

Purpose of Staff Performance Reviews

Performance reviews should:

- reinforce expectations
- recognize strengths
- Identify growth opportunities
- improve accountability
- strengthen communication
- Align staff with center goals.

Reviews should never feel like an attack. They should feel like a professional conversation focused on growth and success.

17 Recommended Review Schedule

New Employees

- 30-day review
- 90-day review
- 6-month review

Established Employees

- Annual formal review
- Quarterly coaching check-ins

Frequent coaching creates better results than waiting for annual reviews.

Key Areas to Evaluate

1 Reliability & Professionalism

Evaluate:

- punctuality
- attendance
- preparedness
- appearance
- adherence to policies
- attitude and professionalism

Questions to consider:

- Does the employee consistently arrive on time?
 - Are they dependable?
 - Do they contribute positively to the team culture?
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2 Classroom Management

Evaluate:

- classroom organization
- supervision
- child engagement
- transitions and routines
- behavior management

Strong staff maintain calm, structured classrooms while creating positive learning environments.

3 Child Interaction & Care

Evaluate:

- patience
- warmth
- responsiveness
- emotional support
- developmental awareness

The best employees create safe, nurturing relationships with children while maintaining appropriate boundaries and structure.

4 Communication with Parents

Evaluate:

- professionalism
- responsiveness
- friendliness
- communication consistency
- conflict handling

Parents value strong communication almost as much as quality care.

Questions:

- Does the employee communicate confidently and professionally?
 - Do parents feel informed and supported?
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5 Teamwork & Collaboration

Evaluate:

- willingness to help others
- attitude with coworkers
- flexibility
- cooperation
- problem-solving

A strong center culture depends heavily on teamwork.

6 Safety & Compliance

Evaluate:

- supervision awareness
- licensing compliance
- sanitation practices
- emergency preparedness
- incident reporting accuracy

Safety and compliance are non-negotiable areas.

Initiative & Leadership

Evaluate:

- problem-solving ability
- willingness to improve
- ownership mentality
- leadership potential

Questions:

- Does the employee take initiative?
 - Do they look for solutions instead of waiting to be told what to do?
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Sample Rating Scale

| | |
|---|----------------------|
| 5 | Exceptional |
| 4 | Exceeds Expectations |
| 3 | Meets Expectations |
| 2 | Needs Improvement |
| 1 | Unsatisfactory |

Sample Performance Review Categories

| | |
|----------------------|--|
| Reliability | |
| Classroom Management | |
| Child Interaction | |
| Parent Communication | |
| Teamwork | |
| Safety & Compliance | |

| | |
|-------------------------|--|
| Initiative & Leadership | |
|-------------------------|--|

Overall Score: _____

Strengths Section

Always begin with positives.

Examples:

- strong classroom engagement
- positive parent relationships
- dependable attendance
- calm under pressure
- excellent teamwork

Recognition improves morale and increases employee engagement.

Areas for Improvement

Be specific and constructive.

Avoid:

“You need a better attitude.”

Instead say:

“Improving communication during stressful situations will strengthen teamwork and classroom consistency.”

Focus on:

- behaviors
- actions
- measurable improvement

not personal criticism.

Goal Setting Section

Each review should end with 2–3 measurable goals.

Examples:

- improve parent communication consistency
- reduce tardiness
- strengthen classroom transitions
- complete additional training
- improve documentation accuracy

Goals create accountability and growth.

Best Practices for Conducting Reviews

Prepare in advance

Never “wing” a review.

Use examples

Specific feedback is more effective than vague statements.

Encourage two-way conversation

Ask:

- What challenges are you facing?
- What support do you need?
- What are your career goals?

Remain calm and professional.

Even difficult reviews should remain respectful.

Focus on growth

Employees should leave understanding how to improve, not feeling defeated.

Common Performance Review Mistakes

Avoid:

- Surprising employees with new issues
 - focusing only on negatives
 - vague feedback
 - emotional reactions
 - inconsistent standards
 - Rushing the conversation
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Strong Culture Starts with Accountability

The best childcare centers create:

- clear expectations
- consistent coaching
- professional standards
- recognition and accountability

When employees understand expectations and feel supported, centers experience:

- lower turnover
- stronger morale
- better parent experiences
- more consistent operations

 **Final Thought**

Children thrive in environments where teachers feel supported, valued, and professionally developed.

A strong performance review process is not just about evaluating employees — it is about building a stronger team, a stronger culture, and a stronger childcare center overall.