

Missouri Child Care Resource and Referral Network Accreditation Project

Task and Timeline

This is a tool to help you on your journey toward Accreditation. Consider this your road map that will guide you through the process. After you have completed this form, please discuss it with your consultant from the Missouri Child Care Resource and Referral Network. It will be helpful in developing the technical assistance for your program. The listed tasks can be done in any order you would like.

Tasks	Responsible Person	Goal Dates
Orientation:		
• Review the Self Study Materials	_____	_____
• Meet with staff to go over the process and brainstorm.	_____	_____
Self Study - Environment		
• Photo copy the original self study for staff and yourself	_____	_____
• Everyone should rate their own classroom using the self study	_____	_____
• Observe classrooms and rate using self study	_____	_____
• Evaluate Administrative issues	_____	_____
• Meet with staff individually to discuss self study ratings and plan for improvement	_____	_____
• Meet with staff as a group to discuss self study ratings and plan for improvement	_____	_____

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Self Study – Administrative	Persons Responsible	Goal Dates
<ul style="list-style-type: none"> Collect all forms requested in Self Study 	_____	_____
<ul style="list-style-type: none"> Record Qualifications of Staff 	_____	_____
<ul style="list-style-type: none"> Record Staffing information 	_____	_____
<ul style="list-style-type: none"> Evaluate policy issues and procedures addressed in Self Study 	_____	_____
<ul style="list-style-type: none"> Administer <u>Staff Evaluation of Program</u> Forms (if applicable) 	_____	_____
<ul style="list-style-type: none"> Administer <u>Parent Evaluation of Program</u> Forms 	_____	_____
<ul style="list-style-type: none"> Consider and address issues revealed in the Staff and Parent Evaluations 	_____	_____
Program Improvement		
<ul style="list-style-type: none"> Complete Program Improvement Plan 	_____	_____
<ul style="list-style-type: none"> Set up first on-site visit with your consultant from the Missouri Child Care Resource and Referral Network 	_____	_____
<ul style="list-style-type: none"> Other tasks that you will study and improve in your program 	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

