Administrator Information Packet

Purpose

The *Administrator Information Packet* provides program administrators with additional information regarding the various forms and procedures that are commonly used during NAEYC visits, as well as helpful information about what to expect after the visit is completed.

NAEYC Assessors will reference and use the following forms throughout the visit as needed. Program administrators are encouraged to carefully review and familiarize themselves with these forms before the visit.

For more information regarding the forms and procedures used by NAEYC Assessors during site visits, refer to the NAEYC Early Learning Programs Accreditation website.

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Note: These materials have been optimized for use on mobile devices. To print this document, set the size options to "fit" or "shrink oversized pages".

NAEYC Early Learning Program Accreditation

COVID-related Assessment Item Rating Guidance for Programs & Assessors

These changes take effect July 1, 2020.

This document is for the use of programs and assessors when preparing or rating assessment items for a site visit. **No assessment items have been added or removed from the assessment due to COVID-19.** However, some items may need to be rated taking into account the effect the pandemic has had on program operations.

Some program practices and protocols may have changed to accommodate new health and safety guidelines as a result of COVID-19. Other practices may have been difficult to sustain throughout the active pandemic period. For such items, the new guidance below says that evidence from past, typical practices is still generally acceptable. It also takes into consideration if the program cannot present evidence due to pandemic-related constraints.

Some of the assessment items below say that evidence should be current within a specified time frame (for example, within the past year). NAEYC recognizes that, due to the 6-month pause in site visits, programs may have prepared their portfolio evidence long before they receive their site visit. For such items, the new guidance below lengthens the time period for which evidence is accepted as current.

As assessors rate these and other items, if it is unclear if COVID-19 has affected the program's portfolio evidence or observed practices, they will clearly note questions or concerns. Our goal is that programs are not disadvantaged in their accreditation assessment as a result of the pandemic.

The item guidance adjustments below may not apply to all programs. As site visits resume, guidance may need to be added or amended; see https://www.naeyc.org/early-learning/technical for updates.

Items below are organized by source of evidence -- Program Portfolio, Class Portfolio, Program Observation and Class Observation.

Program Portfolio	
Assessment Item / Age Category	**Additional Guidance**
4C.2 ITPKS *Show that the children receive a vision and hearing screening.*	NAEYC will accept evidence showing the program met this practice when operating under typical circumstances, even if vision and hearing screenings were temporarily put on hold due to COVID-19.
4D.4 ITPKS *Show that teaching staff (teachers and assistant teachers) are scheduled for collaborative planning time at least weekly, during which they do not supervise awake children.*	NAEYC will accept evidence showing that teaching staff had in-person planning time when the program was operating under typical circumstances, OR evidence that they participate in virtual or socially distant planning time during COVID-19 times.
4E.5 ITPKS *Provide two examples of the written child assessment reports that are shared with families*	NAEYC will accept evidence from **within the past two years**. Dates must be included as part of evidence.

*(**completed within the past year**, identifying information obscured).*	
5A.15 ITPKS *Provide your classroom staffing patterns and staff CPR and first-aid training records that show at least one staff member currently certified in first-aid and pediatric CPR is always scheduled to be present with each class of children.*	NAEYC will accept training records from online or virtual certification programs if in-person training was not conducted due to COVID-19.
5A.20 ITPKS *Show that staff who administer medication have completed specific training to do so.*	NAEYC will accept training records from online or virtual certification programs if in-person training was not conducted due to COVID-19.
6D.11 ITPKS *Show two staff evaluations conducted **within the last 18 months** that include a self-reflection or self-evaluation component.*	NAEYC will accept evidence from **within the last two years**. Dates must be included as part of evidence.
6D.19 ITPKS *Show two examples of staff trainings conducted **within the past 12 months**, in which topics were driven by the program-wide professional development plan or individual professional development plans.*	NAEYC will accept evidence from **within the past two years**. Dates must be included as part of evidence.
7A.6 ITPKS *Show or describe two examples of how you have helped families to meet with one another on a formal basis to support the program or each other.*	NAEYC will accept evidence that shows examples of family interactions/events either virtually during the COVID-19 times, OR in-person from when the program was operating under typical circumstances.
7A.7 ITPKS *Show or describe one example of how staff and families have worked together to plan an event.*	NAEYC will accept evidence that shows examples of family interactions/events either virtually during the COVID-19 times, OR in-person from when the program was operating under typical circumstances.
8B.3 ITPKS *Show two examples of how you inform families about child-centered community events that are sponsored by local organizations.*	NAEYC will accept evidence that shows how programs inform families of virtual or online community "events" during the COVID-19 times, OR live events when the community was in pre-pandemic times.
8B.4 ITPKS *Show one example **in the past year** when artists or performers were invited by the program to share their interests and talents with the children.*	NAEYC will accept evidence of virtual "visits" from artists or performers during the COVID-19 times, OR evidence of in-person center performances i**n the past 2 years** when the program was operating under typical circumstances.
10B.16 ITPKS	If the program's license is expired because licensing visits were put on hold due to the

Show that your program and your facility has a license to operate or is regulated by an applicable public regulatory system. Your license or regulatory documentation indicates your program is in good standing with your regulatory body. *If your program is license-exempt, provide a signed copy of NAEYC's License-Exempt Acknowledgement Form.*	pandemic, assessors will rate Yes if evidence from the licensing/ regulatory body documents this, and states that licenses have been administratively extended and are considered valid.
10B.22 ITPKS *Show that you have written procedures that address how to maintain developmentally appropriate staff-to-child ratios and group sizes.*	NAEYC will accept evidence showing program ratios and group sizes when operated under typical circumstances, OR ratios and group sizes currently mandated as pandemic-related regulatory changes. If mixed age groups are now in effect, assessors follow existing guidance regarding appropriate ratios and group sizes for such groups.
10C.1 ITPKS *Show a quarterly or monthly accounting report, created **in the past year** that includes a reconciliation of expenses to budget.*	NAEYC will accept evidence from within the past **two years**. Dates must be included as part of evidence.
10C.2 ITPKS *Show that a financial review or financial audit was conducted **in the most recent fiscal year**.*	NAEYC will accept evidence from the most recent **two fiscal years**. Dates must be included as part of evidence.
10D.7 ITPKS *Show or describe how your procedures for managing the arrival, departure and transportation of children are designed to facilitate family-staff interactions.*	NAEYC will accept evidence of arrival, departure and transportation procedures in effect under typical circumstances, OR altered procedures due to pandemic-related regulatory changes. Facilitation of family-staff interactions may look different, but should still be evident.

Class Portfolio
No New Guidance. All Class Portfolio assessment items should show evidence for practices that are done on a continuous basis, even during the time of COVID-19.

Program Observation	
Assessment Item / Age Category	**New Guidance**
9B.2 ITPKS *Sandboxes are at least half full of sand.*	During the site visit's orientation tour, the assessor will ask the administrator whether sandboxes are currently in use. If sandboxes are not being used due to the pandemic, the assessor will rate the item N/A on the rating tool.

9D.3 ITPKS	This sign should still be posted in the program, even if few visitors are permitted in the program. If the sign is not posted or seen by the assessor, the item will be rated No.
There is a posted sign or notice at the main facility entrance(s) that encourage staff, families and visitors to wipe or remove their shoes before entering the program facility.	

Class Observation	
Assessment Item / Age Category	**New Guidance**
5A.9 ITPKS *When washing their hands, adults and children rub their hands vigorously for at least 20 seconds, including back of hands, wrists, between fingers, under and around any jewelry and under fingernails.*	Assessors will carefully observe for this practice during class observations.
5C.1 ITPKS *Food-serving tables and high chairs are cleaned and sanitized after each use.*	Assessors will carefully observe for this practice during class observations.
5C.3 ITPKS *If a child has contaminated a toy with saliva or other body secretion or excretion, staff set the toy aside for washing in a bin or in another location created for that purpose.*	Assessors will carefully observe for this practice during class observations.
10B.1 – 10B.15 ITPKS *Indoor ratios, indoor class sizes and outdoor ratios*	NAEYC recognizes that program ratios and group sizes may be smaller now as mandated by pandemic-related regulatory changes. If mixed age groups are now in effect, assessors follow existing guidance regarding appropriate ratios and group sizes for such groups.

Process Verification Form Cover Page

Information for the Program Administrator:

The *Process Verification Form* (PVF) is critical to ensuring the reliability and validity of the visit assessment. It is designed to serve as a guide for both Program Administrators and Assessors, detailing the tasks that must occur as part of the visit assessment. This is the mechanism for administrators to confirm that the NAEYC visit protocol was followed.

A blank sample copy of the PVF is included in this information packet. The assessor will complete the form as each task is completed during the Orientation Meeting and the Closing Meeting. The Assessor and Program Administrator will affirm that all tasks have been completed as outlined in the *Process Verification Form* by signing the *Signature Form* during the Closing Meeting. The completed *Process Verification Form* and *Signature Form* will be e-mailed to the Program Administrator following the visit.

Administrators are encouraged to review the *Process Verification Form* before the visit. You may also wish to follow along during the Orientation Meeting and Closing Meeting as each task is completed and checked off by the assessor.

Process Verification Form_V.2019-C   Program ID_____

This form includes Orientation Meeting and Closing Meeting checklists for all types of visits: Accreditation Visit, Verification Visit, and Random Visit. Checking each box indicates that the item was reviewed; it does not indicate that the program administrator agrees with the item.

Orientation Meeting Checklist

☐	Lead Assessor: introduce and identify self; show ID
☐	Schedule ☐ Verify that number of observations and age categories follow protocol. ☐ Verify that observation times occur when classes are in session and not napping. ☐ Ask if there are children with identified special needs enrolled in each class selected for observation. ☐ Determine teaching staff to be observed and add to schedule.
☐	Ask if there are any staff and/or class changes that are not reflected in the program's Accreditation Portal. If there are, the program administrator may update the Staff and/or Class Profiles pages of their Accreditation Portal during the visit.

☐	Ask if there are physician's notes for infants younger than 12 months permitting them to be placed to sleep in positions other than their back and/or with sleep positioners.
	   ☐ N/A – There are no infants less than 12 months in program.
	   ☐ There are no physician notes on file for any enrolled infants younger than 12 months.
	   ☐ Physician note(s) were presented for the following infant(s):

☐	Review: ☐ Safety Concerns Report ☐ Visit Signature Form
☐	Request permission to access classroom books, materials, closets, drawers and cupboards
☐	Does program use tamper resistant outlets? ☐Yes ☐No ☐ Some rooms /halls:
☐	Show data collection tools: choke tube and tablet computer.
☐	Facility Orientation to program space and staff: ☐ Classrooms ☐ Grounds ☐ Area(s) for nursing mothers ☐ Area(s) where staff store their belongings ☐ Assessor workspace ☐ Areas in which additional health precautions are being implemented (e.g., entrances/exits, hallways, break rooms, restrooms)

For Accreditation Visits:	☐ N/A

☐	☐ Portfolios will be assessed on-site. ☐ Portfolios will be assessed off-site. Name of assessor reviewing portfolios off-site (if different):
☐	Required assessment items in the Program Portfolio MUST be present. Item 1B.10 (guidance/discipline policy) and Item 10B.16 (licensing/regulatory documents)
☐	☐ Ask about E-Portfolios: If applicable request a quick orientation to the computer ☐ Program equipment will be sanitized before and after use. ☐ N/A: Program has not prepared any E-Portfolios
☐	☐ 2018 Assessment Version (all portfolios are prepared for 2018 assessment) ☐ 2019 Assessment Version (any/all portfolios are prepared for 2019 assessment)

For Random Visits and Verification Visits:		☐ **N/A**
Documentary Evidence of Required Assessment Items	☐ Request documentation of program's guidance/discipline policy. ☐ Request documentation of program's current license/regulatory status. If program is License-Exempt, give the program a copy of the License-Exempt Acknowledgement Form.	

Closing Meeting Checklist

Review	☐ *Site Visit Schedule* Final, annotated copy; Show the actual time all tasks were performed. If portfolios were reviewed off-site by a co-assessor these review times may be added after the visit and will be included in a copy of the schedule included in the Visit Completion Packet email.	
	☐ *Safety Concerns Report*	
	☐ *Next Steps* flyer Included in the *Administrator Information Packet (AIP)*. ☐ Decision within three months ☐ ELP Quality Assurance Staff will contact the program if any required items were not met within three business days of this closing meeting.	
	☐ *Administrator Evaluation:* Review purpose of evaluation	Evaluation can be accessed through your Accreditation Portal in the Site Visit Checklist screen. Please complete within 5 business days of the receipt of your Visit Completion Packet e-mail.

☐	Explain that you will note the ending time of the Closing Meeting on the schedule at the close of the meeting.
☐	Confirm program email address(es). Remind program that if they have not received the *Visit Completion Packet (VCP)* within two business days, to contact the assessor immediately.
☐	Direct program administrator to contact NAEYC program support staff with any questions or concerns after the visit.
☐	Sanitize the device and stylus, if being used, before handing the device to the administrator to complete the signature form and when receiving the device back from the administrator.
☐	*Signature Form* Check all boxes and sign this form (both the program administrator and assessor/s) at the end of the Closing Meeting.

Incident Report Form

Program ID: Visit Date(s):

This form is used to document any unusual incidents or circumstances that impacted the ability of the assessor to conduct and/or complete an accreditation site visit. Examples: assessor illness or accident; COVID-related assessment concerns

Was NAEYC contacted at any time during the visit regarding the incident(s) described below?   ☐ YES   ☐ NO

Was the site visit halted for any amount of time?   ☐ YES   ☐ NO

Was the site visit completed?   ☐ YES   ☐ NO

Assessor Name: Date of Incident: Location of Incident:

Other Individuals Involved:

Assessor's description of the incident.
Be specific, factual, and include any relevant events immediately preceding or following the incident.
Resulting actions and/or decisions, including program response.

Assessor Name: Assessor Signature: Date:

Administrator Name: Administrator Signature: Date:

Required Assessment Items:

NAEYC required assessment items related to best practices are listed below. Required assessment items must be met by programs in order to earn NAEYC Accreditation. On your site visit, the assessor evaluates required assessment items by making *class observation ratings* [CO rating tool] and *program portfolio ratings* [PP rating tool].

It is imperative that programs understand and properly document the required assessment items. Programs rated "No" on any one of the required assessment items during the accreditation site visit will automatically receive an accreditation decision of "Defer" regardless of the program's performance in relation to all other assessment items and best practices.

If the assessor determines one or more required assessment item has not been met during the course of the site visit, a detailed description and accounting of the failure(s) will be provided to NAEYC Early Learning Programs staff immediately following the visit, up to 24 hours. A representative of NAEYC Early Learning Programs Quality Assurance staff will notify the program of the failure(s) within three business days of the conclusion of the site visit and will provide the contact information for the program's assigned regional specialist. Consultations may be scheduled with the assigned regional specialist once the complete Accreditation Decision Report has been issued.

<u>Critical Incidents</u>: If an assessor observes any child in immediate risk for harm or abuse, the assessor will notify the program staff immediately and may be required to directly contact the appropriate authorities as well as NAEYC Early Learning Programs. An observation may be terminated, and the entire visit may be terminated.

NAEYC Required Assessment Items:		
Item Number	**Item Language**	**Source of Evidence**
1B.4	Staff never use physical punishment and do not engage in psychological abuse or coercion.	CO
1B.10	Show that your guidance/discipline policy does not include any circumstances when it is permissible for staff to use any form of physical punishment, psychological abuse, or coercion when disciplining a child. Appropriate use of restraint for safety reasons is permissible.	PP
3C.2	If one or more infant, toddler, or young two year old cannot be easily heard and seen at all times by at least one member of the teaching staff, the child(ren) is/are in a safe environment.	CO
3C.3	If one or more infant, toddler, or young two year old is out of the direct sight or sound supervision of all teaching staff while in a safe environment, it is for no more than five minutes.	CO
3C.6	If a preschooler is out of the direct sight AND sound supervision of all teaching staff, it is for no more than 1 minute, and the child is in a safe environment.	CO
3C.7	If a preschooler is out of direct sight OR sound supervision of all teaching staff, it is for no more than ten minutes and the child is in a safe environment.	CO
3C.8	Teachers of kindergartners and school-age children keep these children within sight and/or hearing most of the time. A teacher may allow kindergartners and school-agers to leave their supervision (out of sight AND sound) for up to 10 minutes so long as they are in a safe environment (e.g., go to hall bathroom; report to school nurse office).	CO
5A.10	Teaching staff place infants on their backs to sleep, without the use of infant sleep positioners, unless ordered by a physician.	CO
10B.16	Show that your program and your facility has a license to operate or is regulated by an applicable public regulatory system. Your license or regulatory documentation indicates your program is in good standing with your regulatory body. If your program is license-exempt, provide a signed copy of NAEYC's License-Exempt Acknowledgement Form.	PP

Safety Concerns Report Form

Program ID _____ Org. ID _____

☐ **NO ENVIRONMENTAL SAFETY CONCERNS WERE NOTED.**

☐ **THE FOLLOWING ENVIRONMENTAL SAFETY CONCERNS WERE NOTED:**

Please note that the following environmental safety concerns were observed during your program's visit. The items listed may have been considered in the rating of assessment items. If children were found to be at risk of immediate harm assessors would have intervened.

