

## E. Administration

**GOAL:** The program is efficiently and effectively administered with attention to the needs and desires of children, parents and staff.

**RATIONALE:** The way in which a program is administered affects all the interactions within the program. Effective administration creates an environment that facilitates the provision of good quality care for children. Effective administration includes good communication among all involved persons, positive community relations, fiscal stability and attention to the needs and working conditions of staff members.

**E-1. - At least annually, the administrator, staff and parents identify the strengths and weaknesses of the program and set program goals for the year.**

EVALUATION			STATUS			NEED	
Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource

Notes/Comments:

**E-1a. - A written procedure which describes the ongoing self-evaluation process of this quality standards document is developed and implemented to assure that specific program goals and activities are completed in a timely manner.**

EVALUATION			STATUS			NEED	
Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource

Notes/Comments:

**E-2. - The program has written policies and procedures for operating, including information about hours, fees, illness, holidays and refunds.**

EVALUATION			STATUS			NEED	
Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource

Notes/Comments:

**E-3. - The program has written policies including job descriptions and information about recruitment, compensation, benefits, resignation and termination, grievance procedures and rules of a drug-free workplace.**

EVALUATION			STATUS			NEED	
Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource

Notes/Comments:

<b>E-4. - The program has policies and procedures in place to deal with parent concerns.</b>	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
Notes/Comments:								
<b>E-5. - Benefits for full-time staff include medical insurance coverage, sick leave, annual leave and Social Security or some other retirement plan.</b>	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
Notes/Comments:								
<b>E-6. - Records are kept about the program and its related operations such as attendance records of staff and children, health files, confidential personnel files and minutes of advisory council meetings.</b>	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
Notes/Comments:								
<b>E-7. - The following policies are in place regarding governance.</b>	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* When the program is governed by a board of directors, the program has written policies defining roles and responsibilities of board members and staff.								
* Board members and other administrators such as school principals, CEO's and directors are informed about the elements and methods involved in implementing a high quality, developmentally appropriate program.								
Notes/Comments:								
<b>E-8. - The following policies are in place regarding fiscal records:</b>	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Fiscal records are kept with evidence of long-range budgeting and sound financial planning.								

<b>E-8. - The following policies are in place regarding fiscal records:</b>	<b>EVALUATION</b>			<b>STATUS</b>			<b>NEED</b>	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Operating budgets are prepared annually and there is a quarterly reconciliation of expenses to budget.								
* When multiple funding sources are used to establish a program, there is written documentation which delineates expenses according to the specific budget of each funding source.								
* An annual process is in place to review the budget, and an opportunity for public comment is provided.								

Notes/Comments:

<b>E-9. - As a part of the administration of the program, insurance protection is provided.</b>	<b>EVALUATION</b>			<b>STATUS</b>			<b>NEED</b>	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
<b>E-9a. - The following policies are in place regarding insurance:</b>								
* Accident protection and liability insurance coverage is maintained for children and adults.								
* Vehicle insurance is maintained for any vehicle owned or leased by the facility which is used to transport children.								

Notes/Comments:

<b>E-9b. - When determining whether transportation is provided for an individual child, the program considers the following:</b>	<b>EVALUATION</b>			<b>STATUS</b>			<b>NEED</b>	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Proximity of the program and services to the child's home.								
* Means by which other children in the program get to and from the program and services.								
* Ability of the family to transport the child, including the benefit of regular and ongoing communication between family and staff that occurs when families transport their own children.								
* Possibilities for walking, carpooling, or other typical alternatives.								

* Special transportation for nonambulatory transportation services.								
* The eligibility requirements of special transportation services.								
Notes/Comments:								
<b>E-9c. - If a child must be transported in a bus or van, the program assures that children are safe by:</b>	<b>EVALUATION</b>			<b>STATUS</b>			<b>NEED</b>	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Arranging sufficient adult assistance								
Notes/Comments:								
<b>E-9d. - All children are transported by licensed drivers in insured vehicles.</b>	<b>EVALUATION</b>			<b>STATUS</b>			<b>NEED</b>	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* A process is established whereby volunteer drivers demonstrate that they are licensed and that their vehicles are insured.								
Notes/Comments:								
<b>E-9e. - The program provides maximum flexibility for parents by permitting parents to determine a consistent place for the child to be picked up and dropped off, including the child's home, a sitter's home, or elsewhere, if the location is within a reasonable distance of where services are being provided.</b>	<b>EVALUATION</b>			<b>STATUS</b>			<b>NEED</b>	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
Notes/Comments:								
<b>E-10. - Staff communicate openly with each other, with other members of their same-age team, and with members of teams teaching younger and older children.</b>	<b>EVALUATION</b>			<b>STATUS</b>			<b>NEED</b>	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
Notes/Comments:								

<b>E-10a. - Staff and administrators communicate frequently.</b>	<b>EVALUATION</b>			<b>STATUS</b>			<b>NEED</b>	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
Notes/Comments:								
<b>E-10b. - Staff plan and consult together.</b>	<b>EVALUATION</b>			<b>STATUS</b>			<b>NEED</b>	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
Notes/Comments:								
<b>E-10c. - Regular staff meetings are held for staff to consult on program planning, plan for individual children, and discuss working conditions. (These may be meetings of individual teams or full staff).</b>	<b>EVALUATION</b>			<b>STATUS</b>			<b>NEED</b>	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
Notes/Comments:								
<b>E-10d. - Staff are provided with paid planning and program meeting time.</b>	<b>EVALUATION</b>			<b>STATUS</b>			<b>NEED</b>	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
Notes/Comments:								
<b>E-10e. - The program acknowledges that teaching assistants play a significant role in the education of young children.</b>	<b>EVALUATION</b>			<b>STATUS</b>			<b>NEED</b>	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Teaching assistants and volunteers carry out services designed and supervised by appropriately certified staff.								
Notes/Comments:								
<b>E-11. - Staff are provided with space and time away from the supervision of children during the day. (When staff work directly with children for more than four hours, they are provided breaks of at least 15 minutes in each four-hour period.)</b>	<b>EVALUATION</b>			<b>STATUS</b>			<b>NEED</b>	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
Notes/Comments:								

