



NOONDAY
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**PRESCHOOL
OF
EXCELLENCE**

Preschool of Excellence Certification Process

Here's your step-by-step checklist and timeline to the Weekday Preschool certification process!

STEP 1 | APPLICATION & FEE | DUE BY OCTOBER 1

- Submit the online application form. (You can find the link on the Noonday website noondaynet.org under Resources > Preschool of Excellence. You can only see the Resources link when logged into the site.)
- Submit a fee of \$1.00 per child based on the number of students enrolled at the time of the application. Minimum of \$25.00.
 - Paying by check? Make out to Noonday Baptist Association (write "Preschool of Excellence" in the memo field) and drop off at or mail to:

Noonday Baptist Association
1348 Canton Rd., NE
Marietta, GA 30066

STEP 2 | ASSEMBLE CERTIFICATION DOCUMENTATION | DUE BY JANUARY 31

- Obtain 2 ½ inch, or larger, three ring binder.
- Create tabs for each section listed on the checklist.
- Behind each tab should be:
 - Copy of completed checklist for each section.
 - Documentation to support each guideline listed on the checklist.
 - Documentation should be in order as listed on the checklist.
 - Documentation may include:
 - copies from handbook with section highlighted
 - pictures
 - forms
 - flyers
 - calendars
 - newsletters

FYI: The notebook should be kept on file, used as a resource, updated as needed, and used again during the recertification process.

STEP 3 | SITE VISIT | FEBRUARY/MARCH

Noonday will schedule a site visit to occur sometime during February or March.

- Prepare for the visit by having 90% of the checklist completed.

STEP 4 | ANNOUNCEMENT | APRIL

Noonday will announce the preschools that have met certification requirements in April.

STEP 5 | RECOGNITION | JULY

Schools achieving "Preschool of Excellence" status will be recognized at the Weekday Education Conference.

QUESTIONS?

For more information contact:

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RECERTIFICATION

Initial certification will be valid for a period of three years at which time your school will be eligible for recertification. Recertification will be required every three years at a cost of \$50. After two recertification cycles or year nine, the school must begin the initial certification process again.

Remember that the certification notebook will be used again during the recertification process.

Recertification will include any changes made to your program since the initial certification along with supporting documentation (updated notebook) and progress of goals set in initial certification.