Choking/Strangulation Hazards:		
☐ Pom-Pom(s)	☐ Chalk/Crayon(s)	☐ Small toy(s)
☐ Accessible cord(s)	☐ Other	☐ Other
Location(s) & Explanation(s):		

Accessibility to Hazardous Items:		
☐ Adult bag	☐ Keep out of reach items*	☐ Other
☐ Other	☐ Other	☐ Other
Location(s) & Explanation(s):		

Tripping:		
☐ Unsecured rug/carpet(s)	☐ Other	☐ Other
Location(s) & Explanation(s):		

Electrical Safety:		
☐ Uncovered outlets	☐ Access to electrical cord(s)	☐ Other
Location(s) & Explanation(s):		

Outdoor Safety Concerns:		
☐ Broken furniture	☐ Obstructive item on play area	☐ Fence opening
☐ Other	☐ Other	☐ Other
Location(s) & Explanation(s):		

A copy of this form will be returned to the NAEYC Accreditation of Early Learning Programs along with other visit materials. Evidence has already been rated; therefore no documentation of follow-up by programs is requested nor will be accepted. However, NAEYC requests that your program take immediate corrective action to address the environmental safety concerns noted. This includes, if applicable, notifying any third parties responsible for listed safety concerns by providing them with a copy of this form with a request that they take immediate action.

Visit Signature Form

Program ID _____ Org. ID_____

Program Administrator:

☐ I verify that I have reviewed the ***Visit Schedule*** (as hand-amended during the visit) and that it reflects the times and tasks of the actual visit to the best of my knowledge.

☐ I verify that I have reviewed the ***Safety Concerns Report.*** If concerns were listed, I agree on behalf of the program to take immediate corrective action to address any safety concerns noted and/or notify any responsible third parties. I understand that evidence has already been rated and therefore no further documentation of follow-up will be accepted by NAEYC Early Learning Programs.

☐ I affirm that all visit procedures as described in the ***Process Verification Form*** were completed.

☐ I affirm that no conflict of interest exists between myself and the NAEYC Assessor(s).

☐ I understand that NAEYC Early Learning Programs reserves the right to contact the appropriate authorities if anything is observed that could jeopardize the health and safety of any child enrolled at this program.

_____   _____
(Print Full Name)   (Title)

Signature _____   Date: _____

Assessor(s):

☐ I (we) verify that I (we) have reviewed and provided the program administrator a copy of the ***Visit Schedule*** (as hand-amended during the visit) and that it reflects the times and tasks of the actual visit to the best of my (our) knowledge.

☐ I (we) verify that I (we) have reviewed the ***Safety Concerns Report***, with the program administrator, and discussed any noted safety concerns on the ***Safety Concerns Report***.

☐ I (we) affirm that all visit procedures as described in the ***Process Verification Form*** were properly followed and completed during the visit.

☐ I (we) affirm that my (our) commitment to maintaining confidentiality regarding all information about this program during the visit, except as required by law.

Lead Assessor:_____   Assessor ID #_____
                            (Print Full Name)

Signature _____   Date: _____

Additional Assessor(s): _____   Assessor ID #(s)_____
                                    (Print Full Name)

Signature(s):_____   Date: _____

About Required Item 10B.16 and the *License Exempt Acknowledgement Form*

A requirement to achieve and maintain NAEYC Early Learning Program Accreditation is that programs must show they are:

- *licensed* by their state child care/early education licensing body, <u>OR</u>
- *regulated* by some other public agency such as Department of Defense, Board of Education; or Head Start; <u>OR</u>
- Exempt from licensing or regulatory oversight but *voluntarily in compliance* with applicable licensing regulations.

This requirement is assessed by Required Item 10B.16 during a site visit. The assessor rates documentary evidence for 10B.16 in the Program Portfolio.

"Good Standing": Licensed or regulated programs must also demonstrate they are in *"good standing"* with the applicable public regulatory system in their location. A program is considered to be in good standing if they present a fully valid and current license or regulatory certification on the day of their site visit. If the program's license is expired, temporary, probationary, provisional or suspended on the day of the visit, it will not be considered in good standing unless the program can document that the status is due only to an administrative delay, and is not the result of a citation or ongoing investigation for abuse, neglect, or lack of supervision.

