

# Checklist of Certification Standards

For schools seeking recognition as a  
*Program of Excellence*

By the N GA Preschool Directors Association  
Sponsored by the N GA United Methodist Conference

Program Overview:

Checklist and documentation submitted on: \_\_\_\_\_ date by:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Preschool Program: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Status of Program:    \_\_\_ State Licensed (expiration date\_\_\_\_\_)  
                          \_\_\_ Exempt from License (letter date\_\_\_\_\_)

Other Accreditation: \_\_\_\_\_

Mission Statement of the Preschool Program:



	Section I Personnel				
	Director notes		Criteria	Mentor only	
	Criteria met Reference noted	Criteria not met		Criteria met	Criteria not met
A.1			Staff Requirements	a-f	
A.2			Director		
A.3			Lead Teachers*		
A.4			Assistants		
B.1			New Staff Training-Upon employment	a-h	
B.2			New Staff Training-First year training	a-b	
C.1			Ongoing Staff Training - 10 hrs. year		
C.2			CPR/First Aid		
C.3			Training Resources		
C.4			Training Evidence/Locked files		
D.			Staff Evaluation Procedures	1-6	
E.			Grievance Policy	1-4	
F			Staff Meetings	1-3	
G.			Staff Benefits	1-10	
H.			Substitutes	1-5	
I.			Staff and Administrative Relationships	1-7	
J.			Staff Turn-over		

Notes:

	Section II.                      Preschool Board				
	Director notes			Mentor only	
	Criteria met Reference noted	Criteria not met		Criteria met	Criteria not met
A.			Membership defined		
B.			Meeting schedule established		
C.			Duties defined		
D.			Written by-laws		

Notes:

	Section III Curriculum				
	Director notes		Criteria	Mentor only	
	Criteria met Reference noted	Criteria not met		Criteria met	Criteria not met
A.			Written curriculum adopted		
B.			Staff and parents informed		
C.			Variety of Activities	1 - 6	
D.			Developmentally appropriate activities & materials		
E.			Goals within the curriculum	1 - 10	
F.			Use of media, technology	1 - 2	
G.			Needs & interests of students; flexible teachers		
H.			Transitions		
I.			Individual needs		
J.			Developmental Stages		
K.			Scope and sequence		
L.			Centers, group area		
M.			Adequate materials		
N.			10 books per student minimum		
O.			Outdoors used in curriculum		

Notes:

	Section IV. Physical Facility				
	Director notes		Criteria	Mentor only	
	Criteria met Reference noted	Criteria not met		Criteria met	Criteria not met
A.			Safe Outdoor Play Space		
B.			Fence		
C.			Age Groups outside		
D.			First Aid Supplies		
E.			Playground Inspector Recommendations		
F.			Playground Equipment in good repair		
G.			Area for types of outdoor play		
H.			Indoor large motor play		
I.			Halls		
J.			Special curriculum areas		
K.			Stairways		
L.			Classroom square footage on chart		
M.			Fire marshal requirements		
N.			Screens		
O.			Rugs, floor surfaces		
P.			Walls in good condition		
Q.			Stable, safe equipment		

R.			Safe furniture		
S.			Bookcases are stable, accessible		
T.			Hooks		
U.			Cleaning schedule		
V.			Bathrooms		
W.			Director office		
X.			Confidential files		
Y.			Extra materials storage		

Notes:

	Section V. Finance				
	Director notes		Criteria	Mentor only	
	Criteria met Reference noted	Criteria not met		Criteria met	Criteria not met
A.			Projected adequate income		
B.			Annual Budget	1-7	
C.			Records of Money		
D.			Financial Status Reporting	1-2	
E.			Budget Projections		

Notes:



	Section VI. Safety and Health Policies & Procedures				
	Director notes		Criteria	Mentor only	
	Criteria met Reference noted	Criteria not met		Criteria met	Criteria not met
A.			Discipline	1 - 5	
B.			Accidents	1 - 2	
C.			Health	1 - 7	
D.			Food	1 - 4	
E.			Child Abuse	1*-2	
F.			Toileting / Diapering		
G.			Transportation	1 - 3	
H.			Custody Issues	1 - 2	
I.			Supervision of children	1 - 3	
J.			Animals		
K.			Plants		
L.			Sleeping arrangements	1 - 3	
M.			Water play	1 - 3	
N.			Telephone	1 - 2	
O.			Alarms	1 - 3	
P.			Facility Safety Features	1 - 7	
Q.			Written Emergency Plans	1 - 10	

	Section VII. Programs for Children				
	Director notes		Criteria	Mentor only	
	Criteria met Reference noted	Criteria not met		Criteria met	Criteria not met
A.1			Consistent caregivers		
A.2			*Two adults in each group		
A.3			*Sight & Sound supervision		
A.4			Personal care policy		
A.5			Infants on backs for sleeping		
B.1			Information collected is complete		
B.2			Confidentiality of information		
C.1 - C.10			Approved ratios noted on chart		
D.1			Policies for Special Needs Children		
D.2			Procedures for Special Needs Children		

Notes:

	Section VIII Relationships with Parents				
	Director notes		Criteria	Mentor only	
	Criteria met Reference noted	Criteria not met		Criteria met	Criteria not met
A			Parent Orientation	1 - 3	
B			Parent involvement	1 - 4	
C			Teacher/Parent Communication	1 - 6	
D			Director/Parent Communication	1 - 3	
E			Yearly Evaluation of Program	1 - 2	

Notes:

		Section IX: Communication With Church and Community					
		Director notes		Criteria		Mentor only	
		Criteria met Reference noted	Criteria not met			Criteria met	Criteria not met
A.1				Regular Communication with Sponsoring Church - Regarding Preschool Family Needs and			
A.2				Regular Communication with Sponsoring Church - Regarding Preschool Program			
A.3				*Preschool Policies in line with Sponsoring Church's Policy Statement relating to the Prevention of Child Abuse in the Church			
B.1				Policy of Non-Discrimination			
B.2				Coordination With Community Regarding Programs and Special Education Services			
B.3				Communication with Community Through Various Media			
B.4				Resources Utilized for Enhancing The Total Preschool Program			
B.5				Information regarding community opportunities			

Notes:

	Section X. Program Improvement Goals				
	Director notes		Criteria	Mentor only	
	Criteria met Reference noted	Criteria not met		Criteria met	Criteria not met
A			Goals are set	1 - 2	
B			Board, parents and staff contribute		
C			Pastor and Church contribute		
D			Record of Improvements		

Notes:

	Section XI Required Forms				
	Director notes		Criteria	Mentor only	
	Criteria met Reference noted	Criteria not met		Criteria met	Criteria not met
A.			License or exemption*		
B			3231 Forms / 3300 Forms		
C			Insurance Carrier		
D			Staff payroll forms		
E.			IRS 5578		

Notes: