

Mission/policy statements of the early childhood program

1.1.1 Planning

1.1.3 Implementation

Documentation of dissemination of mission and policy statements to staff and families

1.1.1 Planning

Written mission/policy statements regarding staff development

Comprehensive Staff Development Plan

Orientation Packet for Staff

1.1.2 Staff Development

Plan for involving parents

1.1.3 Implementation

Guidelines, Yearly Plan and/or Handbook

Copies of completed evaluation tools

Evaluation timeline

1.1.4 Evaluation

Minutes, agendas, calendars for meetings/trainings/conferences providing staff with orientation and feedback

1.2.1 Administration

1.2.2 Supervision

OCA Staff Orientation Form for each staff member (signed and dated)

Copies of resource materials

Job descriptions and responsibilities

1.2.1 Administration

Copies of informal and formal observations

**List of available support and resource
personnel for staff**

Program evaluation report, if applicable

1.2.2 Supervision

OCC Personnel Qualification Form

Maryland Child Care Credential

Transcripts and teaching certificates

1.2.3 Qualification

Staff schedules with breaks and planning times

1.2.4 Professional Support

Evidence of implementation of one of the following:

- ___ a state recommended curriculum**
- ___ a local education board (LEA) Curriculum**
- ___ a curriculum developed by the program and approved by MSDE**

1.3.1 Curricula

2.2.1 Goals and Learning Outcomes

Curricular guides and/or unit plans for each content area

1.3.1 Curricula

1.3.2 Assessment and Instructional Strategies

2.2.2 Content

2.2.5 Science

2.2.6 Social Studies

Transition plans for class/program

1.3.3 Transition and Continuity of Services

Minutes from staff, planning, and parent meetings regarding program improvement

Most recent inspection/monitoring report

Documentation that the Standards instrument and Program Improvement Plan(s) were communicated to the governing body

1.4.1 Reporting

Master copy of the Self-Appraisal Instrument

1.4.1 Reporting

1.4.2 Ongoing Planning

Program Improvement Plan(s)

Evidence of ongoing improvement

1.4.2 Ongoing Planning

Documentation of fire drills

Septic inspection certificate, if applicable

2.1.1 (a) Learning Environment: Indoor

Documentation of routine care

2.2.1 (I/T) Routine Care

Documentation of routine care observations

Transition plans to promote continuity of care

**2.2.2 (I/T) Social/Emotional
Security**

Evidence of nature experiences

2.2.3 (I/T) Sensory and Cognitive Development

Daily schedule(s) and lesson plans identifying experiences in

- __ Listening/speaking**
- __ Reading**
- __ Writing**
- __ Mathematics**
- __ Science**
- __ Social Studies**
- __ Fine Arts**
- __ Physical Education**
- __ Health Education**

2.2.3 (a) Listening/Speaking

2.2.3 (b) Reading

2.2.3 (c) Writing

2.2.4 Mathematics

2.2.5 Science

2.2.6 Social Studies

2.2.7 Fine Arts

2.2.8 Physical Education

2.2.9 Health Education

Examples of student writing showing an array of products and developmental stages

2.2.3(c) Writing

Yearly schedule for implementing science thematic units

2.2.5 Science

Yearly schedule for implementing social studies thematic units

2.2.6 Social Studies

Lesson Plans that reflect:

_Flexible grouping

_Questioning and/or problem solving

_Differentiation of instruction based on individual assessment results

2.3.1 Flexible Grouping

2.3.3 Questioning/Problem Solving

2.4.2 Assessment based Instruction

Multiple Assessment Methods and Documentation

- __ WSS or similar assessment system**
- __ Portfolios containing**
 - . Checklists**
 - . Anecdotal records**
 - . Work samples**
- __ Evidence of differentiated assessments**

2.4.1 Multiple Assessment and Documentation

2.4.3 Communication of Assessment Information

Evidence of ongoing authentic assessments used to determine individual and small group needs

2.4.2 Assessment Based Instruction

Communication of Assessment Information

- __ Progress reports/report cards**
- __ Conference schedules**
- __ Communication logs**

2.4.3 Communication of Assessment Information

2.4.4 Articulation

Notes from articulation meetings

2.4.4 Articulation

Registration materials

Documentation of family outreach activities

- __ Log of telephone calls**
- __ Copies of program newsletters**
- __ Dissemination of program goals and plan**
- __ Class/program event fliers**

Sign-in sheets and/or agendas/minutes for parent meetings and conferences

Handbook for parents

Copy of program calendar

Materials in native languages and alternative formats for family members with disabilities

Directory of program staff

3.1.1 Communication with Families

Newsletters containing

__ Child development and learning information

__ Information regarding community resources

3.1.2 Supporting Child Development

3.1.4 Collaborating with the Community

Agendas, sign-in sheets, and evaluations for workshops involving parents and/or children

3.1.2 Supporting Child Development

3.1.5 Evaluation

School Readiness Materials

3.1.2 Supporting Child Development

Schedule of parents or community volunteers

Agendas for volunteer orientation and trainings

List of parent advisory committee, program improvement team, and/or governing board

3.1.3 Family Participation and Involvement

Copies of Memorandums of Understanding, agreements, agendas and/or minutes of meetings with community resources

Copies of established transition policies, and/or transition plans with community resources

List of community resources that collaborate with the program

Guides or directories of community resources available to parents/programs

3.1.4 Collaboration with the Community

**Copies of completed surveys sent to parents
and participating community organizations**

Copies of evaluations of partnership activities

3.1.5 Evaluation Indicator