Examples of acceptable licensing/regulatory evidence in the Program Portfolio:

- Full and current license or regulatory certificate.
  - "Current" means not expired.
  - "Full" means the license does not include the words "temporary", "provisional", "probationary", or suspended".
- A web link to state public licensing reports of current program status.
- If license is expired, temporary, or some other than full status, evidence must also include correspondence from the licensing or regulatory body indicating the program's licensing has been administratively extended and is not due to cause.
- For programs that are exempt from licensure or regulation, a signed NAEYC *License-Exempt Acknowledgement Form.*

If your program is not licensed or regulated, the *License Exempt Acknowledgement Form* documents your program's voluntary compliance with your state or local licensing requirements, local fire and health inspections, and criminal background check requirements.

A blank copy of the *License Exempt Acknowledgement Form* is included in this information packet. If applicable to your program, ensure that a completed copy of this form is provided in your Program Portfolio and available upon request during a Random Visit or Verification Visit.

If you have any questions or concerns about your program's licensing status please contact your licensing or regulatory authority. Questions about how your licensing/regulatory documentation will be assessed on your site visit can be directed to Program Support at 800-424-2460, Option 3.

Program ID: _____   **Organization ID:** _____

License-Exempt Acknowledgment Form

I acknowledge that _____ (the "Program") on this _____ day of

_____, 20____ is exempt from licensing and regulation requirements for early childhood care and

education programs in the state of _____, and is not currently licensed or regulated.

I acknowledge compliance with the following:
- The Program's administrator has reviewed the state's licensing requirements.
- The board chair, president or owner of the Program has reviewed the state's licensing requirements.
- The Program is voluntarily in compliance with the state's licensing requirements.
- Upon registration of children in the Program, my program provides families with a copy of the state's licensing requirements, informs families that the Program is license-exempt, and informs families that the Program is voluntarily in compliance with the state's licensing requirements.
- The Program has documentation of fire and health inspections.
- The Program has completed a criminal background check on all staff and has complied with state and federal law concerning background checks. In addition, the Program employs no individual convicted of a crime involving sexual abuse or child abuse or neglect in compliance with the Program's local, state and federal laws.

If I qualify as being licensed-exempt, I acknowledge and understand that it is my responsibility to maintain evidence documenting full compliance with the statements above for the Program to be in compliance with NAEYC Required Item 10B.16. If granted accreditation, I acknowledge and understand that it is the Program's responsibility to remain in full compliance with NAEYC Required Item 10B.16, and to maintain evidence documenting full compliance if applicable. It is also the Program's responsibility to report to NAEYC any failure to meet this required item throughout any term of accreditation. I understand that failure to meet this required item throughout any term of accreditation will result in the revocation of the Program's NAEYC Accreditation. I further understand that if accreditation is revoked, the Program is no longer in compliance with NAEYC's accreditation policies and procedures and must immediately terminate all use of the NAEYC name, logo, and trademarks, and promptly remove all references to NAEYC and NAEYC accreditation from Program materials and websites.

The Program shall indemnify, defend and hold harmless, and hereby releases and discharges, NAEYC, its affiliates, directors, officers, members, and their respective agents and employees from and against any and all claims, liabilities, demands, suits, costs, expenses (including attorney's fees) and judgments of whatever nature and description which may result from or are in any way related to this refusal and/or revocation of the Program's accreditation.

I hereby represent to NAEYC that I am a duly authorized representative of the Program and have full right to make this Acknowledgment. I have read carefully this License-Exempt Acknowledgment Form and am signing voluntarily, intending to be legally bound.

_____   _____
Name of authorized administrator (please write)   *Title*

_____   _____
Signature of authorized administrator   *Date*

_____   _____
Program Name   *NAEYC Program/Organization ID Number(s)*

If this acknowledgment form is not collected on the day of the visit, required item 10B.16 will be rated NO and the program will automatically be deferred accreditation. Questions or concerns about completing this form may be directed to the NAEYC Early Learning Programs Program Support staff at 800-424-2460, Option 3.

Class Staffing Pattern for First Aid & CPR Coverage Assessment (Assessment Item 5A.15)

Note: This information applies to NAEYC Accreditation site visits (initial accreditation or 5-yr renewal). It does not apply to programs receiving a Random Visit, Verification Visit, or programs pursuing School-Age Accreditation in the midst of an existing term of accreditation.

To meet Item 5A.15 programs must provide the following information:

☐ **Staffing pattern** that shows the typical daily scheduled staff for each class in the program – specifically, which staff members work at which times in each class. *See template below.*

☐ **Individual First Aid & pediatric CPR certification cards** for each certified staff member listed on the schedule. If no certification cards are available, NAEYC will accept a document from the training organization showing date, topic, and a roster of trainees who were certified. Generic training evidence that does not identify specific dates or staff members is not sufficient.

