



# NOONDAY

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PRESCHOOL  
OF  
EXCELLENCE

## Preschool of Excellence Recertification Process

Welcome to all of you who have decided to continue the process by recertifying your Preschool!

You have worked hard to obtain the Preschool of Excellence certification and we hope that you will continue in your quest to remain a quality preschool. You will find this recertification process much simpler than your initial certification. Please follow the step-by-step checklist and timeline below:

### STEP 1 | APPLICATION & FEE | DUE BY OCTOBER 1

- Submit the online recertification application form. (You can find the link on the Noonday website [noondaynet.org](http://noondaynet.org) under Resources > Preschool of Excellence. You can only see the Resources link when logged into the site.)
- Submit a fee of \$50.00.
  - 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 RECERTIFICATION DOCUMENTATION | DUE BY JANUARY 31

- First, revisit your certification notebook. Make copies of any sheet where the "Criteria Not Met" box was marked. Also, include any sheets where changes have been made to your policies or procedures since your initial certification.
- Obtain a 1 to 1 ½ inch binder creating tabs for each check-off sheet copied in step 1.
- Document changes that have been made and insert proof in the appropriate tab.
- Please note that after the first year, we changed the certification requirements by moving some essential items to a "required list." This list of required items must be met by all schools.
- If you have obtained new equipment, playground items, or changed facilities, please include this information in your notebook.
- Documentation about any changes made to classes, class size, number of teachers, or special classes should be added.

- Please include a completed copy of the “Staff Requirements for Certification” spreadsheet. Remember, teachers must have 10 hours of training and Directors 12 hours per year.
- Insert your goals from the initial certification.
- Finally, establish and include in your notebook three new goals for this certification cycle.

**NOTE | NO SITE VISIT IS NECESSARY**

**STEP 3 | ANNOUNCEMENT | APRIL**

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

**STEP 4 | RECOGNITION | JULY**

Schools achieving “Preschool of Excellence” recertification status will be recognized at the Weekday Education Conference.

**QUESTIONS?**

For more information contact:

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