

Early Childhood Specialist Program Verification Form

Licensed Site Name: _____

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.

List non-credentialed staff and dates for when their Compliance Plan will be complete:

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.

Comments:

Classroom Daily Routine/Schedule(s):

- 1 hour of free-choice/work time
- For every three hours of classroom time, the daily schedule reflects 30 minutes of outside time (30 minutes does not include time to get ready and/or come back inside).
- 1 hour of rest/quiet time
- A school day classroom is 7 hours long or at least the length of the 1st grade classroom in the district or PSA.
- A half-day classroom is 3.5 hours long or has a waiver from Wayne RESA.
- Daily routine/schedule (with brief descriptions for each part of the day) is posted for families/adults in the classroom.
- A daily routine/schedule is posted at children's eye-level in a picture/word format.

Comments:

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 (i.e. GSRP Preschoolers at Work Sign, etc.)

Comments:

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 family advisory/data analysis meetings
- Dates when program or classroom(s) are not in session
- Assessment period beginning and ending dates

Comments:

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

Additional Information:

- License Number: _____
- License expiration date: _____
- Great Start to Quality Rating: _____
- Great Start to Quality expiration date: _____

Comments:

Early Childhood Specialist

Print Name: _____ Date: _____

Signature: _____

Program Director/Designee

Print Name: _____ Date: _____

Signature: _____