet the children's needs for play and motor				
1_1_3	The walls, ceilings, and floors are in good condition				
1_1_4	Ventilation and natural lighting are available in the nursery rooms.				
1_1_5	The nursery's basic facilities are suitable for the characteristics of the child				
1_1_6	Suitable toys and educational tools are available for the child				
1_2	Good quality furniture and educational tools suitable for the age groups are available				
1_2_1	Furniture suitable for the child's age group is available				
1_2_2	The nursery ensures regular maintenance of the furniture				

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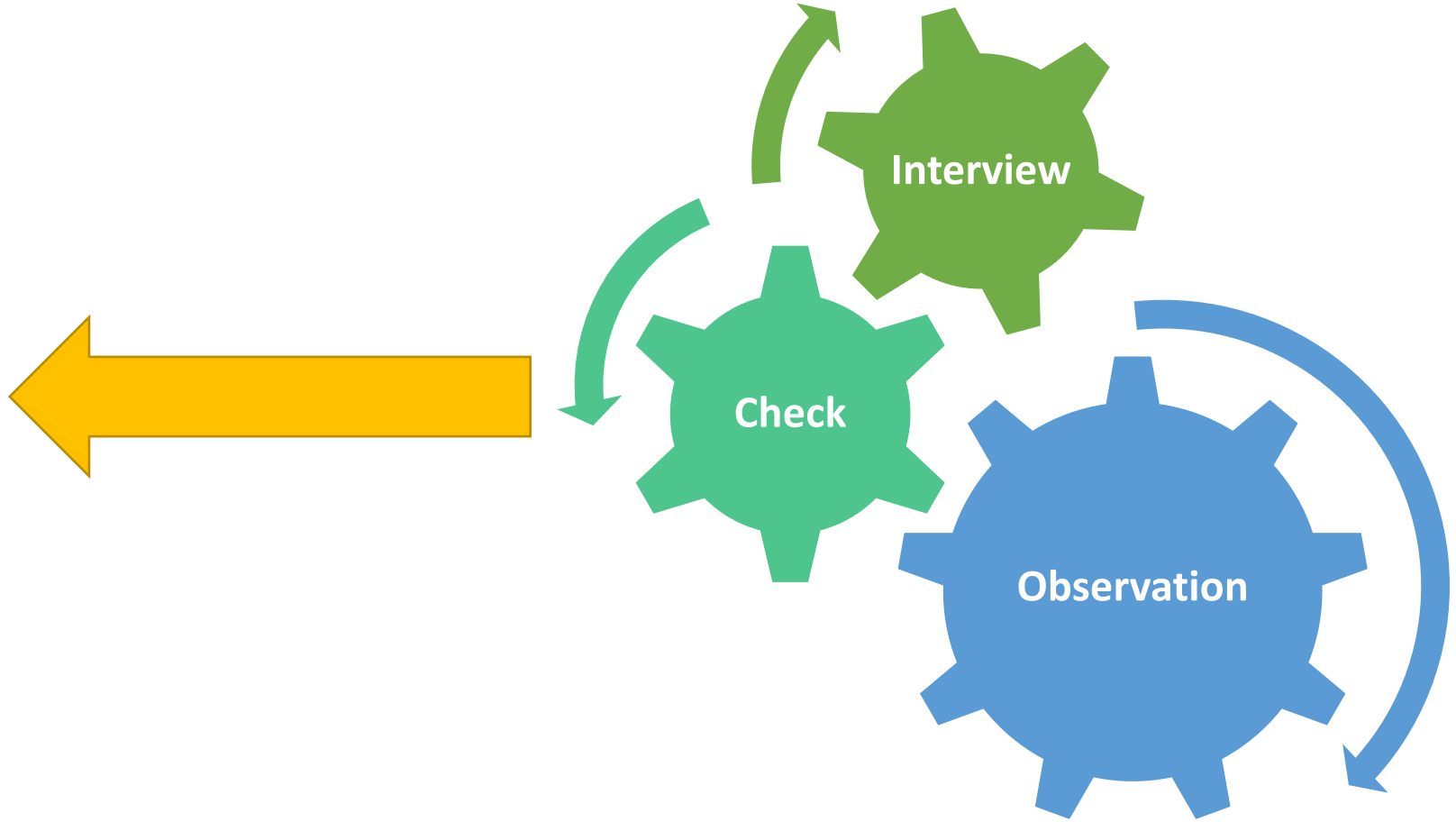
Quantitative assessment of the evaluation items in the form



