

# *School Visit Questionnaire*

Name of School \_\_\_\_\_ Date \_\_\_\_\_

Tour given by: \_\_\_\_\_

## *General Questions*

1. What's the daily routine?
2. How many children in a classroom?
3. What is the age mix? What is the mix between boy and girls?
4. How do you ensure that the children have a three-hour work cycle?
5. What type of training do teachers have? How many years experience does each teacher have?
6. What is your policy about sick children?
7. How are birthday and holiday celebrations handled?
8. What is the school's discipline policy?
9. How does staff handle a biting incident? Hitting incident? Name-calling incident?
10. Do you have an anti-bullying policy and training? All staff trained?
11. What is the school's attendance policy?
12. May I have a copy of the Parent Handbook?
13. How accessible are teachers and other staff members?
14. How are parents informed of a child's progress? Learning difficulties?
15. What steps are taken if a child starts to lag behind his or her peers?
16. What if my child needs to have more challenging work?
17. How are parents involved in the school?
18. How does the application process work?

## *Elementary issues:*

1. When do you know a child is ready to move into your elementary program?
2. Is your elementary a Montessori program or more traditionally based?
3. Are elementary teachers trained?
4. Is homework assigned in elementary?
5. How are the basic skills of reading, writing and arithmetic emphasized?
6. How do the lessons in elementary provide a rich content?
7. How much physical activity do the children get per day?
8. Do you have an outdoor classroom? How is outdoor time handled?
9. Are there any after school activities?

10. Do elementary students take standardized tests, such as the Iowa Basic Skills, Stanford, etc?
11. How do the elementary students perform on the standardized tests? Do you have written documentation that you can share with me?
12. How does the school encourage creativity? At the preschool level and elementary?
13. Does the school have a program for 12 to 15 year olds? If not, where do the children go?
14. Does the school have plans to establish a middle school/junior high program?

### *School issues*

1. What do you think are the school's strengths? What do you consider to be the school's weak points?
2. What Montessori professional standards does the school follow, AMI, AMS, MACTE, IMC or other? Does the school administrator have commitment to Montessori practices?
3. How is the school structured?
4. If the school is board governed, how are board members selected?
5. How is policy adopted?
6. How are grievances handled?
7. What kind of staff turnover rate does the school have? How long has the present director been involved with the school? The previous director?
8. How does the school ensure that they have trained teachers?
9. What training do classroom assistants have?
10. Does tuition cover all expenses of the school?
11. Is there fundraising? How is that done?
12. Does the school offer financial assistance? If so, how does that work?
13. What would you say is the overall philosophy of the school?
14. How do you think a parent can best help the school community?

### *Overall Impressions*

#### *People*

1. Did the staff answer your questions in a polite, friendly and informative manner?
2. Did staff seem genuinely interested in your family? Did you meet the school director? Do you feel you can approach the director with concerns, if necessary?
3. Are all teachers Montessori trained? Is the school director Montessori trained?
4. Are there specialists for art, music, foreign languages, and so forth?

### *Classroom*

1. Did you see inside a working classroom?
2. Did the children appear to be actively involved in their work?
3. Did the three-to six-year-old classroom seem calm and orderly?
4. Did the elementary classroom seem noisier and more active, while the children seemed engaged in small group (two to six children) activities?

### *School*

1. Were the classrooms clean, attractive and well-lit?
2. Were the bathrooms clean?
3. Were the outdoor areas attractive and safe, with a variety of activities?
4. Is the building in good repair?
5. Are there assigned areas to observe classrooms?
6. Was there anything that just didn't feel right to you?
7. How would you describe the school's overall atmosphere?

### *Other Comments*