The staffing pattern worksheet on the following pages has been provided as an optional resource for programs preparing for an NAEYC Accreditation site visit. You may wish to complete the worksheet as is, create a revised version that better represents your program's operations, or use some other method of documenting your staffing schedules. To request a version of this worksheet compatible with Microsoft Word, please send an e-mail to accinfo@naeyc.org .

No matter how you choose to organize and present your evidence for assessment item 5A.15, please ensure that it includes all of the following information. Doing so will enable your NAEYC Assessor to efficiently and accurately complete their review of your evidence.

☐ List all classes currently in operation at your program.
  ☐ Include the hours that each class meets.
  ☐ If classes meet part-day or part-week, make sure this is indicated.
☐ Provide the names of the teaching staff assigned to each class.
  ☐ Indicate the time of day each teaching staff member is assigned to each class.
  ☐ If teaching staff work in multiple classrooms (assistant teachers, floaters), list them in all the appropriate classes.
☐ Indicate which staff have first aid and pediatric CPR certifications AND include their certification cards or other training records with the evidence for this item.
☐ Ensure that at least one teaching staff member with first aid and pediatric CPR certification is always assigned to each class across all hours of the class's operation.

If your program has more than 10 classes, the assessor will assess first aid and pediatric CPR coverage using a sampling method. Prior to the visit, a maximum of 10 classes will be randomly selected for review.

If you have questions about this information, contact us at 1-800-424-2460, option 3 or schedule a consultation with your regional NAEYC specialist.

Class Staffing Patterns for Evaluation of First Aid / CPR Worksheet Coverage (5A.15 in Program Portfolio)

Instructions: This worksheet is an optional resource for program use during preparation of the Program Portfolio. If your program already has staffing patterns for each class in some other format, that evidence is acceptable. Use multiple copies of page 2 as needed to describe the typical daily staffing pattern for all classes in your program.
1. List each class name in the gray row (see example below). Also indicate what time that class opens and closes on a typical day.
2. List all teaching staff covering each class. As shown in the example, place "x" in each half-hour box indicating when each staff person is present in the room. Show lunch and other breaks.
3. In columns to the far right, indicate if each staff person has current first aid and CPR.
4. Place this worksheet in your Program Portfolio as evidence for item 5A.15. **You must also include individual staff first aid and CPR cards, or an official roster of training.**

			5A	6A	7A	8A	9A	10A	11A	12	1P	2P	3P	4P	5P	6P	7P	First Aid?	CPR ?
Example	**Class Name:** _Butterflies_		**Class open time: 7:30 am**											**Class close time: 5:30 pm**					
	Staff name	Edna B				X	X	X	X	X	X			X	X	X	X	X	X	X	Y	Y
	Staff name	Shaquita S					X	X	X	X	X	X	X		X	X	X	X	X	X	N	N
	Staff name	Frank P														X	X	X	X	X	Y	Y
	Staff name	Sephora A								X	X	X	X								Y	Y
	Class Name:		**Class open time:**												**Class close time:**					
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Class Staffing Patterns for Evaluation of First Aid / CPR Worksheet Coverage (5A.15 in Program Portfolio)

	5A	6A	7A	8A	9A	10A	11A	12	1P	2P	3P	4P	5P	6P	7P	First Aid?	CPR?
Class Name:	**Class open time:**												**Class close time:**				
Staff name																	
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Staff name																	
Class Name:	**Class open time:**												**Class close time:**				
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Digital Portfolio Tip Sheet

For programs engaged in the NAEYC Accreditation process: To prepare classroom and program portfolios in digital (computer or cloud-based) format, we offer the following recommendations

1. **Store portfolios in one location:** Save all portfolios on one central computer where the assessor can view them during the site visit. Avoid saving the portfolios on various computers scattered throughout the building and making the assessor hunt for and hike to them.

2. **Title documents clearly:** Make sure the portfolios (classroom and program) are clearly labeled so that the assessor can easily find them and match classroom portfolios to the groups they belong to. Ensure that the group names given to the assessor match the classroom portfolio titles.

3. **Practice accessing and navigating the portfolios:** Use the mode the assessor will use when viewing them. Keep in mind that assessors have 45 minutes to assess each classroom portfolio and 2 hours to assess the program portfolio.

