



Contents

Information

Greetings
Philosophy
Overview
History, Eligibility, Fees

Process

Three Step Process
NAC Validators
NAC Commissioners

Instructions

Instructions
Sample Standard
Sample Time Line
Documents required for Verification of Standards
Staff Education and Training Form

Administrator's Report

Classroom Observation

Staff Survey

Parent Survey

Validation

Request for Validation Visit
Disclaimer
The Day of the Validation Visit



National Accreditation Commission for Early Care and Education Programs

Greetings

Thank you for your interest in the National Accreditation Commission for Early Care and Education Programs (NAC). We encourage you to examine the enclosed materials and see for yourself why the NAC accreditation process is a valid and appropriate choice for early childhood professionals across the country.

NAC is a nationally recognized childcare program accreditation system that is endorsed and managed by the National Association of Child Care Professionals (NACCP). NACCP is an organization comprised of early childcare and education leaders, owners, directors, administrators and managers. NACCP is committed to strengthening the professional skill level of its members. The NAC Policy Board provides direction for the NAC Accreditation program.

The early childhood profession is as diverse as its members. It is a goal of NAC that childcare programs feel comfortable in choosing and achieving national accreditation while not compromising quality. There are more similarities than differences in the various accreditation programs...the main differences being procedures and design. All major accreditation programs are supported and endorsed by a national organization.

NAC does not advocate any one curriculum. Programs are free to choose as long as it meets the standards for optimal child development.

NAC self-study materials include parent and staff surveys, an administrator's report and classroom observations. All parents, staff and administrators are encouraged to participate in the self-study. The self-study is an in-depth look at practices that are indicative of high quality care as gleaned from empirical studies and the shared wisdom and insight of early childhood professionals. The self-study provides participating programs the opportunity to assess their current operation and to make improvements to more fully meet the standards. When satisfied that the program meets accreditation standards, the administrator finalizes ratings on all standards and requests a validation visit.

We applaud your commitment to quality care for children as evidenced by your interest in accreditation. Welcome to NAC...

Accreditation for the 21st Century



Philosophy

The National Accreditation Commission for the Early Care and Education Programs (NAC) recognizes the diversity of early care and education programs and the uniqueness of each. The purpose of the Commission is to identify and acknowledge early care and education programs with the following characteristics:

- Manifests a superior degree of compliance with applicable state and local licensing requirements;
- Operates in a professional and ethical manner with accountability to its governing body, families, staff, and the public;
- Articulates, adopts, and implements appropriate goals that are utilized in program planning and evaluation, and reflects multi-cultural sensitivity;
- Demonstrates appropriate attention to the areas of health, safety, and nutrition as indicated by compliance with applicable national, state, and local requirements;
- Devotes the highest priority to the sound and appropriate development of individual children;
- Fosters cheerfulness, discovery, self-esteem, and positive outlook in all children in the program;
- Adopts and implements curricula that promote social, emotional, physical, and cognitive development of children in a creative and explorative manner;
- Plans and implements the professional development of the staff based upon needs, interests, and abilities as identified by ongoing evaluation and assessment;
- Demonstrates that the staff relates professionally and comfortably with parents and children;
- Promotes and welcomes parent participation and involvement;
- Conducts an ongoing and continual assessment of the progress and needs of children;
- Maintains its interior and exterior premises in a sanitary and safe manner.



Overview

The National Accreditation Commission for Early Care and Education Programs (NAC) was established to assist early care and education programs in providing quality enhancements for children, professional development opportunities for staff, and effective management skills for administrators and owners.

Benefits of NAC Accreditation

- Improves programs for children
- Provides professional development opportunities for administrators and staff
- Recognizes excellence in early care and education programs
- Provides parents with a way to identify programs that exceed minimum standards
- Measures a sound investment for funding sources
- Improves staff morale and commitment
- Assists in recruiting new staff

NAC Components

- Program Philosophy and Goals
- Health and Safety
- Administration
- Parent Communication
- Curriculum
- Staff and Children Interactions

The NAC Process

The Accreditation process consists of three parts:

1. The Self-study
2. The Validation Visit
3. The Commission Review

The self-study, validation visit and commission review are described in more detail under the "Process" tab in this manual.



National Accreditation Commission for Early Care and Education Programs

History

Designing and implementing a national accreditation model is an ongoing process. In 1991, professionals from the fields of early care and education, administration, business, health care, safety engineering, and regulatory enforcement met to discuss the feasibility of designing an accreditation system that identified and acknowledged early care and education programs providing optimal developmental opportunities for children.

Topical research and professionally accepted practices were conceptualized in the development of the accreditation model, made available in 1992. The standards for this model reflect goals and objectives based on a thorough review of relevant literature, a variety of educational bodies, and professional associations.

The accreditation document was field-tested over a three-year period in several states and program models. The document has been revised to keep pace with emerging research. A faith-based component was published in 2003 and a Spanish version was made available in 2004.

Eligibility

Early care and education programs applying for accreditation must be in compliance with state and local regulatory agencies. Programs must be in continuous operation for at least one year at the time of the validation visit. Only programs that have a capacity of 15 or more children and operate on a half or full-day basis are eligible.

Fees

Self-study materials are sent to the program upon receipt of a completed application and application fee.

The validation fee is due when the self-study is complete and the request is made for an on-site visit. Validation fees are based on the licensed capacity of the program and not the actual enrollment. Contact the NAC office for current fees.

If you would like to know more about the National Accreditation Commission or other programs and benefits offered by the National Association of Child Care Professionals, please contact:

7610 E. Hwy 71 W, Suite E
Austin, TX 78735
Email: admin@naccp.org
1-800-537-1118
FAX 512-301-5080



Three-step Process

Step 1. Self-Study

During the self-study phase, parents, staff, and administrators evaluate the strengths and weaknesses of the program as they apply to the standards of the National Accreditation Commission. The program's administrative procedures and classroom practices are reviewed; parent and staff surveys are conducted. After critical examination, improvements are made. When satisfied that NAC standards are met, final ratings are recorded. Two years are allowed to complete the self-study and request a validation visit.

Step 2. Validation

Once the self-study is complete, the center is ready for the on-site visit. This requires mailing certain documents to the NAC office. The required documents are listed under the Request for Validation tab in this manual.

Upon receipt of these items, the National Accreditation Commission will assign a trained early care and education professional to conduct on-site classroom observations and to review documentation in order to verify the program's ratings in the Administrator's Report and Classroom Observations. At the completion of the validation visit, the validator will conduct an exit interview with the program administrator to discuss each standard on which there is disagreement between the ratings of the center and the validator and all standards on which the program and validator agree "needs improvement." The administrator will have opportunity to make written statements to Commissioners on all such standards. The validator mails all necessary documents to the NAC Office for processing and forwarding to Commissioners.

Step 3. Review and Decision by Commissioners

Commissioners review the Administrator's Report and Classroom Observations. They note verification of standards, read comments made by the validator and administrator, review licensing reports and staff education and training records. Commissioners decide to award, defer, or deny accreditation.

Centers that are awarded accreditation maintain accreditation status by continuing to uphold NAC standards and submitting an annual report to the NAC office. Accreditation is valid for three years. Centers that receive a deferment have a specified time to correct deficiencies. If another validation visit is necessary to verify compliance, an additional fee will be charged. Centers that are denied accreditation must re-apply and complete the self-study process again. Deferred and denied centers have a right to a limited appeals process.



NAC Validators

Qualifications

A Validator for the National Accreditation Commission for Early Care and Education must meet the following requirements:

- Hold a BA/BS in Early Childhood Education or Child Development or a closely related field; an Associates Degree with experience commensurate with a four-year degree may be considered
- Demonstrate knowledge of optimal child development practices
- Have practical experience in the field of early care and education
- Have excellent communication skills, both written and oral
- Demonstrate keen observation skills

Selection Process

Prospective validators must submit a formal application, resume and supportive documentation of qualifications to NAC, PO Box 90723, Austin, TX.78709. They must:

- Provide evidence of their communication skills
- Submit three (3) letters of reference indicating their knowledge of child development
- Interview with NAC program development staff
- Attend formal Validator Training

NAC development staff will review the applications of those qualified to serve and will make selections. NAC staff will confirm appointment with those selected.

Assignment

To eliminate any conflict of interest in the validation process, a validator is not assigned to visit a program site if any of the following conflicts are present:

- Has been previously employed with the program
- Has sought employment with the program
- Has a child/grandchild enrolled or previously enrolled in the program
- Serves on an advisory board of the program
- Is in direct competition with the program
- Is an employee of any program that provides or administers technical assistance or funding to the program



NAC Commissioners

Qualifications

Commissioners for the National Accreditation Commission for Early Care and Education are chosen for both their experience in child care and their educational background. A Commissioner must:

- Hold a post graduate degree in Early Care and Education/Child Development or a BA/BS degree in Early Care and Education/Child Development or a closely related field plus post-graduate work
- Have experience teaching in or administration of an early care and education program
- Have experience with accreditation
- Demonstrate ability to apply knowledge of child development and program management
- Be able to assess information and make independent decisions

Selection Process

Board members, other commissioners, and/or validators may nominate commissioners. A prospective commissioner must submit a current resume to the NAC Office.

Those applicants qualified to serve will be interviewed and recommendation for appointments will be made to the NACCP Board of Directors for confirmation.

Assignment

To eliminate any conflict of interest in the accreditation process, commissioners do not review accreditation materials from their own geographical location. Commissioners know a program only by a code, not a name or location.



Instructions

The self-study process is a guide toward accreditation. The NAC Self-study manual is designed to be user-friendly. Upon receipt of the self-study materials, your program has a two-year period to complete the self-study process. However, we strongly encourage you and your staff to develop an appropriate timeline for completion of the process. A sample time line is included in this section. A review of the sample will facilitate understanding of the self-study process.

Self-study Materials

The National Accreditation Commission Self-Study Manual contains the following sections. If any of the materials are missing, please contact the NAC office immediately.

- Information
- Process
- Instructions
- Administrator's Report
- Classroom Observation
- Staff Survey
- Parent Survey
- Request for Validation

Administrator's Report

The director records compliance with standards in the Administrator's Report. It is important, however, that parents and staff understand these standards as their feedback on surveys will be used to verify the final rating on these standards. Document Review is often a validation method used as evidence that standards in this section are met. Pull/copy documentation from your manuals, policies, etc. and organize them in folders that correspond with the standard number. When forms serve as evidence a standard is met, provide forms that have been used, marking out personal identification.

