

# Checklist

## Preschool Requirements

**All of the requirements on this page must be met by all schools.**

### A—Mandatory Requirements

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			All Employees must be eighteen years of age.		
2			Each employee must have a clear criminal background check.		
3			All classes of three year olds and younger must have two staff in each class. It is highly recommended that there be two staff in each classroom for all age groups.		
4			Mandated reporter law and twenty-four-hour reporting requirements must be communicated to each employee and substitute.		
5			Annual ten hours ongoing staff development training requirement (5 hours minimum provided by outside training organizations such as NAEYC, GAEYC, Georgia Preschool Association, Noonday Baptist Association, Bright from the Start or digital format such as Cox Campus, etc.) <b>90% of all staff members must meet this requirement. Annual hours to be completed June 1 - May 31.</b>		
6			Annual 12 hours ongoing staff development training required for Director (8 hours minimum provided by outside training organizations, such as NAEYC, GAEYC, Georgia Preschool Association, Noonday Baptist Association, Bright from the Start or digital format such as Cox Campus, etc.) Annual hours to be completed June 1 - May 31.		
7			All personnel records are stored in a locked file cabinet or secure location. Personnel files should include application, training, certifications, evaluations and documentation of any incidents.		
8			Written plan for money received and disbursed is in place.		
9			A working fire alarm is present as required by the Fire Marshall.		
10			Exemption Certificate with letter or License properly displayed (available at <a href="http://dec.al.ga.gov">dec.al.ga.gov</a> through Bright from the Start).		
11			Immunization Form, GA 3231, kept on file for each child and required within 30 days of enrollment or religious exemption signed statement.		

## Personnel Standards

### B—Staff Requirements

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			In good physical and mental condition.		
2			Agreement to uphold the mission statement of the school.		
3			Signed statement that employee has not made any false statement concerning qualifications.		
4			Signed letter of agreement outlining employment position and projected compensation.		

## Personnel Standards

### C—Lead Teacher, Director, Administrative Requirements—In addition to above requirements

<b>DIRECTOR <i>(only)</i></b>				<b>MENTOR <i>(only)</i></b>	
<b>Criteria Met</b> (Reference Source Page #s)	<b>CRITERIA NOT MET</b>	<b>CRITERIA</b>	<b>CRITERIA MET</b>	<b>CRITERIA NOT MET</b>	
1		Eighty percent minimum must have a High School Diploma, GED certificate or two years' experience working with children.			
2		Long-term goals should include a plan to recruit and hire credentialed teachers. (College degree, CDA, or comparable experience).			

# Personnel Standards

## D—Training Procedures

		<b>DIRECTOR <i>(only)</i></b>		<b>MENTOR <i>(only)</i></b>	
	<b>Criteria Met (Reference Source Page #s)</b>	<b>CRITERIA NOT MET</b>	<b>CRITERIA</b>	<b>CRITERIA MET</b>	<b>CRITERIA NOT MET</b>
1			Preschool's goals and philosophy.		
2			Employees' Job Description, assigned duties and responsibilities.		
3			Personnel, program policies and procedures.		
4			Health and safety requirements and procedures.		
5			Grievance policy.		
6			Staff facility tour.		
7			Employee evaluation.		
8			CPR and First Aid Requirement within the first year and documented in the employee file.		

# Personnel Standards

## E—Ongoing Staff Training

DIRECTOR <i>(only)</i>			MENTOR <i>(only)</i>		
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET	CRITERIA	CRITERIA MET	CRITERIA NOT MET
1			Professional development resource materials are available such as books, DVDs, CDs and website information.		
2			Training workshop and seminar opportunities communicated to staff.		
3			Observation of other classes in school or other preschools.		
4			Hands-on workshop classes and child development topics covered in staff development and training.		
5			Evidence of orientation and training document in personnel file and available for review during certification visit.		

# Personnel Standards

## F—Staff Evaluation

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			An annual written evaluation of each staff member by the Director.		
2			Employees complete self-evaluation.		
3			Director meets with each employee to discuss evaluation and set goals for the future.		
4			Written policies regarding employee evaluations must be presented in advance to employees.		
5			Formal classroom observation annually.		
6			Employees not meeting expectations must agree to a formal, written action plan.		
7			Staff evaluations should be kept in the employee personal file.		

# Personnel Standards

## G—Grievance Policy

<b>DIRECTOR <i>(only)</i></b>		<b>MENTOR <i>(only)</i></b>		
<b>Criteria Met</b> (Reference Source Page #s)	<b>CRITERIA NOT MET</b>	<b>CRITERIA</b>	<b>CRITERIA MET</b>	<b>CRITERIA NOT MET</b>
1		A grievance policy should be in effect for the school. Matthew 18 is an excellent standard.		
2		Director should maintain an open-door policy.		
3		There should be a plan to handle any grievance that may involve the Director.		

# Personnel Standards

## H—Staff Meetings

		<b>DIRECTOR <i>(only)</i></b>				<b>MENTOR <i>(only)</i></b>	
	<b>Criteria Met</b> (Reference Source Page #s)	<b>CRITERIA NOT MET</b>	<b>CRITERIA</b>	<b>CRITERIA MET</b>	<b>CRITERIA NOT MET</b>		
1			Scheduled in advance and occurs on a regular basis.				
2			Agenda should include a devotion, administrative business, and on-going staff training.				



# Personnel Standards

## I—Staff Benefits

		<b>DIRECTOR <i>(only)</i></b>		<b>MENTOR <i>(only)</i></b>	
	<b>Criteria Met (Reference Source Page #s)</b>	<b>CRITERIA NOT MET</b>	<b>CRITERIA</b>	<b>CRITERIA MET</b>	<b>CRITERIA NOT MET</b>
1			Available benefits should be listed in writing to all employees.		

# Personnel Standards

## J—Substitute Policy

<b>DIRECTOR <i>(only)</i></b>		<b>MENTOR <i>(only)</i></b>		
<b>Criteria Met (Reference Source Page #s)</b>	<b>CRITERIA NOT MET</b>	<b>CRITERIA</b>	<b>CRITERIA MET</b>	<b>CRITERIA NOT MET</b>
1		Must have high school diploma or GED and have a clear criminal record/background check on file.		
2		Must have an employee file which includes application, emergency information updated annually, statement of agreement to follow policy and procedures of preschool.		
3		A list of approved substitutes and their phone numbers are readily available.		

# Personnel Standards

## K—Staff and Administrative Relationships

		<b>DIRECTOR <i>(only)</i></b>				<b>MENTOR <i>(only)</i></b>	
	<b>Criteria Met (Reference Source Page #s)</b>	<b>CRITERIA NOT MET</b>	<b>CRITERIA</b>	<b>CRITERIA MET</b>	<b>CRITERIA NOT MET</b>		
1			The director is present and available to staff during all school hours. A designated replacement is made when the director is unavailable or off premises.				
2			The director meets with staff on a regular basis and shares information in a timely manner.				
3			The director invites staff to share ideas and other input.				
4			The director clearly communicates expectations and verbally encourages staff.				
5			The director listens to staff and acknowledges their concerns.				
6			The director discusses the special needs of specific children and families with the assigned teacher. She assists in solving problems, communicating with parents, identifying procedures for referrals and communicating with resource persons.				
7			Policies regarding gossip and confidential information are in place and staff are familiar with and adhere to the policies.				

