



# Quality Review Site Visit Verification List

Site Information: License, Accreditation, Self-Assessment, Tentative Rating

## **Element One: Child Observation**

Evidence includes two (2) individual DRDP randomly chosen by reviewer the day of the Quality Review Site-Visit; a recent (within the year) lesson plan noting DRDP measures as the focus; a copy of class/center DRDP result profile, and/or a printed copy of the DRDP tech/online group report. Provide evidence on how referrals are shared with families.

## **Element Two: Development and Health Screenings**

Evidence examples are the Lic. 701 form Well Child Check form from a hospital or clinic. Provide written documentation that was given to the families explaining the family's involvement in the assessment process, the nature of the developmental assessment tool, or how resulting information is followed up with referrals and resources. Along with showing development assessments completed on the children randomly selected by the reviewer.

## **Element Three: Staff Qualifications**

Professional Development (Lead Teachers) evidence includes copies of transcripts, degrees, Child Development permits as well as Professional Development certificates. PD certificates must display a date and the total number of training hours completed to be accepted as verification of completed hours. Sign-in sheets with name highlighted to show proof of attendance in training/workshops are also approved evidence. Completed (degree required) college classes taken after 1/1/2018 and showing a passing letter grade of C or above on an official or unofficial transcript are accepted. The total number of PD hours for this rating period is 21 hours.

## **Element Four: Effective Teacher-Child Interactions: CLASS**

Evidence may include training verification, internal and external assessments. In most situations, the site will be subject to an external assessor visit. Sites are encouraged to be familiar with CLASS domains, expectations, and to reflect growth in compliance through professional development, lesson planning, and reflection.

## **Element Five: Ratios and Group Size**

The verification of student to teacher ratio will occur during site-visit. Evidence might include staff schedule with a list of all students enrolled in each classroom during the hours the class is open.

## **Element Six: Environment Rating Scale(s)**

Evidence may include training certificates, in-house records of assessment. Assessment will be complemented by external assessor. (NAEYC accreditation exempt)

## **Element Seven: Director Qualifications**

Evidence may include degree, transcripts, Child Development permit if applicable and evidence of 21 PD hours taken after 1/1/2018

## **Other Evidence of Quality you may wish to include**

Evidence of quality which set the site apart: parent endorsements, public recognition, community engagement, news articles. This information will inform our reports to our funders and will also be useful in planning for sustainability of quality improvement systems and support.