



# 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](http://noondaynet.org) under Resources > Preschool of Excellence.)
- 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 15

- Obtain 2 ½ inch, or larger, three ring binder.
- Create tabs for each section listed on the checklist.(Preschool Requirements, Personell Standards, Curriculum, etc.)
- Director should review criteria and check met or not met on the checklist.
- Behind each tab should be:
  - Copy of completed checklist for each section.
  - Documentation to support each criteria listed on the checklist. Highlight statement of support.
  - Documentation should be in the 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.

- Notebook will be reviewed by the certification team.
- You will be contacted to arrange a site visit and given any notes that need to be addressed.
- Prepare for the visit by updating checklist if necessary as directed by the certification team/mentor.

### **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:

Diane Snyder 770-500-2524 [dianemsnyder@comcast.net](mailto:dianemsnyder@comcast.net)

Angela York 770-702-8054 [angela.york@summitchurch.org](mailto:angela.york@summitchurch.org)

### **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. Three new goals should be set for the school.

Schools choosing not to recertify are not eligible to present their school as being a certified "Preschool of Excellence".