

Assignment 5a Observation and Parent Questionnaires

You will need to have an observation conducted by a CDA Advisor. You may select your advisor as long as that person meets the criteria in the back of your CDA Competency Standards book. Your Advisor will observe you for about 2 ½ to 3 hours. When your Advisor completes the record of your observation, she or he will put it in a sealed envelope. The completed observation must be kept in a safe place and will be turned in at the time of the assessment. The CDA Representative who is assigned to do your assessment will submit this observation book to the Council.



The Parent Questionnaires come in the packet which contained the Competency Standards book. You will give them out to the parents of the children with whom you work. You must have at least 75% of the questionnaires returned. The parent questionnaires are confidential and the parents should put them in a sealed envelope once they are completed.

Note that if you send the questionnaires home, you may have trouble getting enough of them back. Set up a table where parents can sit and complete the questionnaires at pick up time. You can make a list of parents to check off their names so you will know who has completed the questionnaires. Give parents written instructions to put their completed questionnaires in sealed envelopes. Put a basket or tray on the table for parents to put their completed questionnaires in.

Both your observation and your parent questionnaires must be completed within 6 months of your assessment. Make sure that you schedule these steps so that you can complete them within the 6 month time range. Typically, a good time to schedule these tasks is just before you finish your training. Your CDA instructor will help you determine a good time for this.