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You have hypothetical results for assessing one of the indicators

Activity (14): Evaluate the Results

Code	Standard / Indicators / Practices	Quantitative assessment of practices			
		1	2	3	4
1	The nursery building and its facilities				
1_1	The interior spaces of the nursery comply with the standard specifications.				
1_1_1	Sufficient space is available for the number of children, where the available space per child inside the nursery is estimated to be 2 m^2 to 4 m^2 of the total nursery space	✓			
1_1_2	The nursery provides safe spaces that meet the children's needs for play and motor			✓	
1_1_3	The walls, ceilings, and floors are in good condition			✓	
1_1_4	Ventilation and natural lighting are available in the nursery rooms.		✓		
1_1_5	The nursery's basic facilities are suitable for the characteristics of the child		✓		
1_1_6	Suitable toys and educational tools are available for the child			✓	

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Scaled Measurement Criteria for Nursery Quality Assurance Standards

1.The nursery building and its facilities:

1 Not Fulfilled	2 Partially Fulfilled	3 Fulfilled	4 Thoroughly fulfilled
1-1 The interior spaces of the nursery comply with the standard specifications.			
Practice 1_1_1 Sufficient space is available for the number of children.			
• Sufficient space is available for the number of children, where the available space per child inside the nursery is estimated to be 2m2 of the total nursery space	• Some spaces are available according to the standard specifications, with the space allocated per child being more than 1 square meter and less than 2 square meters of the nursery's total area.	• Spaces are available in accordance with the standard specifications, with the space allocated per child within the nursery estimated at 2 to 4 square meters of the nursery's total area.	• Spaces are available in accordance with the standard specifications, with more than 4 square meters allocated per child from the nursery's total area. • There is a designated area that is easily accessible for children with disabilities.

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Self-Evaluation File

Fifth: Self- Evaluation Result

Suggestions for improvement	Areas for Improvement	Points of Strengths	Performance of Level	Standard
				First
				Second
				Third
				Fourth
				Fifth
				Sixth

Activity (16): What do you think of the sample performance evaluation results in front of you?

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Fifth: Self-evaluation results

Standard	Performance of Level	Points of Strengths	Areas for Improvement	Suggestions for improvement
First	Excellent	The nursery's facilities and location, and the development of the nursery ,Support for the nursery with toys educational materials, and furniture from donor organizations	All hall floors should be foam Wall paint should be antibacterial	Provide financial resources
Second	Excellent	The various trainings received by the support team Support from the Social Administration and the Directorate for the nurseryThe team's experience and their team spirit	Develop a marketing and advertising plan for the nursery and provide training on its implementation Provide an electronic management system Provide an appropriate number of facilitators relative to the number of children	Attend marketing training, develop a marketing plan for the nursery, and create an advertising program
Third	Excellent	The various technical trainings received by the team	More support for infant programs to develop children's skills	Specialized training for infant facilitators on developing the infant program
Fourth	Excellent	The technical and field trainings received by the team and their application in working with children Availability of appropriate toys and materials for conducting activities with children	The child demonstrates self-management skills	Develop more innovative activities to foster this in children
Fifth	Excellent	The technical and field trainings received by the team and their application in working with children Availability of appropriate toys and materials for conducting activities with children and singing toys		
Sixth	Excellent	The technical and field trainings received by the team and their application in working with children Availability of appropriate toys and materials for conducting activities with children	The child uses pronouns	Develop more activities to enhance this practice among children and provide educational materials to support it

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Self-Evaluation File

Sixth – Institutional Context:

1.Success Factors

A. ……

B. ……

C. ……

2. Obstacles to Success

A. ……

B. ……

C. ……

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Activity (17): What do you think of the sample performance evaluation results in front of you?

Sixth – Institutional Context:

1.Success Factors

- The nursery's excellent location and the building's suitability for use as a nursery
- Technical and financial support from the directorate and donor organizations
- Cooperation between the nursery and surrounding entities, such as the health unit, and implementing awareness programs for children and parents
- The technical expertise of the team and the professional training they have received over years of implementation
- The positive spirit among the team and their love for the place
- The strong cooperation of many parents with the nursery

2. Obstacles to Success

- Limited financial resources for the nursery, since all toys, materials, and furniture were provided as external support
- Insufficient number of facilitators in the nursery relative to the number of children

Self Evaluation Guide

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Seventh – Self-Evaluation Study Preparation Team:

Mission	Job	Name	
Team Leader	Nursery Manager		1
	Nursery Supervisor		2
	Quality Control		3
	Facilitators		4
	Specialists(Social Worker / Psychologist)		5
	Administrators		6
	Parents		7
	Others		8

Complete the section on the self-assessment team in the file

Activity (18): Let's Complete Together

Now

Complete the section on the Self-assessment team in the file

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Self-evaluation guide

Eighth –Continuous Improvement Plan

General Goal:……

Strategies (Activities for Achieving Operational Goals)	The required material and human resources and their sources	Success Indicators(Evidence and Documentation)	Implementation Officer	Date of Implementation	Monitoring Officer	Date of monitoring

Approved by Nursery Manager:……..

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Self Evaluation Guide

Appendix (1)

Self Evaluation Guide

(1-4 years old)

Appendix (2)

Data Collection tools for self-evaluation

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Evidence and Proof

An accessible source that can be relied upon to judge the quality of performance. It includes tangible, visible, and audible evidence that the evaluator should look for and consider when making judgments about the nursery's performance level, such as: databases, meeting minutes, annual reports, etc.

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Appendix 2: Data Collection tools for self-evaluation

Tools for standard 6 :
Cognitive learning outcomes

Tools for standard 5:
Social and Emotional Learning Outcomes

Tools for standard 1:
Nursery building and its facilities

Tools for standard 2:
Leadership and Management

Tools for standard 4:
Motor Learning Outcomes

Tools for standard 3:
Teaching and Learning

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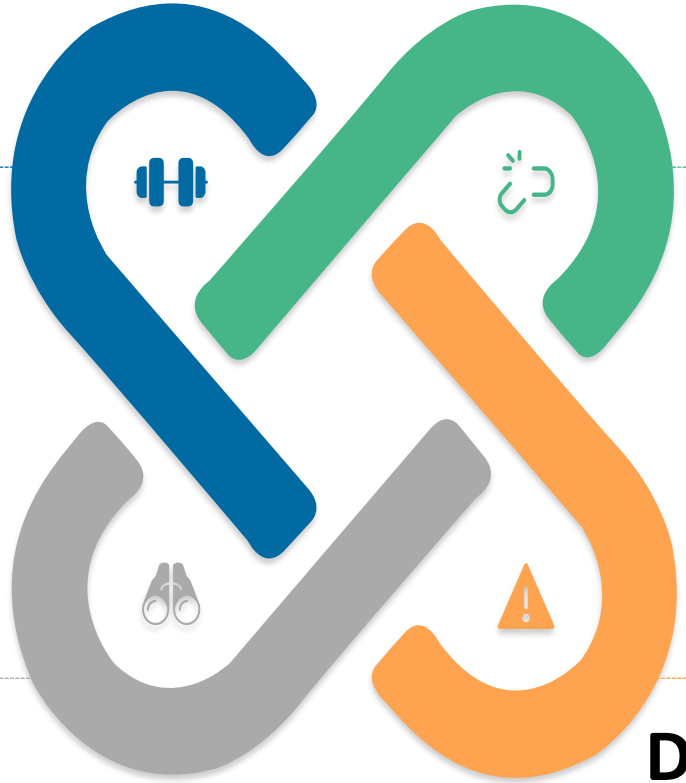
Appendix 2: Data Collection tools for self-evaluation

Individual and group interviews



Observation

Other

Document review

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Appendix 2: Data Collection tools for self-evaluation

Practice Code	Practice	Data Collection Tools			
		Documents	Observation	Individual Interview	Group Interview
1	Nursery Building and its facilities				
1-1	The interior spaces of the nursery comply with the standard specifications.				
1-1-1	Sufficient space is available for the number of children	✓	✓	✓	✓
1-1-2	The nursery provides safe spaces that meet the children's needs for play and motor development	✓	✓	✓	✓
1-1-3	The walls, ceilings, and floors are in good condition	✓	✓		
1-1-4	Ventilation and natural lighting are available in the nursery rooms.	✓	✓		
1-1-5	The nursery's basic facilities are suitable for the characteristics of the child	✓	✓		
1-1-6	Suitable toys and educational tools are available for the child	✓	✓	✓	✓

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Appendix 2: Data Collection tools for self-evaluation

Standard for Nursery Building and its facilities 1. Document Review Sheet					
Practice code	Document	Availability Status		Inspection Result	Inspector
		Available	Not Available		
1-1-1	**Sketch Map** (including indoor and outdoor areas, sanitary facilities, and classrooms for children with disabilities – if any)				
1-1-2	List of Nursery Equipment (Toys)				
	Illustrated Instructions for Space Utilization				
1-1-4 1-2-1	**List of Nursery Equipment** (Fans, Air Conditioners, Furniture, Surveillance Cameras, Furniture for Children with Disabilities)				
1-1-5 1-1-6	**List of Kitchen Contents (if available)** (Stove, Refrigerator)				
	Children's Databases				
	Maintenance Records of the Nursery's Basic Facilities.				
	Instructional Signs in Sanitary Facilities.				