# Curriculum

## L—Curriculum Plan

DIRECTOR <i>(only)</i>		MENTOR <i>(only)</i>		
Criteria Met (Reference Source Page #s)	CRITERIA NOT MET	CRITERIA	CRITERIA MET	CRITERIA NOT MET
1		The program has a curriculum plan that is age appropriate and clearly communicated to all staff. Curriculum reflects scope and sequence that is implemented and appropriate for each age group.		
2		Staff is trained and familiar with curriculum plans and goals.		
3		Curriculum plan is clearly communicated to parents through newsletters, calendars, social media, etc.		
4		Curriculum plan is supported by a daily schedule that includes a variety of age appropriate activities. Included should be alternating active and quiet play, gross and fine motor activities, outdoor play, center-based activities, large and small group activities and spiritual concepts are age appropriate and taught through-out the day.		
5		Materials are age appropriate and support the curriculum.		
6		There are clear curriculum goals which include: <ul style="list-style-type: none"> <li>● Christ-centered attitudes, values and actions</li> <li>● Critical thinking</li> <li>● Cognitive development</li> <li>● Building self-esteem</li> <li>● Oral language development</li> <li>● Social skills and manners</li> <li>● Self-help and reasoning skills</li> <li>● Health and wellness</li> <li>● Gross and fine motor skills</li> <li>● Creativity</li> <li>● Respecting each child's individuality</li> </ul>		
7		The use of technology is age appropriate and used to support curriculum. It should be used on a limited basis.		
8		Teachers are responsible for following basic curriculum plans but are flexible in adjusting to meet needs of their class.		
9		Teachers implement transition activities.		

10			Classroom units reflect ongoing changes that support scope and sequence.		
11			Classroom is designed to include center-based play, gross and fine motor activities and imaginative play.		
12			Each classroom has enough age appropriate materials and toys to be rotated on a regular basis.		
13			All materials and resources are kept in good repair.		
14			Books are readily available to all children, rotated regularly and in good repair.		
15			Curriculum includes outdoor play activities.		
16			Curriculum enhancements (specials).		

## Physical Facility

All school facilities should meet all fire and safety codes and requirements. Insurance guidelines should also be used to help create a safe and well-maintained environment.

### M—Outdoor Play Space

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			Outdoor play space is safe, enclosed, well-maintained, and is free from any hazards.		
2			Outdoor play space is separated by age group or age groups are assigned at different times. Staff should be trained on the maximum number of children that may be on the playground at one time.		
3			Two staff members are present on the playground (minimum) and basic first aid supplies are readily available.		
4			Playground equipment is properly maintained and regularly inspected for the safety of all children. Playground meets Insurance guidelines for equipment, repair, shade and fall zones.		

## Physical Facility

All school facilities should meet all fire and safety codes and requirements. Insurance guidelines should also be used to help create a safe and well-maintained environment.

### N—Indoor Play Space, Multi-Purpose Space and Hallways

<b>DIRECTOR <i>(only)</i></b>		<b>MENTOR <i>(only)</i></b>		
<b>Criteria Met (Reference Source Page #s)</b>	<b>CRITERIA NOT MET</b>	<b>CRITERIA</b>	<b>CRITERIA MET</b>	<b>CRITERIA NOT MET</b>
1		A play space is available for inclement weather days.		
2		Halls are free from obstruction to ensure proper supervision, emergency evacuation, and to lower risk of accidents. Any obstructions must meet fire safety regulations.		

## Physical Facility

All school facilities should meet all fire and safety codes and requirements. Insurance guidelines should also be used to help create a safe and well-maintained environment.

### O—Classrooms

<b>DIRECTOR (only)</b>		<b>MENTOR (only)</b>		
<b>Criteria Met</b> (Reference Source Page #s)	<b>CRITERIA NOT MET</b>	<b>CRITERIA</b>	<b>CRITERIA MET</b>	<b>CRITERIA NOT MET</b>
1		Room size is adequate for the number of students in each class. (35 sq ft per child)		
2		Outside windows and doors are properly secured and maintained to ensure safety of all students. Exit doors are not obstructed at any time.		
3		Floor surfaces are safe and regularly maintained.		
4		Classrooms and equipment are safely secured and well maintained.		
5		Classroom furniture is age appropriate, in good repair, and well maintained.		
6		Classrooms are regularly inspected for safety hazards, well maintained, and cleaned regularly. (Ex: Hanging cords from windows or other electrical appliances must not be hanging within children's reach.)		



# Physical Facility

All school facilities should meet all fire and safety codes and requirements. Insurance guidelines should also be used to help create a safe and well-maintained environment.