4. **Does the computer take too long to load large files, or is navigation difficult?** If the assessor might have difficulty reviewing the evidence, consider whether (1) the portfolios can be downloaded ahead of time to your local hard drive (instead of accessing each document through the internet); (2) a different computer would be easier to use for navigation (e.g., mouse vs. trackpad); or (3) a printed version of your e-portfolio might be easier for the assessor to review.

5. **Check for rotation and enlargement issues:** If you have uploaded pictures or documents, make sure that each item is rotated correctly—that is, it's not upside down or sideways. Ensure that pictures and documents are enlarged enough to allow the assessor to see or read all relevant portions of the evidence.

6. **Back-up files/plan:** Have a plan for what you will do if the computer crashes, you lose electricity, your internet fails, etc., on the day of your site visit. You need some kind of backup, whether it is a second digital location (cloud drive, flash drive) or hard copy.

7. **Location of documents on the computer:** On the day of the visit, show the assessor where the classroom portfolios and program portfolios are viewable on the computer.

8. **Password and log-in information:** Provide the password and login information for the assessor to keep nearby during the assessment, in case the computer goes into sleep mode and requires a password to log back in. Like all your program information, the password and log-in information will be treated as confidential by the assessor.

Next Steps and the NAEYC Accreditation Decision

Your program has completed a major part of the NAEYC Accreditation process, and we're very happy that you've come this far! Thank you for pursuing NAEYC Accreditation and supporting the mark of quality in early childhood education.

Your feedback is valuable and helps us improve!

Your feedback is valuable and helps us improve! The Administrator Evaluation may be accessed through your Accreditation Portal. The Administrator Evaluation of the Site Visit is an important process that provides an opportunity for you to identify any concerns about accreditation. All responses on this evaluation form are reviewed by our Quality Assurance team and any concerns will receive a response. Your program's accreditation decision is based on the data collected by your assessor at the time of the site visit. Any comments provided will not affect your program's accreditation decision.

We recommend that the Administrator Evaluation be completed within 5 business days of the receipt of your Visit Completion Packet following the site visit. We welcome you to share additional feedback or comments about all aspects of NAEYC accreditation at any time by submitting the online feedback form.

What does NAEYC do after the visit?

- If the assessor determined that there has been a violation of any required site visit assessment items, your program will be contacted by NAEYC Quality Assurance staff within three business days of the completion of your site visit.
- The assessor returns all assessment tools, visit forms, and other visit materials to NAEYC.
- NAEYC verifies that all procedures were followed and that all information is complete and accurate.
- The assessment rating tools are scored.
- An accreditation decision is made and issued within three months of the site visit date. The *Accreditation Decision Report* includes your scores on all items, standards, classes and assessment tools.

Achieving/Maintaining NAEYC Accreditation

In order to earn or maintain NAEYC Accreditation, there are minimum requirements that every program accredited by NAEYC must meet during any type of NAEYC site visit.

Accreditation Requirements:	Accreditation Site Visit	Random Visit	Verification Visit
Meet all <u>required</u> site visit assessment items	✓	✓	✓
Pass 70% of items in each class assessed	✓	✓	✓
Pass 80% of assessed items in each of the ten[1] NAEYC Early Learning Program Standards	✓		

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[1] Standards 7 and 8 scores are combined into a single pass-rate percentage, which must meet the 80% threshold.

Additionally, programs that are renewing accreditation will not receive a decision on the site visit if payment for the 5th year of their current accreditation term has not been submitted through the Accreditation Portal.

When a program is determined to have not met all applicable accreditation requirements, the program's accreditation will be **deferred**.

For all visit types, if accreditation is deferred, detailed information on the appeal process and re-entering the accreditation process will be provided in the Accreditation Decision Report which will be made available in your program's Accreditation Portal within three months of the site visit.

Understanding your Accreditation Decision Report

To ensure continued success, your program should take a broad approach to ongoing improvement. Your *Accreditation Decision Report* will include specific feedback regarding class performance as well as specific feedback about the assessment items you met or did not meet in each standard. In addition to the specific unmet items, it is important to review all best practices in any topic areas in need of improvement.

Update NAEYC

Programs may update their programs contact information, class profiles, and staff profiles at any time by logging into the Accreditation Portal.

The *Self-Report* form (for major changes) and *72-Hour Notification* form (for critical incidents) are specific mechanisms you should use if your program experiences problems or operational changes during your five-year term of accreditation. Both of these on-line forms are accessible at any time through the Accreditation Portal.

Thank you!

Thank you for welcoming your assessor(s) and participating in the site visit process. For more help, contact us at accreditation.information@naeyc.org or (800) 424-2460.