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Appendix 2: Data Collection tools for self-evaluation

Document review aims to obtain data and information related to the nursery's performance,

such as: child activities, assessment tools, leadership monitoring tools, questionnaire results, observation sheets, etc

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Document Review Techniques

- ❑ Define the purpose of reviewing the document(s).
- ❑ Identify the specific information to be obtained from the documents.
- ❑ Ensure all required information is extracted through the review.
- ❑ Assess the credibility of the information.
- ❑ Identify any additional documents that need to be consulted.
- ❑ Apply rating/scoring criteria when reviewing the document.

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Appendix 2: Data Collection tools for self-evaluation

Activity 19 Reflect and Discuss

Standard for Nursery Building and its facilities

1. Document Review Sheet

Practice code	Document	Availability Status		Inspection Result	Inspector
		Available	Not available		
1-1-1	**Sketch Map** (including indoor and outdoor areas, sanitary facilities, and classrooms for children with disabilities – if any)	✓		The total area of the nursery is approximately 500 m², consisting of a single ground floor. It includes 4 classrooms, with sizes ranging from 75.7 m² to 81.4 m². There are 3 bathrooms, containing a total of 13 fixtures for both children and staff. The garden area measures 10.41 m × 24 m. As for the entrance hall, its area is 75.4 m × 75.8 m.	
1-1-2	List of Nursery Equipment (Toys)	✓		There is an approved list of nursery equipment (toys), which includes: Juha House (9) Small Recruitment Swing (3) Baby Home Swing with One Seat (1) Rotating Swing with 13 Seats (1) Circular Swing with 6 Seats (1) 2.5-meter Slide with Ladder (1) Four-Way Seesaw and Bridge (1) Caterpillar (1) Trampoline (1) Wooden Play Structure (1)	

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Tools of data collection
2- Observation

Direct observation of performance, behavior, or phenomena is one of the most important tools for evaluation and review. Through observation, it is possible to assess the performance level of the child, the facilitator, or the administration in all situations during the implementation of the daily program in the nursery.

Information can also be collected by observing classrooms, the playground, activity implementation, safety and security measures, children's arrival, and more.

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Appendix 2: Data Collection tools for self-evaluation

Standard for nursery building and its facilities 2- Observation Card					
Practice Code	**Observation Items**	**Fulfillment Status**		**Observation Result**	**Observer**
		Fulfilled	**Not Fulfilled**		
1-1-1	Spaces are available according to standard specifications, with more than 4 square meters of total nursery area allocated per child. .				
	The classroom spaces and equipment are appropriate and take into account the following: • An adequate number of tables and chairs suitable for the number of children and their physical characteristics. • The classroom has aisles between the seats that allow for free movement and visibility. • There is a designated space inside the nursery for children with disabilities (Classroom in the ground floor – Bathrooms) (If any) • There are internal and external spaces in the nursery which are suitable for the number of the children and allow them to engage in various activities. .				

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Observation Techniques

- The observer should have a clear understanding of the evaluation items targeted for observation.
- Build friendly and positive relationships with nursery staff to avoid making them feel cautious or behave unnaturally.
- Record notes briefly (using codes) on the observation form.
- Be deliberate when recording the results of the observation.
- Ensure objectivity when documenting observations.
- Allow sufficient time for observation.

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Appendix 2: Data Collection tools for self-evaluation

Standard for nursery building and its facilities 2- Observation Card					
Practice Code	**Observation Items**	**Fulfillment Status**		**Observation Result**	**Observer**
		Fulfilled	**Not Fulfilled**		
1-1-1	Spaces are available according to standard specifications, with more than 4 square meters of total nursery area allocated per child. .	✓		There are spaces available in accordance with standard specifications, with more than 4 m² of total nursery space allocated per child. The total area of the nursery is approximately 925 m², and the current number of children is 95. It consists of a single ground floor and includes 5 rooms, with sizes ranging from 75.7 × 75.7 to 80.3 × 81.4. There are 6 bathrooms, providing a total of 13 toilet units for children and staff. The garden area measures 10.41 m × 24 m.	
	The classroom spaces and equipment are appropriate and take into account the following: • An adequate number of tables and chairs suitable for the number of children and their physical characteristics. • The classroom has aisles between the seats that allow for free movement and visibility. .				

