



System Update: Improved Policies to Replace Extensions Policy

NAEYC's current Extensions Policy has always included the phrase, "Extensions are granted on a very limited, case-by-case basis." In other words, it is very difficult to get an extension under the current policy and requesting an extension does not guarantee that one will be granted. After careful reflection and evaluation of feedback from programs, NAEYC has decided to replace the Extensions Policy with new policies that give programs more flexibility and clearer options when they have trouble meeting deadlines or having a site visit.

Guiding Principles

NAEYC used several guiding principles when developing the policies that will replace the current Extensions Policy.

- **A visit can take place as long as children are being served.** Any program that is currently serving children has the opportunity to address challenging situations in a high quality manner and have a successful site visit. Therefore, NAEYC will conduct a site visit for any program that is currently serving children.
- **A visit cannot take place if children are not being served.** If a program is not able to serve children, NAEYC cannot conduct a site visit. NAEYC will absorb the costs of cancelling and rescheduling the site visit for any program that is not serving children.
- **A program can choose to postpone a site visit for any reason.** If a program that is serving children wants a site visit to be postponed for any reason, NAEYC can accommodate the request. The program is responsible for paying a postponement fee to absorb the costs of cancelling and rescheduling the site visit.
- **Sometimes programs just need time.** NAEYC is willing to adjust its processes to accommodate the submission of forms up to one calendar month late. In most cases, a late fee is required to offset the cost of this accommodation. If a program has experienced an operational disruption that prevents it from serving children within one month of a submission deadline, NAEYC will absorb the cost of the late submission so the program will not be charged a late fee.

The improved policies are included in their entirety on the following page.



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Late Fee Policy, effective since January 1, 2011

To accommodate programs that have missed a submission deadline, NAEYC has allowed programs to submit accreditation forms up to one calendar month past an established deadline. Programs submitting late are assessed a late fee of \$125.

Site Visit Postponement Policy, effective April 1, 2012

A program that is currently serving children may postpone a site visit or the scheduling of the site visit for up to one calendar month. Programs postponing the site visit will be assessed a postponement fee of \$1500. If a site visit or the scheduling of a site visit is postponed, the program's accreditation status may expire and NAEYC is no longer bound to provide a site visit within 6 months of the Candidacy or Renewal Materials deadline.

Operational Disruption Policy, effective April 1, 2012

Reporting Operational Disruptions

An operational disruption is a period of time during which a program is unable to serve children. Programs notify the NAEYC Academy of operational disruptions by submitting the 72-Hour Notification form within 72 hours of the beginning of an operational disruption. A program that experiences an operational disruption that lasts for more than 3 business days is required to notify the NAEYC Academy. It is optional for programs to notify NAEYC of an operational disruption that lasts for 3 business days or less.

Late Fee Waiver

If a program appropriately notifies NAEYC of an operational disruption that occurs within one month of a submission deadline, NAEYC will give the program the option to submit the accreditation form up to one calendar month after the established deadline without paying the late fee.

Maintain Accreditation throughout Extended Operational Disruptions

If a program appropriately notifies NAEYC of an operational disruption and the program does not resume serving children by an established deadline, the program may submit applicable fees without the associated accreditation forms and continue to maintain accreditation until the end of the five-year accreditation term. If accreditation has not yet expired and the program resumes serving children, it must notify NAEYC and a verification visit at the cost of the program may be required. A program must be currently serving children to submit accreditation forms or fees for the renewal process.

Site Visit Rescheduling

If a program appropriately notifies NAEYC of an operational disruption that occurs while a site visit is being scheduled, NAEYC will stop scheduling the site visit at no cost to the program. Once the program resumes serving children, it must notify NAEYC and the scheduling process will resume. If the scheduling process is stopped, a program's accreditation status may expire and NAEYC is no longer bound to provide a site visit within 6 months of the Candidacy or Renewal Materials deadline.