Classroom Observations

Each group of children must be observed and rated on standards in the Classroom Observation (duplicate as many Classroom Observations as needed for this purpose). At least the lead teacher **and** the director or other knowledgeable professional make these observations after thoughtful reflection of each standard. After making independent observations, the teacher and director compare ratings, identify strengths, and discuss standards where ratings are not in agreement. Plans are made for improvement of standards where there is not strong evidence of compliance. When satisfied with improvements, the final rating is to be clearly marked on each standard on one copy of the Classroom Observation. The validator will use this form with the program's final ratings when making observations during the on-site visit.

Rule: For a standard to be met all listed indicators must be present and all validation methods listed (in validator's box) must provide supporting evidence.

Surveys

The accreditation process involves all adults associated with the program...administrators, staff, and parents. Each person is asked to examine and respond to his or her own experience with standards.

Rule:

All personnel working directly with children are to be given opportunity to complete the confidential **staff surveys** and

At least one survey from each classroom must be returned in order for the **staff survey** to be valid

Rule:

All parents are encouraged to complete the confidential **parent surveys** and

At least 60% of families enrolled must return surveys for the **parent survey** to be valid

Duplication of the survey forms for this purpose is permissible. (See 'Parent Survey' and 'Staff Survey' tabs.)

When surveys are returned, a designated person at the center counts responses and records the tally on a fresh survey form. Caution: Keep any late surveys separate from those counted **or** update the count on the form. The validator will sample for accuracy and if the tally is not the same as shown on the summary sheet, program staff will have to recount responses to all questions on the survey, thus delaying the validation process on the day of the validation visit.

For Validator's Use Only

Following each standard is a box marked "For Validator's Use Only". The validator will use this during the on-site validation visit to record "Verified" (agreement) or "Not Verified" (disagreement) with the program's rating. The director's response section will be used during the exit interview to comment on each standard on which there is disagreement between the center's rating and the validator's rating and on each standard on which both agree "needs improvement."

Validation Method

The National Accreditation Commission uses observation, document review, survey results, and interview to verify compliance with standards. The method(s) that will be used by the validator to verify a program's rating for a particular standard is listed in the box marked, "For Validator's Use Only" that follows the standard. The director's awareness of the method(s) to be used will facilitate progress through the self-study process. In addition, attention to this area will allow for preparation of documentation needed for the validator's on-site visit.

Sample Standard

① → **Teachers promote cooperative and positive social behavior among children.**

- ② →
- ___ **Create spaces for children to work and play together**
 - ___ **Assist children with entering a play situation**
 - ___ **Assist children in learning to solve social problems**
 - ___ **Plan activities that encourage cooperation rather than competition**
 - ___ **Model positive social behaviors with children and other adults**
 - ___ **Acknowledge sharing, caring, and helping**
 - ___ **Help a child understand the actions and feelings of others**

③ → **Meets Standard** **Needs Improvement**

④ →	For Validator's use only	Validation Method: Observation Parent Survey	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="border-bottom: 1px solid black; width: 30px;"></td> <td style="border-bottom: 1px solid black; width: 30px;"></td> <td style="border-bottom: 1px solid black; width: 30px;"></td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">DK</td> </tr> </table>				Yes	No	DK
Yes	No	DK							
⑤ →	VERIFIED <input type="checkbox"/> NOT VERIFIED <input type="checkbox"/>								
⑥ →	Validator's comments: _____ _____ _____								
⑦ →	Director's Response: _____ _____ _____								

- ① Standard: Principle of quality early childhood education being evaluated.
- ② Indicators: These actions/behaviors demonstrate understanding and compliance with the standard. The presence of all indicators will be strong evidence that a standard is met.
- ③ Compliance: The director rates compliance with the standard.
- ④ Validation Method: This identifies the way in which a standard will be assessed.
- ⑤ Verification: The validator authenticates the accuracy of the ratings made by the program.
- ⑥ Validator's Comments: The validator records observations/results of document review and surveys.
- ⑦ Director's Response: The director records response to standards that are 'not verified' and standards that 'need improvement'



Sample Time Line

Each center will establish its own time line for moving through the NAC Accreditation process. In order for the process to move toward accreditation recognition, the following activities should be considered:

Submit completed application and fee

Study materials mailed to Center

Within two weeks after receiving application and fee

Study materials reviewed by director

Director develops plan that may include:

The self-study process may take from 6 months to 2 years

- Introducing and creating a positive attitude about accreditation among staff
- Joint staff review of Administrator's Report and Classroom Observation to discuss current level of compliance and identify areas for improvement (Encourage staff members to give thoughtful examination to the meaning of each standard. Brainstorm ideas for more fully meeting each indicator)
- Teachers rate themselves on standards in Classroom Observation
- Director or another observer visits in classrooms and makes ratings on Classroom Observation standards
- Ratings are compared, discrepancies discussed, and a plan is developed for improvements
- Staff reviews standards listed in Staff and Parent Surveys to evaluate current compliance and identify areas for improvement
- Improvements are made as result of discussion, surveys and classroom observations

These activities can continue until the director is satisfied that standards are met. If the Center wishes to continue the accreditation process, the remaining tasks must be completed:

- The director meets with individual classroom teachers to agree upon ratings. These are recorded on a Classroom Observation for each particular classroom

- Staff surveys are taken and results tallied on a fresh copy of the Staff Survey
- Parent surveys are taken and results tallied on a fresh copy of the Parent Survey
- The director makes ratings on standards in the Administrator’s Report and collects supporting documentation

When satisfied that all tasks are complete, the Director mails to the NAC Office all items listed on the Request for Validation Visit Form.

NAC Schedules Validation Visit	6-8 weeks
On-site visit by Validator(s)	1 day or 2, depending upon size of center
Validator returns materials to NAC	within 1 week
Materials reviewed and forwarded to Commissioners	within 1 week
Commissioners make determination to award, defer, or deny accreditation and return materials along with decision to NAC office	6-8 weeks
Center is notified of Commissioner’s decision	1 week

If **awarded accreditation**, the center will be mailed a Certificate of Accreditation, NAC logo, and a press package including a Parent Newsletter and Press Release. The Center name will be added to NACCP web page.

If accreditation is **deferred**, the center will be notified in writing of specific areas that need to be improved and the time allowed to complete/correct the deficiencies.

If accreditation is **denied**, the center can appeal the decision, but only if there is evidence that the standards in question were met at the time of the validation visit. Otherwise, a denied center must reapply and begin the self-study process toward accreditation.



Documents required for Verification of Standards 05

Directors may find this list helpful in identifying documentation required as evidence that certain standards are met. The documentation must be available to validators during the on-site visit. It is recommended that directors collect the following documentation, tag it with corresponding standard number, and locate it all in a central place that is accessible to validators.

Standard	Document Required	Location
	Administration	
A1	<input type="checkbox"/> Philosophy <input type="checkbox"/> Goals	<i>Send to NAC with request for validation visit</i>
B1	Reports as required by law <input type="checkbox"/> 3 most recent licensing reports <input type="checkbox"/> fire inspection <input type="checkbox"/> other	<i>Send licensing reports to NAC with request for validation visit</i>
B5	<input type="checkbox"/> Written policy statement regarding teacher visibility to doorways, camera, etc.	
B12	Transportation <input type="checkbox"/> Vehicle license <input type="checkbox"/> Vehicle inspection certificate <input type="checkbox"/> Vehicle maintenance <input type="checkbox"/> Transportation log of trips, mileage, vehicle condition <input type="checkbox"/> Proper license of drivers	
B16	<input type="checkbox"/> Documentation of regularly scheduled inspection of playground and equipment <input type="checkbox"/> Annual Playground Safety Audit	
B18	<input type="checkbox"/> Documentation of practiced fire and bad weather drills	
B19	<input type="checkbox"/> Documentation of smoke detectors battery replacement	
B21	<input type="checkbox"/> Food manager's certification <input type="checkbox"/> Sanitation Inspection Report <input type="checkbox"/> Health Inspection Report	

B22	<p>When food is served:</p> <input type="checkbox"/> Alternate provisions for allergies, special needs <input type="checkbox"/> Center provides food: menus provided for parents <input type="checkbox"/> Parents provide food: information about good nutrition given to parents <input type="checkbox"/> Infant/toddler parents receive daily written info on feeding times and quantities consumed	
C1	<input type="checkbox"/> Documentation of non-discrimination in hiring, enrollment, etc.	
C3	<p>Written Orientation Plan includes:</p> <input type="checkbox"/> Licensing/regulatory standards <input type="checkbox"/> Center operating policies <input type="checkbox"/> Center personnel policies <input type="checkbox"/> Completion of personnel forms <input type="checkbox"/> Program philosophy <input type="checkbox"/> Tour of center <input type="checkbox"/> Introduction of key people <input type="checkbox"/> Pre-service hours as required by licensing agencies	
B10 C4 C5	<p>Written Personnel Policies include:</p> <input type="checkbox"/> Provisionary period for new employees <input type="checkbox"/> Job descriptions <input type="checkbox"/> Benefits <input type="checkbox"/> Illness <input type="checkbox"/> Attendance <input type="checkbox"/> Grievance procedure <input type="checkbox"/> Staff discipline <input type="checkbox"/> Resignation/termination <input type="checkbox"/> Payroll procedures <input type="checkbox"/> List of benefits offered	
B5 B11 B13 B19 B20 C6	<p>Written Operating Procedures for carrying out specific tasks</p> <input type="checkbox"/> Safe arrival and departure of children <input type="checkbox"/> Administration of medicine <input type="checkbox"/> Transportation <input type="checkbox"/> Emergency evacuation <input type="checkbox"/> Medical emergencies <input type="checkbox"/> Accidents, illness, and infestations <input type="checkbox"/> Daily health inspections <input type="checkbox"/> Diaper changing <input type="checkbox"/> Emergencies <input type="checkbox"/> Field Trip <input type="checkbox"/> Guidance <input type="checkbox"/> Lesson plans <input type="checkbox"/> Standard Precautions (blood, body fluids, etc.)	<input type="checkbox"/> Playground supervision <input type="checkbox"/> Safety rules <input type="checkbox"/> Suspicion of child abuse <input type="checkbox"/> Toilet learning