## P—Bathrooms

		<b>DIRECTOR (only)</b>		<b>MENTOR (only)</b>	
	<b>Criteria Met</b> (Reference Source Page #s)	<b>CRITERIA NOT MET</b>	<b>CRITERIA</b>	<b>CRITERIA MET</b>	<b>CRITERIA NOT MET</b>
1			Facilities should be readily available for each classroom. Well-maintained and cleaned regularly.		

## Physical Facility

All school facilities should meet all fire and safety codes and requirements. Insurance guidelines should also be used to help create a safe and well-maintained environment.

### Q—Preschool Office and Storage Space

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			A space is available for parent conferences, staff coaching and proper storage of all confidential files.		

## Budgeting and Finance

An annual written plan should be in place detailing income, personnel, expenditures and contingency.

### R—Budget should include the following:

DIRECTOR <i>(only)</i>				MENTOR <i>(only)</i>	
Criteria Met (Reference Source Page #s)	CRITERIA NOT MET	CRITERIA	CRITERIA MET	CRITERIA NOT MET	
1		Income <ul style="list-style-type: none"> <li>● Tuition</li> <li>● Registration Fees</li> <li>● Special Fees (lunch bunch, extra-curricular, activity fees)</li> <li>● Donations</li> <li>● Fundraisers</li> <li>● Supplement from Church</li> <li>● Other</li> </ul>			
2		Expenses <ul style="list-style-type: none"> <li>● Personnel                             <ul style="list-style-type: none"> <li>○ Salaries</li> <li>○ Benefits (bonus, sick leave, paid holidays, etc.)</li> <li>○ Staff Development</li> <li>○ Substitute Pay</li> <li>○ Payroll Expenses (Federal and State with-holding, FICA, Workman's Compensation, payroll service fees, etc.)</li> </ul> </li> </ul>			
3		Expenditures <ul style="list-style-type: none"> <li>● Equipment purchase &amp; repairs (copier, playground, furniture, toys, games, manipulatives, etc.)</li> <li>● Curriculum</li> <li>● Office and Classroom supplies (Paper, paint, etc.)</li> <li>● Special Events and Programming</li> <li>● Building fees and utilities</li> <li>● Professional membership fees</li> <li>● Facility Maintenance (cleaning, etc.)</li> <li>● Liability Insurance</li> <li>● Other (Food, transportation, etc.)</li> </ul>			

## Budgeting and Finance

An annual written plan should be in place detailing income, personnel, expenditures and contingency.

### S—Contingency Plan

<b>DIRECTOR <i>(only)</i></b>				<b>MENTOR <i>(only)</i></b>	
	<b>Criteria Met</b> (Reference Source Page #s)	<b>CRITERIA NOT MET</b>	<b>CRITERIA</b>	<b>CRITERIA MET</b>	<b>CRITERIA NOT MET</b>
1			A two-month cash reserve should be maintained at all times.		
2			A school without a two-month financial reserve should have a written agreement with Church leadership that clearly documents the lack of funds.		

# Budgeting and Finance

An annual written plan should be in place detailing income, personnel, expenditures and contingency.

## T—Budgeting

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			Director should review and maintain a written balanced budget.		
2			Budget should be based on an annual review of forecasted numbers.		

## Health, Safety and Security

Each school assumes responsibility for each child from the time of drop off to pick up. Written policies should be in place to cover health, safety and security in the form of a parent and staff handbook.

Annual training is required of parents and staff to implement and follow handbook guidelines. Preschool has a policy statement regarding the following safety guidelines.

### U—Sickness Policy

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			Sick policy is in place and posted.		
2			Medical action plan should be on file for each child with allergies and/or medical issues.		
3			Communicable diseases should be properly communicated to parents along with notification of signs and symptoms for prevention.		
4			Access to CPR, First Aid, Poison Control emergency procedures.		

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### V—Food Safety

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			All surfaces are properly cleaned and sanitized before and after snack/lunch/cooking activities.		
2			Proper handwashing procedures are posted and followed for staff and children before and after handling food.		

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### W—Accidents

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			An accident form is completed for every accident regardless of severity.		
2			Accident form must be signed by the supervisor, parent and kept on file in the office.		
3			Insurance policy requirements should be followed regarding all accidents and incidents.		



## Health, Safety and Security

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### X—Discipline Policy

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			Under no circumstances will corporal punishment be used.		
2			A policy is in place concerning biting.		
3			A policy is in place concerning bullying.		
4			Communication steps to parents.		
5			Clear code of conduct and steps if not followed.		

## Health, Safety and Security

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### Y—Child Abuse

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			Physical, verbal, emotional and sexual abuse, sexual exploitation and neglect are not tolerated.		
2			By Georgia law, anyone who works with children is a mandated reporter and is responsible to follow the guideline in place in each school for reporting suspected abuse or neglect.		

## Health, Safety and Security

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### Z—Custody Issues

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			Legal court documentation is available for all custody issues that involve a parent not being allowed to pick up.		
2			A list of adults who are approved for pick up is available in the office as well as the classroom.		

## Health, Safety and Security

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Annual training is required of parents and staff to implement and follow handbook guidelines. Preschool has a policy statement regarding the following safety guidelines.

### AA—Supervision of Children

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			A policy for proper supervision of children should be included.		

## Health, Safety and Security

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### BB—Diaper Changing and Toileting Procedures

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			Staff is properly trained, and a written policy is in place.		
2			Children are never left unattended while having a diaper or clothing change.		
3			Gloves, wipes and wax paper are used for each child and replaced between each change.		
4			Changing surfaces cleaned between each use.		
5			Open door and/or another adult present when assisting with restroom or clothing.		
6			Age appropriate help-children are encouraged to do as much as they are able.		
7			Children are guided on proper handwashing steps.		

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### CC—Plant Policy

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			There are no hazardous plants near the preschool premises.		

## Health, Safety and Security

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### DD—Animal Policy

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			A set policy regarding animals being in and around preschool premises is in place.		

## Health, Safety and Security

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### EE—Water Play

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			Adult supervision is required for all sources of water play (wading pools, swimming pools, tubs, water tables, etc.)		
2			All water play equipment is sanitized after each use.		
3			Children with open cuts or sores are prevented from participating in water play.		



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### FF—Transportation of Children

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			Drop off, pick up and late pick up policies are in place.		
2			Written permission from a parent is required for each child to participate in off-site school sponsored activities.		
3			Schools who transport children have a written transportation plan in place and follow current State of Georgia safety laws.		
4			Vehicles used for transportation are properly maintained and cleaned.		

## Health, Safety and Security

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### GG—Telephone

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			A working telephone is available in the preschool area.		
2			The following emergency numbers are posted by each phone: <ul style="list-style-type: none"> <li>● 911</li> <li>● If 911 is not available in your county-police department, fire department, ambulance and hospital numbers should be listed.</li> <li>● Poison Control</li> <li>● County Health Department</li> <li>● School Address and Phone Number</li> </ul>		

## Health, Safety and Security

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### HH—Alarms

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			A working fire alarm is present as required by the Fire Marshal.		
2			A plan is in place to receive weather alerts.		
3			Fire Drills are conducted and recorded.		

## Health, Safety and Security

Each school assumes responsibility for each child from the time of drop off to pick up. Written policies should be in place to cover health, safety and security in the form of a parent and staff handbook.

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### II—Facility Safety Features

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			It is recommended that the preschool be secured, limiting outside access to ensure safety of students and staff.		
2			All electrical outlets within reach of children are covered with protective caps to prevent children from placing anything in the receptacle. All outlets, cords and plugs are in good condition and are secured.		
3			Cleaning materials as well as flammable and toxic materials are stored out of children's reach. Children are protected from being able to touch heating and cooling equipment.		
4			First Aid supplies are easily accessible to staff in emergency situations. All medications are kept out of children's reach.		
5			All exit doors should be kept free from any obstruction at all times.		

## Health, Safety and Security

Each school assumes responsibility for each child from the time of drop off to pick up. Written policies should be in place to cover health, safety and security in the form of a parent and staff handbook.