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Appendix 2: Data Collection tools for self-evaluation

Standard for nursery building and its facilities

3. Interview Scenario

Interview Target Group: Leadership (NGO Board / Manager / Supervisor)
Interview Date: ___ / ___ / 2022

Practice code	Interview Scenario	Interview Result	Interviewer
1-2-1	Are there security cameras in the nursery? Where are they located? Who is responsible for monitoring them?		
1-3-1 1-3-2 1-3-3 1-3-4 1-3-5	Are the toys available in the nursery sufficient for the number of children and appropriate for their age group? (Please provide examples.)		
1-4-1 1-4-4	Who is responsible for implementing the cleaning checklist issued by the Ministry of Social Solidarity? What measures are taken to maintain the cleanliness of the nursery? What do you do in emergencies or if a child is injured? Is there a contracted doctor with the nursery or a specialized clinic?		
1-5-1 1-5-2	What mechanisms are followed in the nursery to ensure safety and security? Is there training on first aid and emergency response? Which groups have been trained? When was the most recent training? Does the nursery have any databases? What are they? How are they used in emergency situations? How are parents contacted in the event of an emergency? Are there fire prevention systems in the nursery? (Please provide examples.) Does the nursery have an electronic fire extinguishing system?		

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Appendix 2: Data Collection tools for self-evaluation

Interview

Information and data are collected through a conversation or guided dialogue between two individuals—the interviewer and the respondent—with the aim of obtaining the necessary information by asking a set of questions that require answers from specific individuals.

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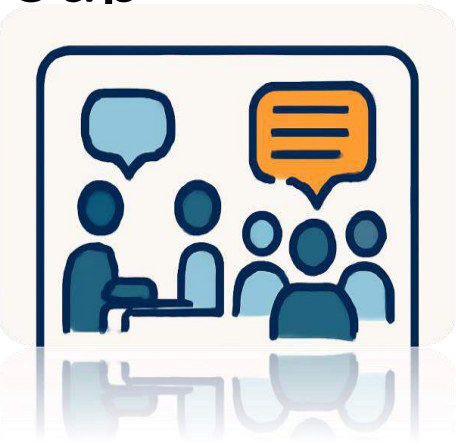
Interview Techniques

- Clearly define the purpose of the interview.
- Identify the required information and link it to the standards.
- Prepare clear, specific, and varied questions that do not suggest the answer.
- Listen attentively to the responses of the interviewees.
- Do not overlook or ignore any individuals during a group interview.
- Avoid implying the expected answer.



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Activity 21
Reflect and Discuss

Appendix 2: Data Collection tools for self-evaluation

Standards for Nursery Building and its Facilities

3. Interview Scenario

B. Interview Target Group: Facilitators / Assistant Facilitators / (Specialists, if any)
Interview Date: __21-22_ / _8__ / 2025

Practice code	Interview Scenario	Interview Result	Interviewer
1-1-2 1-1-6	• Are there suitable spaces available for conducting various activities, both indoors and outdoors? • Are the toys appropriate for the number of children? Do they meet safety and security standards? • Are they suitable for the children's age groups? • Are there appropriate toys and educational materials available for children with disabilities?		

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Activity – Dialogue and Discussion

What are the key ethical principles of self-evaluation?

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The key ethical principles of self-evaluation

Transparency: Clearly communicate the goals of the self-evaluation and its benefits to all stakeholders involved in the nursery.

Confidentiality and Privacy: Refrain from using real names or any identifying information without prior consent, while ensuring the protection of participants' privacy.

Mutual Respect: Treat all participants in the evaluation process with respect and appreciation, without making judgments or devaluing their opinions or roles.

Fairness and Equity: Maintain neutrality and objectivity, and avoid bias or discrimination among staff members.

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The key ethical principles of self-evaluation

Professional Responsibility: Commit to competence and neutrality when analyzing results and making improvement decisions for the nursery, based on scientific and objective foundations.

Participation: Involve all relevant stakeholders in data collection and analysis to ensure a comprehensive perspective.

