

**PROFESSIONAL PRACTICES**

<b>1. Staff Practices</b>	<b>YES</b>	<b>NO</b>
<p><b>a. Staff Benefits</b>                      Program agrees to pay 50% of all teachers' individual premiums for a single health insurance policy. A published salary scale clearly differentiates wages according to teachers' education, training, and years of experience as well as their roles in the program.</p>		
<p><b>b. Staff Management</b>                      Mentors/coaches or mentoring teams that include teachers with at least 3 years of experience in the program provide individualized peer feedback and strengthen staff commitment.                      Program provides opportunities for shared leadership and participatory management.</p>		
<p><b>c. Staff Evaluation</b>                      Performance reviews, conducted at least annually for all teachers, are based on formal observations by a supervisor.                      Performance reviews include oral and written feedback, as well as discussion of each teacher's individual professional development plan.</p>		
<p><b>d. Staff Development and Retention</b>                      A written policy assures that teachers who complete credit-based education receive increased wages. Number of teachers currently on T.E.A.C.H. scholarships: _____                      Program includes a line item in the budget dedicated to staff education and training.</p>		
<b>2. Business Practices</b>	<b>YES</b>	<b>NO</b>
<p><b>e. Fiscal Management</b>                      A system is in place for monthly or quarterly tracking of all income and expenditures.                      An annual budget is used for administrative planning throughout the year.</p>		
<p><b>f. Program Management</b>                      Adequate space is available for meeting the personal needs of teachers. There is an adult restroom, storage for personal belongings, and adult-sized furniture in an on-site staff lounge.                      An appropriate system is in place for identifying program needs, conducting ongoing maintenance of facilities, and risk management.</p>		
<p><b>g. Internal Communication</b>                      Internal communication practices among staff are strong (e.g. staff bulletin board, message board, in-house newsletter, internal memos, email or voicemail practices).                      Teachers attend monthly center or team staff meetings, provide input to the agenda, and written meeting minutes with action steps are shared with staff.</p>		
<p><b>h. Director Leadership</b>                      Program director is on-site for at least 30 hours per week (pro-rated for part-day programs), with at least 50% of that time spent conducting administrative responsibilities.                      Program director is an active member of the Wisconsin Child Care Administrator's Association.</p>		
<b>3. Family Practices</b>	<b>YES</b>	<b>NO</b>
<p><b>i. Welcoming Environment</b>                      An appropriate system is in place for orientation of new families including center tour and check-in after enrollment.                      Family members are encouraged to spend time informally in a comfortable family resource area that includes access to family-friendly resources and materials.</p>		
<p><b>j. Family Participation</b>                      Program offers at least two family meetings/social events or collaborative opportunities each year.                      Program has a parent advisory board or other consultative body to provide oversight and planning, <b>OR</b> program conducts an annual formal survey of families' opinions about program services.</p>		
<p><b>k. Family-Teacher Communication</b>                      The program encourages daily/weekly teacher-family communication, supports teacher training on communication, and provides time and resources for teachers to establish rapport with families.                      Family-teacher conferences or home visits are offered at least twice a year with each family.</p>		
<p><b>l. Family Services</b>                      Program has established links with community services, and provides services to meet the needs of families in the center (e.g. lending library, parenting classes, computer lab, food/clothing donations).                      Program receives a quarterly visit from a Child Care Health Consultant.</p>		