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### JJ—Written Emergency Plans

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			Fire		
2			Severe Weather		
3			Medical Emergencies		
4			Loss of water, gas or electricity		
5			Gas or water leaks		
6			Active shooter/intruder		
7			Community Crisis Situations		
8			Procedures for Site Evacuation		
9			Procedures for notifying a parent during an emergency		

# Student Related Policies

## KK—Supervision

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			Teachers are assigned to the same group of children for the entirety of the school year.		
2			Safety guidelines are implemented by having two teachers supervising in the classroom at all times.		
3			Teachers supervise children by watching and listening throughout the preschool day. The learning environment is arranged so that children can always be visually observed.		
4			When children visit the restroom, teachers should be in close proximity, so they can hear the child and assist them if needed.		
5			The classroom, if age appropriate, provides a diaper changing area that is not concealed. Teachers/Staff will have another adult and/or an open-door policy when changing diapers or assisting with clothing.		
6			No child is left unattended.		
7			Teachers should always be aware of how many children are in their care at all times, routinely conducting a head count.		
8			Current Pediatric guidelines should always be followed with sleeping infants.		

## Student Related Policies

### LL—Student Information/Records

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			Student information forms should be kept on file and should include the following: <ul style="list-style-type: none"> <li>● Name</li> <li>● Address</li> <li>● Date of Birth</li> <li>● Emergency Contacts</li> <li>● Authorized Adults that can pick up the child</li> <li>● Special need for allergies or other health concerns</li> </ul>		
2			Personal Information is confidential and kept in a secure location.		

## Student Related Policies

### MM—Child to Teacher Ratio

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			Appropriate ratios are maintained throughout the school year.		
2			Recommendations for child to teacher ratio are: <ul style="list-style-type: none"> <li>● 0-6 mo.      2 adults      6 children</li> <li>● 7-12 mo.    2 adults      8 children</li> <li>● 13-18 mo.   2 adults      8 children</li> <li>● 19-23 mo.   2 adults     10 children</li> <li>● 2 years       2 adults     14 children</li> <li>● 3 years       2 adults     15 children</li> <li>● 4 years       2 adults     16 children</li> <li>● 5 years       2 adults     18 children</li> </ul>		



# Student Related Policies

## NN—Children with Special Needs

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			We recommend that each school have a policy for accepting children with special needs.		
2			Schools should work with local schools, county services, and licensed private specialists.		

## Relationships with Parents

The positive partnership between school and families is a high priority. Parents are encouraged to be involved and should be welcomed to visit at any time. Key strategies include:

### OO—Welcome and Overview of Program

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			Parent meetings occur at the beginning of the school year.		
2			A Parent/Student handbook is provided to each parent prior to the beginning of school.		
3			Parents and students have the opportunity to visit the classroom and meet the teacher before school starts.		

## Relationships with Parents

The positive partnership between school and families is a high priority. Parents are encouraged to be involved and should be welcomed to visit at any time. Key strategies include:

### PP—Parent Involvement Encouraged

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			Clear policy that parents are welcome and encouraged to visit school.		
2			Parents are valued and used as a resource to enhance the program.		
3			Opportunities are available for parents to volunteer in the classroom.		
4			Parent surveys offer an annual opportunity for evaluation and feedback from parents and results are readily available for review.		

## Relationships with Parents

The positive partnership between school and families is a high priority. Parents are encouraged to be involved and should be welcomed to visit at any time. Key strategies include:

### QQ—Communication Between Teacher and Parents

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			Confidentiality is maintained regarding all personal and private information.		
2			Open communication is a priority between parents and teachers regarding a child's growth and development.		
3			Regular communication including newsletter and calendars are provided to parents.		
4			Parents are notified in writing regarding injuries or communicable diseases.		
5			Teachers work alongside family regarding care-giving issues such as potty training, separation, special needs, food allergies, health concerns, etc.		
6			Families are offered child development assessment and opportunities to meet. Parent/Teacher conferences should include supporting documentation.		