C13	<p>Current insurance coverage for:</p> <input type="checkbox"/> Liability <input type="checkbox"/> Accident <input type="checkbox"/> Fire and theft <input type="checkbox"/> Worker's compensation or self insurance <input type="checkbox"/> Vehicle coverage (if transportation provided) (Show dated policies, receipts, or cancelled checks.)	
C14	<input type="checkbox"/> Current annual budget <input type="checkbox"/> Financial Statement <input type="checkbox"/> last reconciliation statement	
C15	<input type="checkbox"/> Policies defining the roles and responsibilities of Board members. Board meeting records. (if applicable)	
C17	<input type="checkbox"/> Documentation of staff meetings including topic and attendance	
B3 B13 C1 D2	<p>Parent policies/handbook containing the following:</p> <input type="checkbox"/> Communicable illnesses <input type="checkbox"/> Transportation policy <input type="checkbox"/> Non-discriminatory clause <input type="checkbox"/> Admission procedures <input type="checkbox"/> Center's philosophy and goals <input type="checkbox"/> Complaint procedure <input type="checkbox"/> Curriculum <input type="checkbox"/> Discipline <input type="checkbox"/> Drop off/pick up procedures <input type="checkbox"/> Fee Structure and payment plan <input type="checkbox"/> Holidays <input type="checkbox"/> Hours of services <input type="checkbox"/> Illness policy <input type="checkbox"/> Withdrawal/dismissal procedures <input type="checkbox"/> Refund information <input type="checkbox"/> Statement respecting the role and influence of parents <input type="checkbox"/> Administration of medicine (if medicine is given)	
Children's Records		
B2 B5 B13 B20	<input type="checkbox"/> Attendance records <input type="checkbox"/> Emergency contact information <input type="checkbox"/> Medical information (allergies, chronic illnesses, etc.) <input type="checkbox"/> Names and identification of persons authorized to take child from center. <input type="checkbox"/> Up-to-date immunizations <input type="checkbox"/> Written permission for photos, videos, etc. <input type="checkbox"/> Written permission for child to be transported <input type="checkbox"/> Written permission to obtain emergency treatment	
B4	<input type="checkbox"/> Completed forms for reporting accidents, illnesses, and infestations and documentation of actions taken by staff	

D2	<input type="checkbox"/> Receipt of Parent Policies, dated and signed by parent(s)	
D9	<input type="checkbox"/> Parent/staff conferences	
E3	<input type="checkbox"/> Developmental Assessments of children	
Staff Records		
B6 C2 C9 C10	<p>Confidential staff records include:</p> <input type="checkbox"/> Physician's statement of good health <input type="checkbox"/> Record of negative TB test <input type="checkbox"/> Criminal history background check <input type="checkbox"/> Emergency contact information <input type="checkbox"/> Employment application <input type="checkbox"/> Screening of references <input type="checkbox"/> Transcripts and certificates of education <input type="checkbox"/> Work history <input type="checkbox"/> Evaluations – provisional and annual <input type="checkbox"/> Individual training plans	
B7 B8 B9 B19 C10 C10	<p>Staff training records show training in:</p> <input type="checkbox"/> Current certification in state-approved and age-appropriate first aid and CPR <input type="checkbox"/> Standard Precautions for handling exposure to blood and potential blood containing body fluids/injury discharges <input type="checkbox"/> Recognizing and reporting child abuse <input type="checkbox"/> Use of fire extinguisher <input type="checkbox"/> The director's training includes topics related to business administration <input type="checkbox"/> Classroom teachers have training related to the age group of children with whom they are working.	
C7	<input type="checkbox"/> Documentation of staff qualifications	
C8	<input type="checkbox"/> Documentation of director qualifications	
C7 C8	<input type="checkbox"/> Staff Education and Training Form	<i>Send to NAC with request for validation</i>

Staff Education and Training Form

Provide the following information, using this format only. Include each piece of requested information on all on-site administrators and staff members. Submit as a running account, with the next staff member listed immediately following the training of the first. An electronic version of this format is available when requested by e-mail. The Validator will view actual documentation (diplomas and certificates) during the on-site visit.

Name & Position	Formal Education	Years in Early Childhood profession	Years with this program	Training during past two years			
				Topic	Date	Hours	Trainer
<i>(Highlight director's business and staff's age-group training topics as required in Standard C10)</i>							



Administrator's Report 05

Center Profile

Name of Center

Address City State Zip

County Telephone () FAX ()

Director/on-site Administrator

How long has the above named Director/Administrator been at this center?

Name and title of person legally responsible for Center (if different from above)

How long has the Center been in operation? / at this location?
under current ownership?

List all agencies that regulate/license the Center

Type of center (check all that apply):

- | | | | |
|-------------------------------------|------------------------------------|---|--|
| <input type="checkbox"/> Non-Profit | <input type="checkbox"/> Exempt | <input type="checkbox"/> Full-Day Program | <input type="checkbox"/> Incorporated |
| <input type="checkbox"/> For-Profit | <input type="checkbox"/> Religious | <input type="checkbox"/> Half-Day Program | <input type="checkbox"/> Sole Proprietor |

Center operation: Months per year Days per week Hours to
Licensed Capacity Number of families Number of staff

Groups* **Ages** **Maximum Enrollment M-F**** **Ratio teacher: child**

* A group is defined as "the number of children assigned to an identified teacher(s) within a designated space that is well-defined."

**If enrollment varies from day to day, such as part-time/part week enrollment, attach a list showing maximum enrollment on each day.



A. Philosophy and Goals

AI. The Center has a written philosophy that reflects the program’s beliefs about how children learn, describes the environment, and includes specific goals for children. (Submit a copy of Center’s philosophy and goals with Request for Validation Visit.)

- Written philosophy**
- Written goals**

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review
Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
Validator’s Comments: _____	

Director’s Response:	

B. Health and Safety

B1. The Center maintains compliance with licensing standards and state and local regulations for the safety and health of children in group settings. (Submit copies of the last three licensing reports with Request for Validation Visit.)

- licensing visit fire inspection other as required in your location

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

B2. The Center maintains current, confidential written records for each child.

- Up-to-date immunizations
- Medical information (allergies, chronic illnesses)
- Name and identification of persons authorized to take child from Center
- Emergency contact information
- Attendance records

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Staff Survey <u> </u> <u> </u> <u> </u> Yes No DK
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

B3. The Center has a written policy given to all families regarding communicable illnesses that specifies:

- Conditions under which sick children are excluded**
- Plan for notification of parents**
- Plan for the temporary care of ill children in an area apart from other children**

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review						
	Staff Survey						
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">DK</td> </tr> </table>				Yes	No	DK
Yes	No	DK					
	Parent Survey						
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">DK</td> </tr> </table>				Yes	No	DK
Yes	No	DK					
Validator's Comments: _____							

Director's Response:							

B4. Parents are notified of accidents, illnesses and infestations.

- Completed forms that record the accident, document actions by staff and notification of parents**
- Completed forms that record a child's illness, document actions by staff and notification of parents**
- Notices of infestations sent home to parents**

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review						
	Staff Survey						
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">DK</td> </tr> </table>				Yes	No	DK
Yes	No	DK					
	Parent Survey						
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">DK</td> </tr> </table>				Yes	No	DK
Yes	No	DK					
Validator's Comments: _____							

Director's Response:							

--

B5. The Center implements security measures for protection of children and staff.

- Access to classroom areas is limited to those having purpose for being there
- The Center has written procedures and staff practice measures that ensure the safe arrival and departure of all children
- Children are released only to persons authorized by the parent/guardian
- Written parental permission is obtained before children’s photos, video footage, digital imagery, etc is made and used for public viewing or any form of publication (brochures, websites, advertising material, etc.)
- A written policy statement instructs teachers to position themselves so as to be visible from doorway, camera, etc.
- The classroom has sufficient task lighting for the teacher to work and be seen during rest time.

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review, Observation Staff Survey							
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	<table border="1"><tr><td>Yes</td><td>No</td><td>DK</td></tr><tr><td>Parent Survey</td><td>Yes</td><td>No</td><td>DK</td></tr></table>	Yes	No	DK	Parent Survey	Yes	No	DK
Yes	No	DK						
Parent Survey	Yes	No	DK					
Validator’s Comments: _____ _____								
Director’s Response: _____ _____								

B6. The Center has on file a record of each staff member’s physical ability to work with children.

- Record of negative Tuberculosis test results at time of employment (If skin test is positive, documentation of results of chest x-ray and physician’s treatment decision)
- Physician’s statement of good health at the time of employment

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator’s Comments: _____ _____	
Director’s Response: _____ _____	

B7. Each group of children has one staff member on site at all times with current certification in state approved and age-appropriate first aid and CPR.

Staff training records

Meets Standard

Needs Improvement

For Validator's use only

Validation Method: Document Review

Staff Survey

Verified Not Verified

Yes No DK

Validator's Comments: _____

Director's Response: _____

B8. All staff members receive training in Standard Precautions in handling exposure to blood and potential blood containing body fluids and injury discharges.

Staff training records

Meets Standard

Needs Improvement

For Validator's use only

Validation Method: Document Review

Verified Not Verified

Validator's Comments: _____

Director's Response: _____

B9. All staff members receive training in recognizing child abuse and their responsibility for reporting.

Staff training records

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Staff Survey <u> </u> <u> </u> <u> </u>
	Yes No DK
Validator's Comments: _____	

Director's Response: _____	

B10. A provisional period is included in policies for new employees. During this time, new employees are monitored as to their competence for working with children.

Written Policies

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Staff Survey <u> </u> <u> </u> <u> </u>
	Yes No DK
Validator's Comments: _____	

Director's Response: _____	

B11. When the Center agrees to administer medication, procedures are written and implemented to protect the child, caregiver and Center.

- Parents provide written instructions that include the medication name, the dosage, time and date medicine is to be given**
- Parental instructions are consistent with labeling on the medication**
- Prescription medicine must be in the original container and bear the name of the child to whom it is given**
- Documentation is made that shows the name of the medication, the amount, time given, and the name of the person administering it**
- All medicines are stored in a locked refrigerator, cabinet or box, and are inaccessible to children**
- Medication has not expired**
- Designated staff administer medication**

List staff member(s) designated to administer medication:

Meets Standard

Needs Improvement

Program does not administer medicine

For Validator's use only

Validation Method: Document Review , Observation
Staff Survey

Yes No DK

Verified Not Verified

Validator's Comments: _____

Director's Response: _____

B12. When children are transported, all vehicles and drivers meet the following:

- Age appropriate safety restraints
- First aid supplies
- Current vehicle license
- Current vehicle inspection certification
- Documentation of vehicle maintenance
- Transportation log showing vehicle trips, mileage, and vehicle condition
- Current and proper license of designated drivers

List designated driver(s):

Meets Standard Needs Improvement Children are not transported

For Validator's use only	Validation Method: Document Review, Observation
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator's Comments: _____	

Director's Response: _____	

B13. When children are transported, staff members follow written policies and procedures regarding transportation:

- Written permission from parents for their child to be transported
- Safety rules for children
- Procedures for emergencies
- Accountability for children at all times
- Notification of parents in advance of each transportation activity
- A preplanning form completed by staff members that identifies the purpose of the trip and contact information at the site

Meets Standard Needs Improvement Children are not transported

For Validator's use only	Validation Method: Document Review	Staff Survey	_____	_____	_____
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>		Parent Survey	Yes	No	DK
Validator's Comments: _____		Yes	No	DK	_____

Director's Response: _____					

B14. All areas used by children are ventilated, well lit, and maintained at a comfortable temperature.

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation			
	Staff Survey	_____	_____	_____
Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>	Yes	No	DK
	Parent Survey	_____	_____	_____
		Yes	No	DK
Validator's Comments: _____				

Director's Response: _____				

B15. Effective sanitation procedures are practiced.

- Center appears clean and orderly**
- There is no lingering, offensive odor**
- The cleaning schedule includes:**
 - Each area used by children is cleaned daily**
 - Bedding is laundered as needed and at least weekly**
 - Bathrooms are sanitized daily and upon obvious contamination**
 - Objects/toys are sanitized after mouthing and as needed to limit transfer of germs**
 - Trash is removed as needed and at least daily**

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation			
	Staff Survey	_____	_____	_____
Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>	Yes	No	DK
	Parent Survey	_____	_____	_____
		Yes	No	DK
Validator's Comments: _____				

Director's Response: _____				

B16. The playground meets safety standards and is maintained.

- Playground equipment such as climbing structures, slides and swings are maintained in safe condition and good repair**
- Concrete footings, bolts and/or screws are not exposed**
- No splintering or entrapments exist**
- Equipment is securely anchored**
- Shock-absorbing surfaces under climbing structures, slides and swings are maintained in fall zones to a proper depth for safety (6-12 inches depending upon material and fall distance)**
- Outdoor play areas are protected by fencing or other barriers**
- All areas are free of debris and environmental hazards**
- Outside areas have accessible first aid supplies**
- Routine safety inspections occur to assure area is free of potential hazards and documentation is made**
- A Playground Safety Audit is conducted once a year in addition to routine inspections**

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review, Observation Staff Survey						
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; width: 30px;"></td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; width: 30px;"></td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; width: 30px;"></td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">DK</td> </tr> </table>				Yes	No	DK
Yes	No	DK					
Validator's Comments: _____ _____ _____							
Director's Response: _____ _____ _____							

B17. All chemicals, cleaning supplies, and toxic materials are stored in their original containers, clearly labeled, and in locked cabinets that are inaccessible to children and separate from stored medications and food.

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation Staff Survey						
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; width: 30px;"></td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; width: 30px;"></td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; width: 30px;"></td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">DK</td> </tr> </table>				Yes	No	DK
Yes	No	DK					
Validator's Comments: _____ _____ _____							
Director's Response: _____ _____ _____							

--

B18. The Center practices emergency procedures for fire and bad weather.

- Fire and/or bad weather drills are practiced monthly**
- Documentation is made of practice drills**

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review Staff Survey
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Yes No DK
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

B19. The Center has made provisions for emergencies.

- Emergency telephone numbers are posted at each telephone**
- Fire extinguishers, sprinklers, and alarms have current certification**
- Exits are not obstructed**
- Center has state approved first aid kit**
- Staff have received training in use of fire extinguisher**
- Replacement of batteries in smoke detectors is documented**
- An emergency evacuation plan exists that includes transportation, pre-approved relocation sites, and notification of parents.**
- Alternate emergency communication is identified:**
List
- Alternate emergency lighting exists and is maintained:**
List

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review, Observation Staff Survey
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Yes No DK
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

--

B20. The Center has a written plan for dealing with medical emergencies.

- Notification of parents
- An emergency care source
- Transportation
- Written parental permission to obtain emergency treatment

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review
Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
Validator's Comments: _____	

Director's Response: _____	

B21. On-site food preparation complies with local health and sanitary requirements.

- Food manager certification (if available in state)
- Sanitation report
- Health inspection report

Meets Standard

Needs Improvement

Food is not prepared at center

For Validator's use only	Validation Method: Document Review
Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
Validator's Comments: _____	

Director's Response: _____	

B22. When meals and snacks are served:

- They meet the nutritional needs of children for the hours they are at the Center (USDA Guidelines)
- Parents of infants and young toddlers receive daily, written information regarding feeding times and quantities consumed
- When food is provided by the Center:
 - Menus are provided/displayed for parents
 - Alternate provisions are made for children with allergies and other special nutritional needs
- When parents provide food:
 - They are encouraged to send nutritious and well balanced meals
 - They are provided information about good nutrition
 - Food from home is stored appropriately at the Center

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review						
	Staff Survey						
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">DK</td> </tr> </table>				Yes	No	DK
Yes	No	DK					
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Parent Survey						
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">DK</td> </tr> </table>				Yes	No	DK
Yes	No	DK					
Validator's Comments: _____							

Director's Response: _____							

B23 and 24. Staff-Child Ratios and Group Sizes

Ages	*Ratios	Group Sizes
B-1	1: 3-4	6-8
1's	1: 4-5	8-10
2's	1: 5-7	10-14
3's	1: 9-11	18-20
4's	1: 10-12	20-22
5's	1: 10-12	20-24
Grades K-1	1: 12-15	24-26
Grades 2-6	1: 15-18	28-30

If age groups are combined, the ratio of youngest age applies.

**A group is defined as “the number of children assigned to an identified teacher(s) within a designated space that is well-defined.”*

B23. Staff-Child Ratios

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Staff Survey <u> </u> <u> </u> <u> </u> Yes No DK
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

B24. Group Sizes

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Staff Survey <u> </u> <u> </u> <u> </u> Yes No DK
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

C. Administration

C1. The Center's administration is aware of and follows non-discrimination laws covering hiring, enrollment, and termination.

- Employment application**
- Parent Policies**
- Staff Policies**

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review Staff Survey
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	_____ Yes No DK
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

C2. The Center maintains confidential, up-to date written records for each employee.

- Employment application**
- Screening of references**
- Work history**
- Transcripts of education and certificates of training**
- Criminal history background check**
- Emergency contact information**

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

C3. The Center has a written plan for orientation of each new employee.

- | | |
|--|---|
| <input type="checkbox"/> Licensing/regulatory standards | <input type="checkbox"/> Program philosophy |
| <input type="checkbox"/> Center Operating Policies | <input type="checkbox"/> Tour of center |
| <input type="checkbox"/> Center Personnel Policies | <input type="checkbox"/> Introduction to key people |
| <input type="checkbox"/> Completion of personnel forms | <input type="checkbox"/> Pre-service hours as required by licensing agencies |

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Staff Survey <u> </u> <u> </u> <u> </u>
	Yes No DK
Validator's Comments: _____	

Director's Response: _____	

C4. The Center has written personnel policies that state the conditions and expectations of employment and inform employees of their rights and privileges.

- | | |
|--|---|
| <input type="checkbox"/> Job descriptions | <input type="checkbox"/> Grievance procedure |
| <input type="checkbox"/> Benefits | <input type="checkbox"/> Staff discipline |
| <input type="checkbox"/> Illness | <input type="checkbox"/> Resignation/termination |
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Payroll procedures |
| <input type="checkbox"/> Other | |

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Staff Survey <u> </u> <u> </u> <u> </u>
	Yes No DK
Validator's Comments: _____	

Director's Response: _____	

C5. Benefits are made available to Center staff. Check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Paid sick leave | <input type="checkbox"/> Medical insurance |
| <input type="checkbox"/> Paid vacation leave | <input type="checkbox"/> Dental insurance |
| <input type="checkbox"/> Paid personal leave | <input type="checkbox"/> Educational |
| <input type="checkbox"/> Reduced child care | <input type="checkbox"/> Retirement benefits |
| <input type="checkbox"/> Other (list) | |

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Staff Survey <u> </u> <u> </u> <u> </u> Yes No DK
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

C6. The Center has written operating procedures that provide employees with detailed instructions for carrying out specific tasks related to their work.

- | | |
|---|---|
| <input type="checkbox"/> Accidents and illness | <input type="checkbox"/> Infestations |
| <input type="checkbox"/> Daily health inspections | <input type="checkbox"/> Lesson plans |
| <input type="checkbox"/> Diaper changing | <input type="checkbox"/> Playground supervision |
| <input type="checkbox"/> Emergency procedures | <input type="checkbox"/> Safety Rules |
| <input type="checkbox"/> Field trips | <input type="checkbox"/> Suspicion of abuse |
| <input type="checkbox"/> Guidance | <input type="checkbox"/> Toilet learning |
| <input type="checkbox"/> Others | <input type="checkbox"/> Standard Precautions |

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Staff Survey <u> </u> <u> </u> <u> </u> Yes No DK
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

C7. Staff Qualifications

The majority of staff members responsible for the care and education of children and included in the staff-child ratio will have:

A minimum of a CDA Credential or a two-year degree (AA or AS) in Early Childhood Education/Child Development or related field AND 2 years of childcare experience. (Official certificate/transcript required)

Number of staff meeting this qualification

Or

Evidence of progress toward a CDA Credential or a two-year degree (AA or AS) in Early Childhood/Child Development or related field AND experience and relevant training in early childhood that enables the teacher to perform at accreditation standards (Official transcript/certificate and documentation of training required)

Number of staff meeting this qualification

Total number staff responsible for care and education of children and included in the staff-child ratio

Total number of staff meeting the above qualifications

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review
Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
Validator's Comments: _____	

Director's Response: _____	

C8. Director Qualifications

On-site Directors/Administrators responsible for the day-to-day operation of the Center will have:

A minimum of a CDA Credential or a two-year degree (AA or AS) in Early Childhood Education/Child Development or related field AND 2 years of childcare experience AND at least 3 hours college-level courses in education/business administration (Certificate/official transcripts required)

Number of on-site Directors/Administrators meeting this qualification

Or

Evidence of progress toward a CDA Credential or two-year degree (AA or AS) in Early Childhood/Child Development or related field AND 2 years experience in administration of child care programs AND relevant training in early childhood that enables the director to perform at accreditation standards (Transcript/evidence of enrollment in a credential/college-level program and documentation of training required.)

Number of on-site Directors/Administrators meeting this qualification

Or

A Director's Credential awarded by a nationally recognized early childhood organization or a state or national regulatory body AND 2 years experience in administration of child care programs. (Certificate required)

Number of on-site Directors/Administrators meeting this qualification

Total number on-site Directors/Administrators responsible for the day-to-day operation of the Center
Total number of on-site Directors/Administrators meeting the above qualifications

Meets Standard

Needs Improvement

For Validator's use only

Validation Method: Document Review

Verified Not Verified

Validator's Comments: _____

Director's Response: _____

C9. Each employee's job performance is evaluated.

- New employees are evaluated before the end of their provisional period to allow time for improvement**
- All employees are evaluated at least annually**
- Evaluations are dated and signed by director and employee**
- Evaluations are kept in confidential files**
- Evaluations are made of performance standards about which the employee is aware**
- Evaluations include observation in the classroom**
- Evaluations are discussed privately with the staff member**

Meets Standard

Needs Improvement

<p>For Validator's use only</p> <p>Verified <input type="checkbox"/> Not Verified <input type="checkbox"/></p> <p>Validator's Comments: _____</p> <p>_____</p> <p>_____</p> <p>Director's Response: _____</p> <p>_____</p> <p>_____</p>	<p>Validation Method: Document Review</p> <p>Staff Survey <u> </u> <u> </u> <u> </u></p> <p style="text-align: center;">Yes No DK</p>
---	--

C10. A written annual training plan for professional development is prepared for each employee.

- The training plan includes topics identified in the employee's evaluation as needing improvement or opportunities for growth**
- The training plan includes topics related to the age group of children with whom the employee is working**
- The training plan for the director/administrator includes topics related to business administration**
- Implementation of the training plan is documented**

Meets Standard

Needs Improvement

<p>For Validator's use only</p> <p>Verified <input type="checkbox"/> Not Verified <input type="checkbox"/></p> <p>Validator's Comments: _____</p> <p>_____</p> <p>_____</p> <p>Director's Response: _____</p> <p>_____</p> <p>_____</p>	<p>Validation Method: Document Review</p> <p>Staff Survey <u> </u> <u> </u> <u> </u></p> <p style="text-align: center;">Yes No DK</p>
---	--

C11. On-site administrators and/or mentors are available to teaching staff throughout the year to provide alternative teaching and guidance strategies for dealing with classroom situations.

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Staff Survey	<u> </u>	<u> </u>	<u> </u>
		Yes	No	DK
Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>			
Validator's Comments: _____				

Director's Response: _____				

C12. Staff members under the age of 18 work under direct adult supervision and are not counted in the staff/child ratio.

Meets Standard

Needs Improvement

No staff under age 18

For Validator's use only	Validation Method: Observation	<u> </u>	<u> </u>	<u> </u>
	Staff Survey	Yes	No	DK
Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>			
Validator's Comments: _____				

Director's Response: _____				

C13. The Center maintains insurance on all aspects of the program. Show evidence of current coverage for:

- Liability** **Accident** **Fire and theft**
 Worker's compensation or self insurance
 Vehicle Insurance (if transportation is provided)

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator's Comments: _____	

Director's Response: _____	

C14. Sound financial practices are in place. Documents that may serve as evidence:

- Annual budget** **Current financial statement**
 Most recent reconciliation statement

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator's Comments: _____	

Director's Response: _____	

C15. When a Center has a Policy Board or Committee:

- Members are provided with an orientation to their work
- Members are provided with a copy of written policies defining their roles and responsibilities
- The Center Director serves on the Board or Committee
- The Center Director reports program activities and concerns to the group regularly
- A file is maintained of typed meeting records

Meets Standard Needs Improvement No Board or Committee

For Validator's use only	Validation Method: Document Review
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator's Comments: _____	

Director's Response: _____	

C16. The Center has an on-going procedure to receive and review staff suggestions and recommendations. Describe the process.

Meets Standard Needs Improvement

For Validator's use only	Validation Method: Staff Survey
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	_____ Yes _____ No _____ DK
Validator's Comments: _____	

Director's Response: _____	

C17. Administrators and staff meet together periodically for program planning, training, information sharing, and goal setting. A record is kept of topics and attendance. How often are these meetings held?

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review			
	Staff Survey	<u> </u>	<u> </u>	<u> </u>
		Yes	No	DK
Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>			
Validator's Comments: _____				

Director's Response: _____				

C18. Annual evaluations are completed by parents and staff to identify the Center's strengths and weaknesses.

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Staff Survey	<u> </u>	<u> </u>	<u> </u>
		Yes	No	DK
Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>			
	Parent Survey	<u> </u>	<u> </u>	<u> </u>
		Yes	No	DK
Validator's Comments: _____				

Director's Response: _____				

C19. The annual parent and staff evaluations of the Center are integrated into the development of program goals. List program goals for the current year:

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Staff Survey	____	____	____
Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>	Yes	No	DK
Validator's Comments: _____				

Director's Response: _____				

D. Parent Communication

D1. Parents and children are provided an introduction to the Center. Describe the orientation process.

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Staff Survey	____	____	____
Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>	Yes	No	DK
	Parent Survey	____	____	____
		Yes	No	DK
Validator's Comments: _____				

Director's Response: _____				

D2. Parents are provided with the following written policies. Parents sign and date a statement of receipt.

- | | |
|---|---|
| <input type="checkbox"/> Admission procedures | <input type="checkbox"/> Drop off/pick up procedures |
| <input type="checkbox"/> Center's philosophy and goals | <input type="checkbox"/> Fee structure and payment plan |
| <input type="checkbox"/> Complaint procedure | <input type="checkbox"/> Holidays |
| <input type="checkbox"/> Curriculum | <input type="checkbox"/> Hours of services |
| <input type="checkbox"/> Discipline | <input type="checkbox"/> Illness policy |
| <input type="checkbox"/> Withdrawal/dismissal procedures | <input type="checkbox"/> Refund information |
| <input type="checkbox"/> Statement respecting the role and influence of parents | |
| <input type="checkbox"/> Administration of medication (if applicable) | |

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review
	Parent Survey
Verified <input type="checkbox"/> Not verified <input type="checkbox"/>	Yes No DK
Validator's Comments: _____	

Director's Response: _____	

D3. Parents are permitted access to the Center and to their child during all hours of operation.

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation
	Staff Survey
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Yes No DK
	Parent Survey
	Yes No DK
Validator's Comments: _____	

Director's Response: _____	

D4. Parents are encouraged to participate in the Center's program. Staff members find ways to involve working parents in their child's weekday experience that do not necessarily require time away from their job. Describe parent participation in your Center.

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Staff Survey	____	____	____
Verified <input type="checkbox"/>	Not verified <input type="checkbox"/>	Yes	No	DK
		Parent Survey		
		____	____	____
Validator's Comments: _____				

Director's Response: _____				

D5. The Center has established methods for communicating important information to parents on a regular basis. Check all that apply.

- Bulletin Boards**
- E-mail**
- Newsletters**
- Other**

- Notices**
- Web page**
- Parent education programs**

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation			
	Staff Survey	____	____	____
Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>	Yes	No	DK
		Parent Survey		
		____	____	____
Validator's Comments: _____				

Director's Response: _____				

D6. The Center has an on-going process to receive and review suggestions and recommendations from parents. Describe the process.

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Parent Survey	_____ Yes	_____ No	_____ DK
Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>			
Validator's Comments: _____				

Director's Response: _____				

D7. Staff maintains day-to-day communication with parents about their child's experiences and activities. Check all that apply.

- Telephone calls
- Verbal conversation
- Written communications
- Other:

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Staff Survey	_____ Yes	_____ No	_____ DK
Verified <input type="checkbox"/>	Not verified <input type="checkbox"/>			
Parent Survey				
_____ Yes				
_____ No				
_____ DK				
Validator's Comments: _____				

Director's Response: _____				

D8. Staff works cooperatively with parents in decisions about their child's successful experience in group care.

- Staff and parents work together to resolve any adjustment issues
- Staff and parents develop mutually acceptable plans for promoting the child's on-going development

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Staff Survey	____	____	____
Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>	Parent Survey	Yes	No
			____	____
			Yes	No
			____	____
Validator's Comments: _____				

Director's Response: _____				

D9. Parent/staff conferences are held at least annually.

- The child's progress and overall development are discussed
- Discussion includes information from teacher observations and formal assessments
- The perspective of the parent is invited and considered

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review	____	____	____
Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>	Staff Survey	Yes	No
			____	____
			Yes	No
			____	____
Validator's Comments: _____				

Director's Response: _____				

D10. Opportunities are provided for parent education. List parent education activities, topics, and dates during past 2 years:

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Parent Survey	<u> </u>	<u> </u>	<u> </u>
		Yes	No	DK
Verified <input type="checkbox"/>	Not verified <input type="checkbox"/>			
Validator's Comments: _____				

Director's Response: _____				

D11. The Center identifies community agencies and services and uses them to enrich curriculum and to connect families to needed resources. List activities involving community agencies and services during past 2 years:

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Interview			
	Staff Survey	<u> </u>	<u> </u>	<u> </u>
Verified <input type="checkbox"/>	Not verified <input type="checkbox"/>	Yes	No	DK
Validator's Comments: _____				

Director's Response: _____				



Classroom Observers

Each classroom is to be observed for compliance with the standards in this section. Duplicate these pages in order to have a complete set for each lead teacher and another set for the director or other observer. After improvements are made, a third set will be needed for recording the final, agreed-upon rating. The validator will use this final set during the on-site visit.

