

Semi-Annual Performance Evaluation – Childcare Staff

Employee Information:

- **Employee Name:**
 - **Position:**
 - **Review Period:** Start Date _____ - End Date _____
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Grading System:

- ☆ 1 Star: Needs significant improvement
 - ☆ ☆ 2 Stars: Below expectations, improvement needed
 - ☆ ☆ ☆ 3 Stars: Meets expectations
 - ☆ ☆ ☆ ☆ 4 Stars: Exceeds expectations
 - ☆ ☆ ☆ ☆ ☆ 5 Stars: Outstanding performance
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Attendance & Punctuality

- Number of callouts during the review period:
- Performance Rating: _____

Notes:

Parent & Staff Feedback

- Number of complaints or concerns received:
- Number of positive feedback instances:
- Performance Rating: _____

Notes:

Going Above & Beyond

- Examples of how the employee has exceeded job expectations:
- Performance Rating: _____

Notes:

Employee Insights & Suggestions

- Areas where the employee believes improvements could be made within the childcare center:
- Additional support or resources they feel would enhance their performance:

Notes:

Work Environment & Teamwork

- Employee's perception of teamwork, communication, and overall support within the facility:
- Performance Rating: _____

Notes:

Compliance & Policies Checklist

Employee demonstrates knowledge and adherence to:

- ☐ Arrives in uniform and prepared for shift
- ☐ Follows diaper change and hygiene policies

- ☐ Engages children with appropriate activities
- ☐ Handles parent communication professionally
- ☐ Completes end-of-shift reports accurately
- ☐ Adheres to safety & emergency procedures
- ☐ Uses Brightwheel system effectively

- Performance Rating: _____

Notes:

Training & Professional Development

- Required training completed: _____
- Additional training or certifications completed: _____
- Suggested areas for further development: _____
- Performance Rating: _____

Notes:

Performance in Key Responsibilities

- Interaction with children (engagement, safety, developmentally appropriate activities):

- Collaboration with team members: _____
- Organization & classroom management: _____
- Communication with parents: _____
- Initiative & problem-solving: _____
- Performance Rating: _____

Notes:

Adaptability & Growth Mindset

- Willingness to take on new responsibilities or challenges: _____
- Receptiveness to feedback and learning: _____
- Performance Rating: _____

Notes:

Communication & Professionalism

- Verbal and written communication skills: _____
- Professionalism in interactions with parents, staff, and children: _____
- Performance Rating: _____

Notes:

Leadership Potential (if applicable)

- Ability to mentor or support team members: _____
- Readiness to take on leadership responsibilities: _____
- Performance Rating: _____

Notes:

Staff Experience & Reflection Questionnaire

(For employees within their first 90 days or those providing feedback on their role)

1. How would you describe your experience working in this childcare center so far?
2. Have you received sufficient training and support to feel confident in your role? (Yes/No)
3. What has been your biggest challenge, and how could management support you better?

4. How would you rate the work environment and teamwork? (1-5 stars)
5. Is there any area where you would like additional training or support?
6. What suggestions do you have to improve our center's operations or services?
7. Have there been any accomplishments or experiences you'd like to highlight?

Notes:

Overall Performance Rating: _____

Additional Comments & Feedback:

Signatures:

- **Employee Signature:** _____ **Date:** _____
- **Supervisor Signature:** _____ **Date:** _____

Notes:

- This evaluation is intended to provide constructive feedback and support professional growth.
- Employees are encouraged to share their insights and suggestions to enhance the workplace experience.
- Management should use this review to identify opportunities for training and development.