## Relationships with Parents

The positive partnership between school and families is a high priority. Parents are encouraged to be involved and should be welcomed to visit at any time. Key strategies include:

### RR—Communication Between Director and Parents

	DIRECTOR <i>(only)</i>		CRITERIA	MENTOR <i>(only)</i>	
	Criteria Met (Reference Source Page #s)	CRITERIA NOT MET		CRITERIA MET	CRITERIA NOT MET
1			Regular communication including upcoming events and important information.		
2			Communication regarding: <ol style="list-style-type: none"> <li>1. Injury</li> <li>2. Allergies</li> <li>3. Permission forms that may include car line, field trips, handbook receipt, release of confidential information, emergency medical care, action plans, etc.</li> </ol>		

## Church and Community Communication

**SS**—The preschool is recognized as an outreach ministry of the associated church with a goal to reach those that are Christ followers as well as unbelievers.

<b>DIRECTOR (only)</b>		<b>MENTOR (only)</b>		
<b>Criteria Met</b> (Reference Source Page #s)	<b>CRITERIA NOT MET</b>	<b>CRITERIA</b>	<b>CRITERIA MET</b>	<b>CRITERIA NOT MET</b>
1		Church and School have set relationship guidelines with policies and procedures that include: <ul style="list-style-type: none"> <li>● Use of space</li> <li>● Use of supplies and equipment</li> <li>● On-going maintenance</li> <li>● Repairs</li> <li>● Renovations</li> <li>● Scheduling of events, etc.</li> </ul>		
2		School will follow, train staff concerning and uphold all church policies regarding child protection, safety, internet usage, sexual harassment policy, etc.		
3		School welcomes Families of all backgrounds from the community.		
4		Efforts are made to partner and develop relationships with other public and private schools and other agencies regarding: <ul style="list-style-type: none"> <li>● Placement of students transferring</li> <li>● Referrals to Babies Can't Wait and other special services</li> </ul>		
5		School maintains a positive reputation with the community by providing and utilizing resources such as field trips, speakers, programs, special events, educational opportunities, and church events.		

## School Purpose and Goals

**TT**—The school has a clearly defined, written purpose which includes short term, long term, and emergency plans.

		<b>DIRECTOR <i>(only)</i></b>				<b>MENTOR <i>(only)</i></b>	
	<b>Criteria Met</b> (Reference Source Page #s)	<b>CRITERIA NOT MET</b>	<b>CRITERIA</b>	<b>CRITERIA MET</b>	<b>CRITERIA NOT MET</b>		
1			School gathers input from parents, staff, and church leadership.				
2			Church leadership is kept informed and given opportunity for input regarding goals and purpose of school.				
3			A minimum of three specific goals should be set as a requirement for recertification. Please state below or attach written goals.				

## Business Standards

**UU**—The School maintains all required licenses.

The following are required:

		<b>DIRECTOR (only)</b>				<b>MENTOR (only)</b>	
	<b>Criteria Met</b> (Reference Source Page #s)	<b>CRITERIA NOT MET</b>	<b>CRITERIA</b>	<b>CRITERIA MET</b>	<b>CRITERIA NOT MET</b>		
1			Exemption Certificate with the letter or license is properly displayed. (Available at <a href="http://decal.ga.gov">decal.ga.gov</a> through Bright From the Start.)				
2			Immunization Form, GA 3231, kept on file for each child and required within 30 days of enrollment or religious exemption signed statement.				
3			Ear, Eye & Dental Form, GA 3300, kept on file for each student 5 years and older.				
4			Proof of insurance, worker's compensation and facility insurance are recommended.				
5			Required Employment Forms to include at minimum: <ul style="list-style-type: none"> <li>● Application</li> <li>● Background check</li> <li>● W-4, Federal IRS Form</li> <li>● G-4, Georgia Tax Form</li> <li>● I-9, US Department of Justice</li> <li>● GA New Hire Reporting</li> <li>● Marketplace Health Coverage Information</li> </ul>				
6			Certificate of Occupancy				