First Observation: **Lead teacher** observes and rates the quality of her/his own classroom.

Classroom	Age of children
Number of adults	Number of children
Date of observation	
Time began	Time completed
Name and title of observer	

Second Observation: The **Director or other administrative professional** observes and rates the quality of each classroom.

Classroom	Age of children
Number of adults	Number of children
Date of observation	
Time	Time completed
Name and title of observer	

Observation by Validator: The **validator** will observe selected classrooms during the on-site visit.

Classroom	Age of children
Number of adults	Number of children
Date of observation	
Time began	Time completed
Name and title of observer	



Classroom Observation 05

E. Curriculum

E1. Curriculum promotes these areas of a child’s development...physical, cognitive, language, social, emotional, and aesthetic.

- checkbox The written lesson plan is appropriate to the developmental stages of the children in the group
checkbox The lesson plan is posted for parents
checkbox The lesson plan is flexible and is adjusted to meet the developmental needs and interests of children
checkbox Each planned activity has an identified objective/purpose
checkbox Each planned activity has some form of written evaluation
checkbox Classroom practices accurately reflect the program philosophy

Meets Standard checkbox

Needs Improvement checkbox

Form box containing: For Validator's use only, Validation Method: Observation, Interview, Staff Survey, Parent Survey, Verified checkbox, Not Verified checkbox, Validator's Comments, Director's Response.

E2. Teachers make on-going observations of each child's developmental progress.

- Observations are made in the natural classroom setting and records are maintained
- Observations are made of all areas of development...physical, cognitive, language, social, emotional and aesthetic.

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator's Comments: _____	

Director's Response: _____	

E3. Formal, written assessments of children's developmental progress are made periodically.

- Classroom observations are used in the formal assessment process
- Assessments are age-appropriate and based on developmental norms

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Document Review Interview
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator's Comments: _____	

Director's Response: _____	

E4. Observations and assessments are used to individualize lesson plans.

Lesson plans include activities that have been selected to enhance the identified needs of children for further skill development and/or understanding

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation, Interview
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

E5. Modifications are made to accommodate the needs of individual children. Describe adjustments made to meet identified special needs as well as any temporary personal, emotional and/or physical needs of children.

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation, Interview
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

E6. The planned daily schedule includes a balance of activities that respect children's needs and interests.

- Active and quiet times**
- Indoor and outdoor activities**
- Individual/small group/large group (Infants and toddlers are not expected to participate as a large group)**
- Child-initiated and staff-initiated activities (Infant and toddler scheduling occurs around each child's individual rhythm and routine)**

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation Parent Survey _____
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Yes No DK
Validator's Comments: _____	

Director's Response: _____	

E7. Teachers take advantage of "teachable moments" to weave unplanned, age-appropriate activities and/or relevant conversation into the daily schedule.

- The unexpected occurrence, discovery, or interest (appearance of a rainbow, butterfly, fire truck, or rainstorm, etc.) initiates an activity, the reading of a book about the subject, and/or conversation**
- Routine activities with Infants and Toddlers (such as feeding and diapering) are used as opportunities for interaction and learning**
- Following field trips, teachers provide activities and conversation to further extend the children's understanding of the experience**

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation, Interview
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator's Comments: _____	

Director's Response: _____	

E8. Transitions between activities are not overly regimented or structured.

- Children are given advance notice about a change of activity
- New activities are prepared ahead of time in order that children do not have to “wait”
- Children are not always moved as a group from one area to another, but are allowed to move individually or a few at a time to go to the bathroom, wash hands, etc.

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator's Comments: _____	

Director's Response: _____	

E9. The classroom is arranged to meet the needs of individual children as well as the group.

- A number of learning centers are available for children's choice
- Centers are arranged with clear pathways from one area to another
- There is a balance of furniture and space
- Areas are available for children choosing to be alone
- Soft areas are included
- Classroom sounds are maintained at a comfortable level
- Space is identified for each child's personal use (storage of clothes, art work and other belongings)
- All areas of the classroom can be supervised
- Space is arranged prior to arrival of children

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Parent Survey _____
Validator's Comments: _____	

Director's Response: _____	

E10. Materials and equipment in the classroom are ample, safe, and appropriate to the developmental needs of the children.

Meets Standard

Needs Improvement

<p>For Validator's use only</p> <p>Verified <input type="checkbox"/> Not Verified <input type="checkbox"/></p> <p>Validator's Comments: _____</p> <p>_____</p> <p>_____</p> <p>Director's Response: _____</p> <p>_____</p> <p>_____</p>	<p>Validation Method: Observation Staff Survey</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">_____</td> <td style="width: 33%; text-align: center;">_____</td> <td style="width: 33%; text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">DK</td> </tr> </table> <p>Parent Survey</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">_____</td> <td style="width: 33%; text-align: center;">_____</td> <td style="width: 33%; text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">DK</td> </tr> </table>	_____	_____	_____	Yes	No	DK	_____	_____	_____	Yes	No	DK
_____	_____	_____											
Yes	No	DK											
_____	_____	_____											
Yes	No	DK											

E11. Materials, activities and interactions promote positive self-esteem.

- Adults and children listen and respond respectfully to others**
- Children's names are used in positive interactions**
- Materials are accessible to children**
- Materials and activities enable children to experience success most of the time**
- Children's artwork is displayed at children's eye level**

Meets Standard

Needs Improvement

<p>For Validator's use only</p> <p>Verified <input type="checkbox"/> Not Verified <input type="checkbox"/></p> <p>Validator's Comments: _____</p> <p>_____</p> <p>_____</p> <p>Director's Response: _____</p> <p>_____</p> <p>_____</p>	<p>Validation Method: Observation Parent Survey</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">_____</td> <td style="width: 33%; text-align: center;">_____</td> <td style="width: 33%; text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">DK</td> </tr> </table>	_____	_____	_____	Yes	No	DK
_____	_____	_____					
Yes	No	DK					

E12. Teachers provide a language rich environment that encourages the development of language skills.

- Teachers converse with children during caregiving routines
- Teachers listen to, acknowledge and respond to children (including attempts at vocalization by infants and toddlers)
- Teachers allow time for children of all ages to respond to questioning and conversation
- Teachers extend a child’s conversation or attempts at vocalization by infants and toddlers
- Teachers describe objects and events in order to expand children’s vocabulary
- Teachers encourage children to talk/vocalize about their experiences
- Teachers read aloud books and poems to children of all ages

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Parent Survey <u> </u> <u> </u> <u> </u> Yes No DK
Validator’s Comments: _____ _____ _____	
Director’s Response: _____ _____ _____	

E13. Teachers encourage thinking, reasoning, and self-expression.

- Teachers use a variety of questioning techniques including open-ended, predictive, and evaluative to stimulate thinking and expression, such as: “What do you know about that?” “What do you think is going to happen?” “Why do you think that worked?”
- Teachers encourage children to express possible answers and experiment with possible solutions
- Teachers provide meaningful responses to children’s questions and attempts at vocalization

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator’s Comments: _____ _____ _____	
Director’s Response: _____ _____ _____	

E14. Classroom activities encourage the development of writing skills.

- Age-appropriate art materials/writing tools are accessible to children
- Prewriting efforts are encouraged and accepted (scribbling, drawing and inventive spelling)
- Children have opportunities to dictate to the teacher
- Examples of children’s and teacher’s writing are displayed in the room at child’s eye level.

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator’s Comments: _____	

Director’s Response: _____	

E15. Classroom activities encourage the development of reading skills.

- A variety of age-appropriate books are accessible to children
- Teachers model appreciation of books, ex. kept in good repair, displayed attractively, handled gently
- The lesson plan includes daily oral reading time appropriate to the age level of the children
- Teachers introduce children to author, illustrator and book parts (spine, title page)
- Teachers pace reading to allow children to be involved with comments and questions
- Environmental print is displayed throughout the room

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation, Interview
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator’s Comments: _____	

Director’s Response: _____	

E16. Basic math and science concepts are presented through age-appropriate materials/activities.

- Manipulatives that illustrate color, shapes, cause and effect
- Sensory activities that encourage concept development (ex. weight, measurement, volume, texture)
- Activities that encourage spatial awareness (up/down; over/under; in/out)
- Safe items from nature that are available for children to hold and examine
- Wooden unit blocks as appropriate to age
- Sorting, matching and ordering activities
- The use of concept words (big/little; more/less; hard/soft, alike/different, etc.)
- Graphs that illustrate that the votes of children ex. favorite food, holiday, etc. (preschool and elementary)
- Non-fiction books about science concepts of interest to children (preschool and elementary)

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator's Comments: _____	

Director's Response: _____	

E17. Activities that encourage creative expression/representation are provided daily.

- Children have access to musical instruments
- Children participate in dramatic play
- Children are provided a variety of art media to explore
- Children express their own ideas and feelings with art materials (Teachers do not make models for children to copy nor provide patterns to color within lines)

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Parent Survey <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK <input type="checkbox"/>
Validator's Comments: _____	

Director's Response: _____	

--

E18. Large motor activities are included each day.

- Outdoor play**
- Indoor inclement weather activities, such as exercise and stretching and movement to music**
- Floor time for infants**

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation, Interview Staff Survey						
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="border-bottom: 1px solid black; width: 30px;"></td> <td style="border-bottom: 1px solid black; width: 30px;"></td> <td style="border-bottom: 1px solid black; width: 30px;"></td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">DK</td> </tr> </table>				Yes	No	DK
Yes	No	DK					
Validator's Comments: _____							

Director's Response: _____							

E19. Small motor activities are included each day.

- | | |
|--|--|
| <input type="checkbox"/> Puzzles
<input type="checkbox"/> Art materials
<input type="checkbox"/> Sensory play | <input type="checkbox"/> Manipulative toys
<input type="checkbox"/> Other |
|--|--|

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator's Comments: _____	

Director's Response: _____	

E20. The use of television, films and video tapes is limited.

- Use is infrequent
- Serves an educational purpose
- Previewed by adults and determined appropriate for age of children
- Other activities available for children who do not wish to participate

Meets Standard Needs Improvement TV, film, video not used

For Validator's use only	Validation Method: Observation, Interview Staff Survey _____ Yes No DK
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Parent Survey _____ Yes No DK
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

F. Interactions between Staff and Children

F1. Teachers demonstrate behaviors that encourage the children's development of trust.

- Demonstrate respect for children with word choice and tone of voice
- Respond with sensitivity to children's verbal and non-verbal signals
- Keep promises made to children
- Treat all children with equal consideration
- Provide an emotionally safe and reliable environment
- Regular in attendance and on time

Meets Standard Needs Improvement

For Validator's use only	Validation Method: Observation Parent Survey _____ Yes No DK
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

F2. Teachers have frequent, positive interactions with children.

- Greet each child and parent upon arrival
- Assist in transition into group setting
- Engage in meaningful conversation throughout the day
- Demonstrate affection by appropriate touching, smiling and speaking in a calm, caring voice
- Lower to a child's eye-level when speaking to individual child

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Parent Survey <u> </u> <u> </u> <u> </u>
	Yes No DK
Validator's Comments: _____	

Director's Response: _____	

F3. Teachers are responsive to children.

- Listen to children with attention and respect
- Respond to children's ideas and suggestions
- Acknowledge/verbalize children's feelings
- Comfort children who are upset

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Parent Survey <u> </u> <u> </u> <u> </u>
	Yes No DK
Validator's Comments: _____	

Director's Response: _____	

F4. Children are generally comfortable, happy, relaxed, and engaged in activities.

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation Parent Survey
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	<u> </u> <u> </u> <u> </u> Yes No DK
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

F5. Teachers use positive guidance techniques that help children learn to make wise choices and control their own behavior.

- Look for the cause of the behavior**
- Acknowledge positive behavior**
- Redirect to more appropriate activity**
- Give choices acceptable to both child and teacher**
- State what child can do instead of what cannot be done**
- Inform child of how the inappropriate behavior affects self, others and/or materials**
- Follow through with directions given to child**

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation Parent Survey
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	<u> </u> <u> </u> <u> </u> Yes No DK
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

F6. Teachers promote cooperative and positive social behavior among children.

- Create spaces for children to work and play together
- Assist children with entering a play situation
- Assist children in learning to solve social problems
- Plan activities that encourage cooperation rather than competition
- Model positive social behaviors with children and other adults
- Acknowledge sharing, caring, and helping
- Help children understand the actions and feelings of others

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation						
	Parent Survey						
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	<table style="display: inline-table; border: none;"> <tr> <td style="border: none; text-align: center;">_____</td> <td style="border: none; text-align: center;">_____</td> <td style="border: none; text-align: center;">_____</td> </tr> <tr> <td style="border: none; text-align: center;">Yes</td> <td style="border: none; text-align: center;">No</td> <td style="border: none; text-align: center;">DK</td> </tr> </table>	_____	_____	_____	Yes	No	DK
_____	_____	_____					
Yes	No	DK					
Validator's Comments: _____							

Director's Response: _____							

F7. Teachers ensure that snack/mealtimes are pleasant and social learning experiences for children.

- Teachers sit and converse with children
- Children are encouraged to serve themselves appropriate to their abilities
- Children assist in cleaning up appropriate to their abilities
- Good nutrition is discussed
- Food is never used as an instrument of discipline or reward

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation						
	Staff survey						
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	<table style="display: inline-table; border: none;"> <tr> <td style="border: none; text-align: center;">_____</td> <td style="border: none; text-align: center;">_____</td> <td style="border: none; text-align: center;">_____</td> </tr> <tr> <td style="border: none; text-align: center;">Yes</td> <td style="border: none; text-align: center;">No</td> <td style="border: none; text-align: center;">DK</td> </tr> </table>	_____	_____	_____	Yes	No	DK
_____	_____	_____					
Yes	No	DK					
Validator's Comments: _____							

Director's Response: _____							

F8. Respect is displayed for cultural, ethnic, linguistic, and religious diversity and ability or disability.

- Curriculum includes materials and activities that promote understanding of diversity (cooking, books, stories, music, dress-up clothes, pictures, puzzles, dolls, art materials, etc)
- Children are encouraged to talk about themselves, their families, and customs/traditions according to their verbal abilities
- Teachers make opportunities to discuss the value of individual differences
- Teachers intervene to stop teasing and rejection due to individual differences

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation, Interview Parent Survey
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Yes No DK
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

F9. Teachers encourage children to develop self-help skills that are appropriate to their age (taking care of personal belongings, picking up learning materials, wiping spills, etc.).

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation Parent Survey
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Yes No DK
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

G. Classroom Health and Safety

G1. Children are dressed appropriately for indoor and outdoor activities

- Extra clothing is available at the Center
- Sweaters and jackets are worn at appropriate times
- Protective clothing is used for messy play

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation, Interview
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Parent Survey <u> </u> <u> </u> <u> </u> Yes No DK
Validator's Comments: _____ _____	
Director's Response: _____ _____	

G2. Safety practices are followed throughout the day.

- Children are supervised at all times (Infants-Preschoolers by sight and sound, School age K-Grade 6 by sight or sound and teachers know what the children are doing)
- Teachers position themselves so that children can be observed in all areas of the classroom and playground
- Safety limits are enforced in all activities
- Notice of primary and alternate evacuation routes and bad weather procedures are posted in each room used by children.

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Staff Survey <u> </u> <u> </u> <u> </u> Yes No DK
	Parent Survey <u> </u> <u> </u> <u> </u> Yes No DK
Validator's Comments: _____ _____	
Director's Response: _____ _____	

G3. Health practices are followed throughout the day.

- Disinfecting solutions are made fresh daily, labeled, dated, and stored out of reach of children.**
- Basic first-aid supplies are available in classroom**
- Standard Precautions are followed:**
 - Single-use disposable vinyl or latex gloves are worn when changing diapers and when there is contact with blood or possible blood-containing body fluids or tissue discharges**
 - Diapers and blood-contaminated materials are placed in a plastic bag, tied securely, and kept in a plastic-lined and covered container until disposal**
 - All soiled surfaces are sanitized after being cleaned of organic matter**
 - Diaper changing surfaces are sanitized after each use**
 - Hands are washed following contact with body fluids**

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation, Interview
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	Staff survey <u> </u> <u> </u> <u> </u> Yes No DK
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

G4. The classroom is designed to allow for proper hand washing.

- Sink, soap, and paper towels are accessible to children**
- Water temperature is comfortable to encourage good hand washing**
- Sink is located near diapering and bathroom areas**
- Hand washing sinks are not used for food preparation**

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator's Comments: _____ _____ _____	
Director's Response: _____ _____ _____	

G5. Good hand-washing procedures are practiced by staff and children.

- Liquid soap and running water are used to wash hands**
- Paper towels are used to dry hands**
- Paper towels are used to turn off manual faucets**
- Hands are washed at appropriate times**

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>	
Validator's Comments: _____	

Director's Response: _____	

G6. All children's areas and equipment are safe and appropriately maintained.

- Furnishings and equipment are secured to prevent tipping or being pulled over**
- Electric outlets are covered with child-resistant covers**
- Floor coverings are backed with non-slip materials or attached to the floor and edges do not present a tripping hazard**
- Extension cords are not used**
- Electrical cords are not frayed and are placed out of children's reach**
- Surge protectors are securely mounted and unused outlets are covered**
- Windows that open are securely screened**
- All areas are free of debris and environmental hazards**

Meets Standard

Needs Improvement

For Validator's use only	Validation Method: Observation		
	Staff Survey	____	____
Verified <input type="checkbox"/> Not Verified <input type="checkbox"/>		Yes	No DK
Validator's Comments: _____			

Director's Response: _____			



Staff Survey 05

Dear Staff Member:

Your Center is beginning a self-study process that may lead to accreditation of the program. Your input is vital to the success of the Self-Study and Accreditation process. Please take time to fill out this survey. This form is confidential and does not need to be signed.

Page 1 of 3

	Standard	Yes	No	Don't know
B2	The Center maintains current confidential records for each child			
B3	The Center has written policies concerning avoidance of communicable illnesses. These policies are given to parents and are enforced			
B4	Teachers are aware of changes in children's health. Parents are promptly notified of illnesses and accidents and actions taken by staff are documented			
B5	Children are released only to persons authorized in writing by the parents			
B7	A staff member with current certification in first aid and CPR is on site with each group of children at all times			
B9	Suspected abuse/neglect is reported promptly to authorities.			
B10	New employees are monitored and evaluated as to their ability to work with children			
B11	If medication is administered it is done according to written Center procedures (<i>Check N/A if Center does not administer medication</i>)			N/A
B13	The Center firmly adheres to written procedures regarding the safe transportation of children			
B14	All areas used by children are ventilated, well lit and maintained at a comfortable temperature			
B15	An effective cleaning schedule of facility, bedding and toys is maintained			
B16	Routine safety inspections are made to assure that the playground is free of debris and potential hazards			
B17	All chemicals, cleaning supplies, and toxic materials are labeled as to their content and stored in locked cabinets out of children's reach			
B18	Fire and/or bad weather drills are practiced monthly			
B19	I am aware of the Center's plan for evacuation of the building in emergencies, including transportation, relocation sites, and notification of parents			

