

Early Childhood Specialist Program Verification Form

Name of Program: _____

I have reviewed and obtained the following items and verify they meet the Michigan Department of Education's Great Start Readiness Program *Implementation Manual* and Wayne RESA requirements:

Teaching Staff Credentials:

- All teaching staff have appropriate credentials as outlined in the *GSRP Implementation Manual*,
- OR** Non-credentialed staff have approved Compliance Plans.

Teaching Team:

- All teaching staff have daily lunch breaks outside of the classroom, with appropriate staffing coverage.
- All teaching staff members have paid planning time together that allows for collaborative lesson planning and data review.

Classroom Daily Routine/Schedule(s):

- Description of Daily Routine Plans*
 - *Face-to-Face mode of instruction: Attach a copy of the Daily Routine
 - *Remote mode of instruction: Provide a description of remote instruction being provided
 - *Hybrid mode of instruction: Provide a copy of Daily Routine and description of remote instruction

Layout of Classroom(s):

- Classroom layout follows program's curriculum requirements for types of areas, area names, and location of areas.
- Classroom is labeled (preferably on the classroom door) to reflect that it is a GSRP funded classroom (Ex; GSRP Preschoolers at Work Sign, etc.)

Program Calendar Includes:

- GSRP *September* start date and *June* end date and are in session for 120 days.
- 2 home visits and 2 parent-teacher conference dates
- 3 program parent advisory/ data analysis meetings
- Dates when program or classroom(s) are not in session
- Assessment period beginning and ending dates

Program Handbook

- GSRP logo is displayed
- GSRP is also shared as "Great Start Readiness Program"
- "Developed under a grant awarded by the Michigan Department of Education."*
- Policies Include:
 - Philosophy statement
 - Curriculum statement including rationale
 - GSRP days and hours of operation
 - Arrival and dismissal procedures
 - Developmental screening, and ongoing child assessment information
 - Parent involvement information, including: formal parent contacts (e.g. home visits and parent-teacher conferences), an emphasis on the importance of partnership between parents and teaching staff for child development (in school and at home), and opportunities for decision-making activities within the local advisory structure
 - Child recruitment plan that includes procedures for selection and placement
 - Referral policy to meet child and family needs, including follow-up procedures
 - Confidentiality policy
 - School calendar
 - Daily classroom routine that includes what adults and children do during the day
 - Attendance policy
 - Exclusion policy must be written to describe short-term injury or contagious illness that endangers the health and/or safety of children or others. Children must not be excluded or expelled because of the need for additional medical or behavioral support, assistance with toileting, or staff attitudes and/or apprehensions
 - Weather policy
 - Rest time policy
 - Medication policy
 - Health policies and practices on physical activity and nutrition for children
 - Accident and emergency policies, including how parents are notified of emergency events
 - Child discipline/conflict resolution policy
 - Policy for reporting child abuse/neglect
 - Grievance policy that clearly describes the steps to be taken when a parent has concerns or a grievance
 - Parent notice of program evaluation; a sample of the *Parent Notice of Program Measurement* can be found in the Program Evaluation section of the Michigan Department of Education's Great Start Readiness *Implementation Manual*.



SERVICE
LEADERSHIP
COLLABORATION
EXCELLENCE



Recruitment and Enrollment:

- Memorandum of Understanding between Head Start and GSRP

Program Website:

- GSRP is also shared as "Great Start Readiness Program"
- GSRP logo is displayed
- Up to date contact information for the program is displayed
- Must be linked to <http://www.greatstartwayne.org>

Additional Information:

- Michigan Safe School Roadmap
- License expiration date: _____
- Great Start to Quality Rating: _____
- Great Start to Quality expiration date: _____

Early Childhood Specialist

Print Name: _____ Date: _____

Signature: _____

Program Director/Designee

Print Name: _____ Date: _____

Signature: _____