

| PROFESSIONAL PRACTICES | | | |
|---|------------|-----------|------------|
| 1. Staff Practices | YES | NO | N/A |
| a. Benefits For Licensed Providers only: <input type="checkbox"/> Provider takes one week paid vacation and six paid Holidays per year and offers this to any employees, if applicable. | | | |
| b. Staff Management <input type="checkbox"/> Program provides opportunities for shared leadership and participatory management, if applicable. <input type="checkbox"/> There is a plan in place for orienting staff, substitutes, and emergency back-up providers on the children present and policies of the program. | | | |
| c. Staff Evaluation <input type="checkbox"/> Performance reviews, conducted at least annually for all employees, are based on formal observations by a supervisor. <input type="checkbox"/> Performance reviews include oral and written feedback, as well as discussion of each employee's individual professional development plan. | | | |
| d. Staff Development and Retention <input type="checkbox"/> A written policy assures that employees who complete credit-based education receive increased wages. Number of providers currently on T.E.A.C.H. scholarships: _____ <input type="checkbox"/> Employees are informed of on-going training opportunities. <input type="checkbox"/> Program includes a line item in the budget dedicated to education and training. | | | |
| 2. Business Practices | YES | NO | NA |
| e. Fiscal Management <input type="checkbox"/> A system is in place for monthly or quarterly tracking of all income and expenditures. <input type="checkbox"/> An annual budget is used for administrative planning throughout the year. | | | |
| f. Contracts/Policies <input type="checkbox"/> Families are provided with written contracts and policies that are reviewed and revised annually. | | | |
| g. Program Management <input type="checkbox"/> There are written job descriptions for each position, if applicable. <input type="checkbox"/> Space is balanced between having adequate business space as well as family space within the program. | | | |
| h. Internal Communication <input type="checkbox"/> If applicable, internal communication practices among staff are strong (e.g. staff bulletin board, message board, in-house newsletter, internal memos, e-mail or voicemail practices). <input type="checkbox"/> Employees attend monthly/quarterly center or team staff meetings. | | | |
| i. Provider Leadership <input type="checkbox"/> Provider meets regulations for amount of time spent on site. <input type="checkbox"/> Provider is a participating member of a support group or networks with other professionals. | | | |
| 3. Family Practices | YES | NO | NA |
| j. Welcoming Environment <input type="checkbox"/> An appropriate system is in place for orientation of new families including program tour and check-in after enrollment. <input type="checkbox"/> Family members are encouraged to spend time informally at the program and resources and materials are available. | | | |
| k. Family Participation <input type="checkbox"/> Program offers at least one family meetings/social events or collaborative opportunities each year such as picnics, potlucks, etc. <input type="checkbox"/> Program conducts an annual survey of families' opinions about program services. | | | |
| l. Family-Provider Communication <input type="checkbox"/> The program encourages daily family-provider communication. <input type="checkbox"/> The program provides families with a weekly, monthly, or quarterly newsletter. <input type="checkbox"/> Family-teacher conferences or home visits are offered at least once a year with each family. | | | |
| m. Family Services <input type="checkbox"/> Program has awareness of community services, and provides appropriate referrals to meet the needs of families in the program (Birth to Three, school district, etc). | | | |