Continuous Improvement: View self-evaluation as a tool for improvement, not a means of punishment, with leadership committed to translating its results into actionable improvement plans and tracking their impact.

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The key for achieving quality assurance

Teamwork, mutual trust, and the sincere collaboration of efforts among all stakeholders

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Technical Support

Provides solutions

Monitoring

Highlights the gaps

Self Evaluation

Promotes self-driven improvement

Standards

Set expectations

Lifestyle

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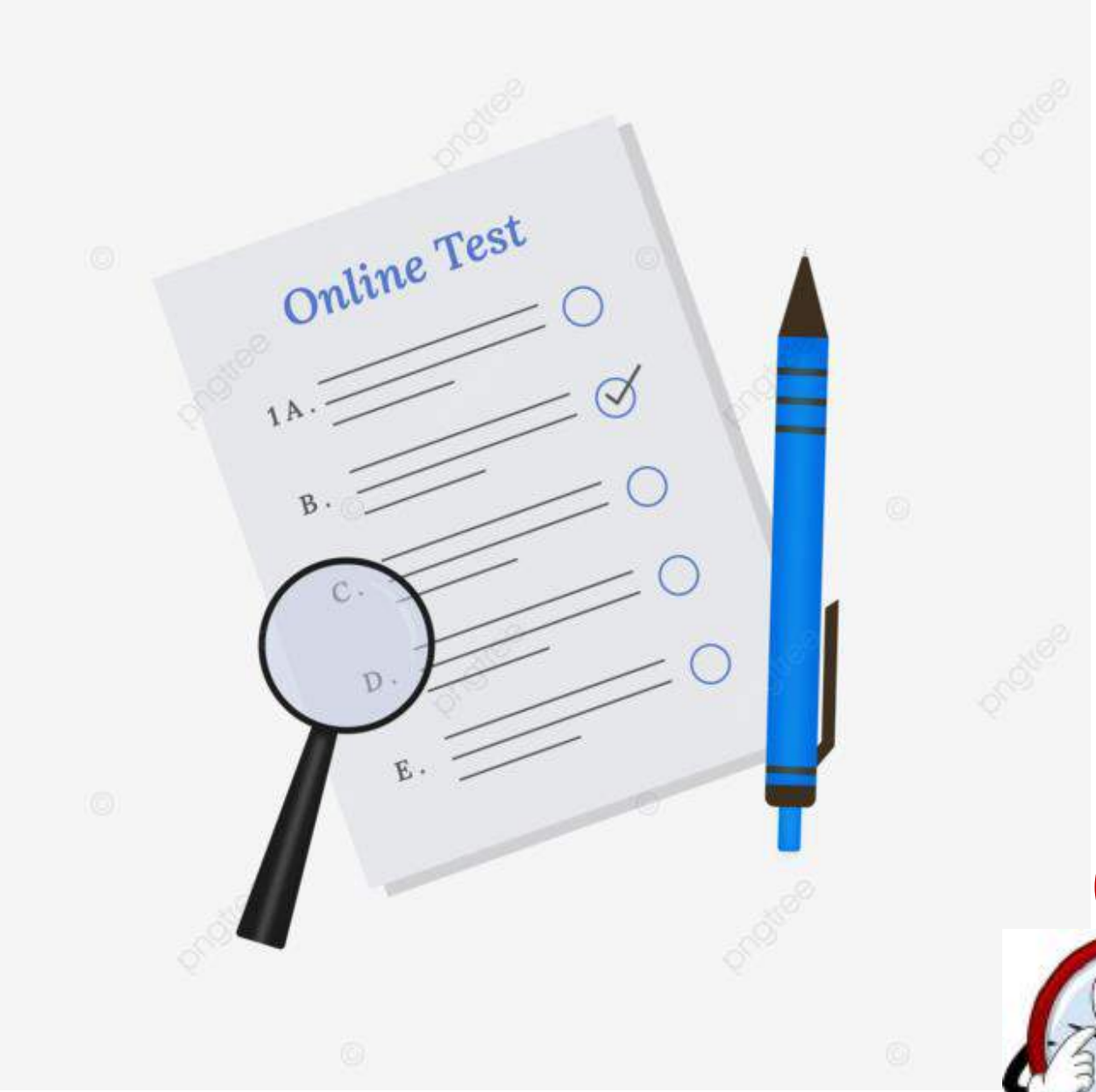
Q&A

Post-Test



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Summary of the training day

I learned…….

I liked ……

I wish …….

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