



SCHOOL READINESS PROGRAM ASSESSMENT PROGRAM MANAGEMENT

Name of Center		Date of Assessment	
		Center Director	
Address of Center		Telephone Number	
Check One:	Initial Review (New Program) _____	Annual Assessment _____	
Approved Curriculum:			
Time In	Time Out	Reviewed By	

PROGRAM MANAGEMENT AND STAFF DEVELOPMENT

42

1. The program is efficiently administered with attention to the needs and desires of children, parents and staff.

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|---|---|---|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0 | 3 | 6 | | | a. A system exists and is implemented for recording daily attendance that includes time of arrival and departure and signature of parent or guardian (initials only are not acceptable.) Child's first and last legal name must be listed. |
| 0 | 3 | 6 | | | b. There is documentation of monthly staff meetings which include dated sign-in sheets with agendas. (Staff memos dated and signed/initialed by staff are also an acceptable periodic means of communication.) |
| 0 | 3 | 6 | | | c. Each staff member receives an annual written evaluation which is signed and dated. Assessor may review the evaluation form/process. |
| 0 | 3 | 6 | | | d. An employees' handbook is available, with information such as job descriptions, parent complaint procedures, absenteeism policy, dress code, hours of operation, vacation or leave policies, abuse reporting procedures, etc. |
| 0 | 3 | 6 | | | e. Resources are available to help staff plan age-appropriate activities for all ages of children served. |
| 0 | 3 | 6 | | | f. All staff are required to complete ten (10) annual in-service training hours. Each classroom must have one instructor with a CDA or higher degree. |
| 0 | 3 | 6 | | | g. In addition to state of Florida caregiver to child ratio, accredited providers (Gold Seal, APPLE, etc.) must meet credentialing agency ratios in all classrooms. |

COMMENTS:

FAMILY INVOLVEMENT

2. Families are well informed and welcomed as observers and contributors to the program.

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| 0 | 3 | 6 | a. | Authorized parents/guardians and family members are welcomed visitors. |
| 0 | 3 | 6 | b. | Center provides opportunities for family involvement which supports and enhances the family's role. Documentation may include but is not limited to parent/teacher conference reports, parent meeting agenda, parent education materials, information on bulletin boards or newsletters. |
| 0 | 3 | 6 | c. | Families are informed about center's programs through regular newsletters, bulletin boards, parent information centers, frequent notes, telephone calls, etc. |
| 0 | 3 | 6 | d. | Families are encouraged to be involved in the program by collecting or creating materials for classroom use, assisting with special activities, etc. |
| 0 | 3 | 6 | e. | The operating policies and procedures (i.e., parent handbook), holidays and other program information are provided to every family. Revisions and updates are provided in writing and posted to the parent information board. |
| 0 | 3 | 6 | f. | Families periodically receive nutrition education information. Documentation may include copies of handouts, parent newsletters, lunch box ideas, meeting agendas or training sessions. |

COMMENTS:

PHYSICAL ENVIRONMENT

3. The indoor and outdoor physical environment fosters optimal growth and development through opportunities for exploration and learning.

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|---|---|---|----|----------------------------------------------------------------------------------------------------------------------------|
| 0 | 3 | 6 | a. | The indoor environment is clean and safe for children. |
| 0 | 3 | 6 | b. | Individual spaces for storing children's personal possessions are available. |
| 0 | 3 | 6 | c. | A soft nurturing environment is evident. (Softness can be provided in many ways such as rockers, pillows, carpeting, etc.) |
| 0 | 3 | 6 | d. | Staff responds to children with acceptance and appreciation. There is no evidence of discrimination. |
| 0 | 3 | 6 | e. | Children's work is displayed throughout the center, according to current fire safety codes. |
| 0 | 3 | 6 | f. | The furniture used by children is appropriate for their ages and sizes. |
| 0 | 3 | 6 | g. | The outdoor environment is safe and meets the needs of the children. |

COMMENTS:

ASSESSMENT OUTCOME

PROGRAM MANAGEMENT				TWO YEAR OLD			
Components:	Point Value	Initial Visit	Follow-up Visit	Components:	Point Value	Initial Visit	Follow-up Visit
Program Management	42	_____	_____	Interaction	120	_____	_____
Family Involvement	36	_____	_____	Program	78	_____	_____
Physical Environment	42	_____	_____	Environment	282	_____	_____
				Health	42	_____	_____
				Nutrition	30	_____	_____
Subtotal:	120	_____	_____	Subtotal:	552	_____	_____
		_____ %	_____ %			_____ %	_____ %
INFANT				PRESCHOOL			
Components:	Point Value	Initial Visit	Follow-up Visit	Components:	Point Value	Initial Visit	Follow-up Visit
Interaction	120	_____	_____	Interaction	126	_____	_____
Program	30	_____	_____	Program	114	_____	_____
Environment	234	_____	_____	Environment	324	_____	_____
Health	72	_____	_____	Health	18	_____	_____
Nutrition	30	_____	_____	Nutrition	30	_____	_____
Subtotal:	486	_____	_____	Subtotal:	612	_____	_____
		_____ %	_____ %			_____ %	_____ %
TODDLER				SCHOOL-AGE			
Components:	Point Value	Initial Visit	Follow-up Visit	Components:	Point Value	Initial Visit	Follow-up Visit
Interaction	102	_____	_____	Interaction	96	_____	_____
Program	72	_____	_____	Program	54	_____	_____
Environment	306	_____	_____	Environment	102	_____	_____
Health	66	_____	_____	Health	12	_____	_____
Nutrition	36	_____	_____	Nutrition	18	_____	_____
Subtotal:	582	_____	_____	Subtotal:	282	_____	_____
		_____ %	_____ %			_____ %	_____ %
Components:	Point Value	Initial Visit	%	Follow-up Visit	%		
Prog. Mgmt.	120	_____	_____	_____	_____		
Infant	486	_____	_____	_____	_____		
Toddler	582	_____	_____	_____	_____		
Two Year Old	552	_____	_____	_____	_____		
Preschool	612	_____	_____	_____	_____		
School-Age	282	_____	_____	_____	_____		
Total:	2634	_____	_____ %	_____	_____ %		

COMMENTS: _____

I, _____, acknowledge receipt of the School Readiness Program Assessment conducted by the Early Learning Coalition of Pasco and Hernando Counties, Inc.

SR Provider Specialist Signature

Date

Provider Signature

Date

Coalition Management

Date