

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 <i>Show that the children receive a vision and hearing screening.</i>	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 <i>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.</i>	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 <i>Provide two examples of the written child assessment reports that are shared with families</i>	NAEYC will accept evidence from within the past two years . Dates must be included as part of evidence.

<i>(completed within the past year, identifying information obscured).</i>	
<p>5A.15 ITPKS <i>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.</i></p>	<p>NAEYC will accept training records from online or virtual certification programs if in-person training was not conducted due to COVID-19.</p>
<p>5A.20 ITPKS <i>Show that staff who administer medication have completed specific training to do so.</i></p>	<p>NAEYC will accept training records from online or virtual certification programs if in-person training was not conducted due to COVID-19.</p>
<p>6D.11 ITPKS <i>Show two staff evaluations conducted within the last 18 months that include a self-reflection or self-evaluation component.</i></p>	<p>NAEYC will accept evidence from within the last two years. Dates must be included as part of evidence.</p>
<p>6D.19 ITPKS <i>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.</i></p>	<p>NAEYC will accept evidence from within the past two years. Dates must be included as part of evidence.</p>
<p>7A.6 ITPKS <i>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.</i></p>	<p>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.</p>
<p>7A.7 ITPKS <i>Show or describe one example of how staff and families have worked together to plan an event.</i></p>	<p>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.</p>
<p>8B.3 ITPKS <i>Show two examples of how you inform families about child-centered community events that are sponsored by local organizations.</i></p>	<p>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.</p>
<p>8B.4 ITPKS <i>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.</i></p>	<p>NAEYC will accept evidence of virtual “visits” from artists or performers during the COVID-19 times, OR evidence of in-person center performances in the past 2 years when the program was operating under typical circumstances.</p>
<p>10B.16 ITPKS</p>	<p>If the program’s license is expired because licensing visits were put on hold due to the</p>

<p><i>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.</i></p> <p><i>If your program is license-exempt, provide a signed copy of NAEYC's License-Exempt Acknowledgement Form.</i></p>	<p>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.</p>
<p>10B.22 ITPKS</p> <p><i>Show that you have written procedures that address how to maintain developmentally appropriate staff-to-child ratios and group sizes.</i></p>	<p>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.</p> <p>If mixed age groups are now in effect, assessors follow existing guidance regarding appropriate ratios and group sizes for such groups.</p>
<p>10C.1 ITPKS</p> <p><i>Show a quarterly or monthly accounting report, created in the past year that includes a reconciliation of expenses to budget.</i></p>	<p>NAEYC will accept evidence from within the past two years. Dates must be included as part of evidence.</p>
<p>10C.2 ITPKS</p> <p><i>Show that a financial review or financial audit was conducted in the most recent fiscal year.</i></p>	<p>NAEYC will accept evidence from the most recent two fiscal years. Dates must be included as part of evidence.</p>
<p>10D.7 ITPKS</p> <p><i>Show or describe how your procedures for managing the arrival, departure and transportation of children are designed to facilitate family-staff interactions.</i></p>	<p>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.</p>

<p>Class Portfolio</p>
<p>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.</p>

<p>Program Observation</p>	
<p>Assessment Item / Age Category</p>	<p>New Guidance</p>
<p>9B.2 ITPKS</p> <p><i>Sandboxes are at least half full of sand.</i></p>	<p>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.</p>

<p>9D.3 ITPKS</p> <p><i>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.</i></p>	<p>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.</p>
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Class Observation	
Assessment Item / Age Category	New Guidance
<p>5A.9 ITPKS</p> <p><i>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.</i></p>	<p>Assessors will carefully observe for this practice during class observations.</p>
<p>5C.1 ITPKS</p> <p><i>Food-serving tables and high chairs are cleaned and sanitized after each use.</i></p>	<p>Assessors will carefully observe for this practice during class observations.</p>
<p>5C.3 ITPKS</p> <p><i>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.</i></p>	<p>Assessors will carefully observe for this practice during class observations.</p>
<p>10B.1 – 10B.15 ITPKS</p> <p><i>Indoor ratios, indoor class sizes and outdoor ratios</i></p>	<p>NAEYC recognizes that program ratios and group sizes may be smaller now as mandated by pandemic-related regulatory changes.</p> <p>If mixed age groups are now in effect, assessors follow existing guidance regarding appropriate ratios and group sizes for such groups.</p>