

# Pre-School Visit Report

## 1. Title Page

- **Title:** Pre-School Visit Report
- **Name of the School:** [Insert name of the school]
- **Date of Visit:** [Insert date]
- **Prepared by:** [Insert your name]
- **Designation:** [Insert your position]
- **Submitted to:** [Insert recipient name or organization]

## 2. Table of Contents

- 1. Executive Summary
- 2. Objectives of the Visit
- 3. Visit Details
- 4. Key Observations
- 5. Analysis and Findings
- 6. Recommendations
- 7. Conclusion
- 8. Appendices (if any)

## 3. Executive Summary

- **Purpose of the Visit:** A brief overview of why the visit was conducted.
- **Key Observations:** Summary of major observations and findings.
- **Key Recommendations:** Highlight major suggestions or areas of improvement.

## 4. Objectives of the Visit

- To assess the child-friendly learning environment and play areas.
- To review the teaching methodologies for early childhood education.

- To understand the child safety and hygiene measures in place.
- To identify potential areas for improvement.

## 5. Visit Details

- **Date of Visit:** [Insert date]
- **Time of Visit:** [Insert start and end time]
- **Location:** [Insert address of the school]
- **Visit Team Members:**
  - [Name 1] - [Designation]
  - [Name 2] - [Designation]

## 6. Key Observations

### 6.1 Infrastructure and Facilities

- Child-friendly Classrooms (Colorful decor, play area, child-sized furniture)
- Play Area (Outdoor/Indoor)
- Health and Safety (Hygiene, cleanliness, first aid, child safety protocols)
- Washrooms and Sanitation Facilities

### 6.2 Teaching and Learning

- Use of Visual Aids, Toys, and Learning Materials
- Engagement of Children in Learning Activities
- Teacher-Child Interaction and Care

### 6.3 Staff and Administration

- Availability and Competency of Teachers
- Child-Caregiver Ratio
- Staff Punctuality and Preparedness

### 6.4 Child Welfare and Safety

- Child Behavior and Engagement

- Child Safety Measures (Fire safety, emergency evacuation plan, first aid)

## 7. Analysis and Findings

- **Strengths:** Highlight positive aspects (e.g., safe play area, experienced staff, colorful classrooms)
- **Weaknesses:** Identify areas that need improvement (e.g., insufficient toys, lack of hygiene measures, etc.)
- **Opportunities:** Areas of potential growth (e.g., funding opportunities, improved resources, etc.)
- **Threats:** Risks or challenges faced by the school (e.g., overcrowded classrooms, inadequate supervision, etc.)

## 8. Recommendations

- **Recommendation 1:** [Clearly state the suggestion and rationale]
- **Recommendation 2:** [Clearly state the suggestion and rationale]
- **Recommendation 3:** [Clearly state the suggestion and rationale]

## 9. Conclusion

- Summarize the visit's purpose, major findings, and key recommendations.
- Highlight the next steps or actions to be taken.

## 10. Appendices (Optional)

- Photos (with captions) of the classrooms, play areas, and safety features.
- Attendance or list of people present during the visit.