B22	Meals and snacks are served that meet the nutritional needs of children for the hours they are at the Center			
B23	Staff-child ratios do not exceed: B-1 1:3-4 1 yr. olds 1:4-5 2 yr. olds 1:5-7 3 yr. olds 1:9-11 4 yr. olds 1:10-12 5 yr. olds 1:10-12 K-Grade 1 1:12-15 Grade 2-6 1: 15-18			
B24	Group sizes do not exceed: B-1 6-8 1 yr. olds 8-10 2 yr. olds 10-14 3 yr. olds 18-20 4 yr. olds 20-22 5 yr. olds 20-24 K-Grade 1 24-26 Grade 2-6 28-30			
C1	The Center's administration follows non-discrimination laws in hiring, enrollment and termination.			
C3	New employees receive orientation that includes regulatory standards, center philosophy, operating policies, personnel policies, tour of the center, introduction to key people, and pre-service hours as required by licensing agencies			
C4	The Center has written personnel policies that state the conditions and expectations of employment and inform employees of their rights and privileges			
C5	The Center provides benefits which meet my needs Additional benefits I would like to receive include: (Use back)			
C6	The Center has written operating procedures that provide employees with detailed instructions for carrying out specific tasks related to their work			
C9	My work performance is evaluated at least annually on performance standards that I am aware of. Evaluations include classroom observations and are discussed with me in private.			
C10	The evaluation process is used to determine staff training needs. A training plan is designed to meet my individual needs and includes training to help me understand the age group of children with whom I work.			
C11	The on-site director and/or on-site mentors are available throughout the year to help me understand alternative teaching/guidance strategies for dealing with classrooms situations			
C12	If individuals under the age of 18 are hired, they work under direct supervision and are not counted in the staff/child ratio			
C16	My ideas and suggestions are given fair consideration by the administration			
C17	Administrators and staff meet together periodically for program planning, training, information sharing, and goal setting			

C18	Staff members evaluate the strengths and weaknesses of the program annually			
C19	The annual program evaluation is used by the director and staff to set program goals for the coming year			
D1	Parents and children are provided an orientation to the Center before enrollment			
D3	Parents have access to their children during all hours of operation			
D4	I find ways to involve parents in their child's classroom experience			
D5	The Center has established methods of communicating important information to parents on a regular basis			
D7	Staff members maintain on-going and regular communication with parents about day-to-day happenings			
D8	Staff members work cooperatively with parents to resolve any adjustment issues and to promote the child's on-going development			
D9	Parent/staff conferences are held at least annually and includes information from teacher observations and assessments			
D11	The Center uses community agencies to enrich curriculum and connect families to needed resources			
E1	I understand and implement the Center's philosophy and goals			
E10	Materials and supplies meet the children's developmental needs and are sufficient to support planned activities			
E18	When weather prohibits outdoor play, alternate provisions are made for daily large motor activities			
E20	If TV is used, other activities are always available for children who do not wish to watch (<i>If TV is not used, check N/A</i>)			N/A
F7	Food is never used to discipline or reward a child			
G2	Children are supervised at all times. Indoor and outdoor safety rules are enforced			
G3	Teachers follow recommended procedures for handling exposure to blood and body fluids			
G6	The Center site and equipment are safe and appropriately maintained			



Parent Survey 05

Dear Parent(s),

Our child care center is undergoing an in-depth evaluation of its program. We are giving thoughtful consideration to our strengths and areas for improvement. After this period of self study, we may seek recognition as an accredited program. Your input is essential to this effort.

Please complete this form and respond to the indicators of quality care on the following pages. The form does not need to be signed. Place the completed survey in the box located by .

How long have you had a child enrolled in this center?

- | | | |
|--|---|---|
| <input type="checkbox"/> a. Less than six months | <input type="checkbox"/> d. Two years | <input type="checkbox"/> g. Five years |
| <input type="checkbox"/> b. Six to eleven months | <input type="checkbox"/> e. Three years | <input type="checkbox"/> h. Six years or more |
| <input type="checkbox"/> c. One year | <input type="checkbox"/> f. Four years | |

My child is currently enrolled in...

- Infant Room Toddler Room Preschool Room School Age

Thank you for your cooperation and time.

(Center)
(Address)
(Phone)

	Standard	Yes	No	Don't know
B3	I am aware of the Center's policy regarding the care of sick children until the parents arrive			
B4	Teachers are aware of the health of each child and promptly notify parents of accidents and illnesses			
B5	Procedures ensure the safe arrival and departure of children			
B13	I receive advance notification of each activity outside the center that requires transportation (<i>Check N/A if your child is not transported by the Center</i>)			N/A
B14	All areas used by children are ventilated, well lit, and maintained at a comfortable temperature			
B15	The Center site is clean and has no lingering offensive odor			
B16	Shock-absorbing materials are maintained in fall zones under climbing equipment, slides and swings			
B22	Menus are available to parents when children are served food prepared by the Center. (<i>Check N/A if Center does not provide food</i>)			N/A
C18	Parents are given opportunity to evaluate the program annually			
D1	My child and I were provided an orientation to the Center			
D2	I have been provided written policies explaining the operation of the program			
D3	I am permitted access to the Center during all hours of operation and am made to feel welcome			
D4	Teachers provide interested parents with opportunities for classroom involvement			
D5	I receive important information about the program on a regular basis			
D6	Staff members receive and consider my ideas and suggestions			
D7	When I pick up my child, I am able to learn about my child's day			
D8	My child's teacher works cooperatively with me to promote my child's successful experience in group care			
D9	Parent/staff conferences are held at least annually to discuss my child's progress and overall development			
D10	The Center has provided opportunities for me to participate in parent education programs			

	Standard	Yes	No	Don't know
E1	Planned activities for the day are posted for my information			
E6	The planned activities are appropriate for my child's needs and interests			
E9	The classroom is arranged so that children have a choice of activities			
E10	Classroom materials and equipment are ample and safe			
E11	Materials, activities, and interactions cause my child to feel good about him/herself			
E12	I have observed my child and teacher actively engage in conversation (vocalizations by infants/toddlers)			
E17	Children are encouraged to explore their own ideas with art materials. Teachers do not make models for children to copy nor provide patterns to color within lines			
E20	The use of television, video, film is not used or is infrequent			
F1	My child's teacher is regular in attendance and on time			
F2	My child and I are greeted when we arrive			
F3	The teacher listens and responds to my child's ideas and feelings with attention and respect			
F4	My child is generally happy, relaxed and engaged in activities			
F5	Staff members give directions using positive words ("do" rather than "don't")			
F6	Children are encouraged to interact with each other in a positive manner			
F8	Staff members value individual differences in children and treat all children with equal consideration			
F9	Teachers encourage self-help skills that are appropriate for my child			
G1	My child is provided protective clothing when engaging in messy play			
G2	Staff provide supervision and enforce safety rules			

What else would you like to tell us?

Please continue on the back of this page



National Accreditation Commission for Early Care and Education Programs

When your program is ready for the validation visit, submit the following to the National Accreditation Commission:

1. Completed Request for Validation Visit
2. Appropriate validation fee made out to National Accreditation Commission.
3. Signed Disclaimer Form
4. Completed Administrator’s Report including the Center’s Philosophy and Goals (A1)
5. Completed Staff Education and Training Form (See Instruction tab for format)
6. Three (3) most recent licensing inspection reports (B1)
7. Summary sheet of parent surveys
8. Summary sheet of staff surveys

Mail all items to:

**National Accreditation Commission
For Early Care and Education Programs
7610 E Hwy 71 W Suite E
Austin, TX 78735
1-800-537-1118**

Request for Validation Visit

Name of Center

Address

City County State Zip

Phone E-mail

Director/On site Administrator

Please give three (3) dates (six to eight weeks out) that are acceptable for a validation visit. NAC will try to honor requests, but the ultimate date will be determined by validator availability.

1st choice 2nd choice 3rd choice

I confirm that (Name of Center) has completed a self-study evaluation and is now requesting a validation visit to verify standards in the Administrator’s Report and Classroom Observations. This is a voluntary process on our part. I understand that the National Accreditation Commission has the right to deny accreditation if this program does not meet NAC Accreditation Standards. The National Accreditation Commission has the right to revoke accreditation status if non-compliance of the standards is determined. False information will result in accreditation becoming null and void.

Authorized person requesting validation visit *(Typed or Printed)*

(Date)

(Signature)



National Accreditation Commission for Early Care and Education Programs

Disclaimer

This completed form is to be mailed with the Request for Validation Visit

(Name of program) hereby releases and agrees to indemnify and hold harmless the National Accreditation Commission (NAC), the National Association of Child Care Professionals (NACCP), their officers, directors, agents, servants, employees, legal representatives, successors, and assigns, and all persons acting through or in concert with them, of and from any and all claims, demands, obligations, actions, causes of action, rights, injuries, damages, losses, costs, and expenses (including attorney's fees) of any nature whatsoever which may hereafter be incurred by, accrue to, or otherwise be acquired by ***(Name of program)***

(Name of Program) or any person, corporation, association, partnership, or other third party entity against NAC or NACCP arising out of or related in any way to this application for review and accreditation, NAC's accreditation, or its supervision to obtain or maintain accreditation, except for cases of gross negligence or willful misconduct.

It is expressly understood that NAC makes no warranties (express or implied) regarding accreditation and that NAC's granting of accreditation to applicant only signifies that applicant has met applicable standards for accreditation.

I understand that this program has the right of advance notice for a validation visit by one or more validators assigned by the National Accreditation Commission. I further understand that I may request a different validator if there is a conflict of interest.

I understand that the validation fee is required whether or not accreditation is awarded. I also understand that if accreditation is denied, I have the right to a limited appeals process.

Authorized person requesting validation visit *(typed or printed)*

(Date)

(Signature)



The day of the Validation Visit

The schedule for a validation visit is flexible, of course. However, the following assures all tasks are completed in a timely manner.

- | | |
|-----------|---|
| Morning | Validator arrives at the center (around 8:00 a.m.), locates the Director, and makes a brief tour of the facility.
Validator makes observations on standards in the Classroom Observation Form. The Director is available to the Validator, as needed, but in general conducts business as usual. |
| Afternoon | Validator interviews teachers (if needed)
verifies accuracy of parent surveys
verifies accuracy of staff surveys
records totals of surveys with corresponding standards in the Administrator's Report and Classroom Observations
reviews documents
samples children's records
samples staff records
verifies Classroom Observations
verifies Administrator's Report
Validator observes after-school groups, if applicable
Validator conducts the Exit Interview with the Director. The Director may choose to have another full-time employee sit in but only the Director's response will be recorded. It is expected that no paid consultant be present. During this time, the Director will have opportunity to respond to each standard where there is a difference between the Validator and Center ratings and those standards on which the Director and Validator agree "needs improvement."
Validator and Director sign Validation Visit Certification |