**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.