E-12. - The following policies are in place regarding confidentiality on information.	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Staff keep information about children, families and associates confidential.								
* Staff refrain from commenting about children or families in the presence of other adults or children.								
Notes/Comments:								
E-13. - The program has policies and procedures in place which assure that the program runs smoothly when administrative staff are not available. As a result, all staff members know who is responsible in the administrator's absence.	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Each program encourages professional development activities which ensure a smooth transition within the facility, should staff members leave or change roles.								
* In order to facilitate new leadership, the administrator is responsible for identifying and developing training for people, both within and outside the program, who may become competent, quality administrators								
* Each program provides a variety of ways for developing the expertise of staff member in cross training, team-building and management training (budget, staff supervision, conflict resolution).								
Notes/Comments:								
E-14. - The program has policies and procedures in place to deal with emergency situations.	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* In the event of the administrator's absence, an appropriate person on-site is designated to assume authority and to take action in an emergency.								
Notes/Comments:								

E-15. - Staff and parents are knowledgeable about the transition policy and actively participate in its implementation.	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
E-15a. - The program has a formal child-centered policy regarding transitions for children entering and leaving the program, including the following elements:	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Timelines for placement and enrollment.								
* Release time for staff to participate in transition planning and activities.								
* Definition of roles and responsibilities of all those involved in the transitions.								
* Respect for a family's individual reaction to change.								
* Interagency coordination and cooperation.								
* Release of records with parent permission and in a timely manner.								
* Current and appropriate assessments from other providers and settings if available.								
* A written health care plan for children with special health needs.								
Notes/Comments:								
E-15b. - To ensure a smooth transition process for the child and family, transition planning:	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Begins at least six to nine months prior to placement of the child in a new setting								
* Involves parents and the teaching team from the child's current, future or past programs.								
* Includes a health professional if the child has special health care needs								
* Enables family members to participate as active, equal partners in planning their child's transitions, taking into consideration their desired role and level of participation								

<b>E-15b. - To ensure a smooth transition process for the child and family, transition planning:</b>	<b>EVALUATION</b>			<b>STATUS</b>			<b>NEED</b>	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Includes a written transition plan for a child with disabilities, which is a part of or attached to the child's IFSP/IEP.								
* Provides parents with all information about their child that is received by staff including:								
-- their child's strengths, needs and legal rights								
-- resources and options for which the child may be eligible								
-- possible receiving programs and assistance to families in arranging visits to these programs								
-- resources available for families								
* Allows the parent-professional team the option of selecting individuals from a list of people, in both the sending and receiving programs, who may possibly facilitate the transition process.								
* Analyzes the different demands that next learning environments will place on children.								
* Provides opportunities for follow-up and future support in case a family has questions after the transition.								
Notes/Comments:								
<b>E-15c. - The program encourages the receiving program to:</b>	<b>EVALUATION</b>			<b>STATUS</b>			<b>NEED</b>	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Welcome families for pre-enrollment visits								
* Involve the receiving teacher								
* Orient the child and family to the new setting in a supportive way and in the family's native language								
* Adapt the environment as needed to help the child to learn								
Although this process is required for all young children with disabilities and their families, it is recommended that it be followed for <u>all</u> children and families. Notes/Comments:								



<b>E-16. - The program is knowledgeable about the diverse elements which make up its community.</b>	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
Notes/Comments:								
<b>E-16.a. - When defining a child's community, groups that make up the community have been clearly identified, including all families in the program, peers in school, administrators, teachers, support staff and other agencies' personnel involved with the child and family.</b>	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
Notes/Comments:								
<b>E-16.b. - Staff and program reflect the cultural and ethnic population of the children in the program.</b>	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
Notes/Comments:								
<b>E-16c. - Community and interagency participation has been defined: It is essential to have active involvement in an early childhood program by a broad range of individuals, businesses, and organizations, in ways that are meaningful and relevant to the lives and learning of children and their families.</b>	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* The program is responsive to the needs of the community.								
* The program has explored the values, special interests and diversity of the community.								
* The program has assisted with building communication and community among diverse groups.								
* Ongoing activities are developed to involve men as well as women and people of all ages, incomes, cultures and ethnic origins.								

<b>E-16c. - Community and interagency participation has been defined: It is essential to have active involvement in an early childhood program by a broad range of individuals, businesses, and organizations, in ways that are meaningful and relevant to the lives and learning of children and their families.</b>	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Ongoing plans are developed that involve the local business community.								
* Written agreements or contracts are developed to assure continuation of services (e.g., Head Start/LEA agreements) from year to year.								

Notes/Comments:

<b>E-16d. - The administrator (or other designated person) is familiar with and makes appropriate use of community resources including: social services; mental and physical health agencies; and educational programs such as museums, libraries and neighborhood centers.</b>	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource

Notes/Comments: