

MISSOURI PRESCHOOL PROJECT

Accreditation

The accreditation process provides access to standards that serve as guidelines associated with quality programs. Programs that achieve accreditation demonstrate a commitment to providing high quality services for young children and families.

Select at least one Accrediting Source:

Missouri Accreditation

NAEYC Accreditation

Include:

- **If the program is accredited, a copy of the current accreditation certificate must be on file.**
- **If the program is not accredited, documentation as outlined in the Program Guidelines that indicates the progress of accreditation must be on file as follows:**

Year 1:

- Acquire Self-Study Materials
- Review Self-Study Materials
- Conduct Preliminary Internal Review of program
- Inform parents of intent to pursue Accreditation
- Develop classroom and program goals from results of Preliminary Internal Review
- Send DESE the following information:
 - how and when parents were notified
 - results of Preliminary Internal Review
 - goals developed

Year 2:

- Review goals
- Continue to communicate with parents about the accreditation process
- Implementation of improvements/changes
- Send DESE a copy of the Implementation Plan

Year 3:

- Complete Self-Study materials
- Submit Notification of Intent (for NAEYC Accreditation)
- Submit Self-Study materials
- Send DESE a copy of the Accreditation Certificate

Year 4 or more:

- Send DESE a copy of the programs current Accreditation Certificate

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Application

An Approved Application is the MPP application that has been approved by your DESE Supervisor for the current year.

Include:

- **A copy of the MPP Application your program submitted along with any changes made throughout the year. This would include changes in staff, daily schedules, etc.**

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Approved Budget

An Approved Budget is the budget that has been approved by your DESE Supervisor for the current year.

Include:

- **A copy of the approved MPP budget.**
- **A copy of all amendments to the budget.**

For Budget Amendment forms:

- **Contact DESE Supervisor for the Budget Amendment form.**
- **Fax Budget Amendments to EC Section for approval prior to expending funds.**
- **Budget Amendment forms need to be completed and approved by March 31st.**

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Daily Schedule

Include:

- **A copy of the daily schedule for each MPP classroom.**

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Enrollment/Attendance

Include:

- **Class list with attendance.**
- **Enrollment record for each child enrolled in a MPP classroom. You may use the enrollment form provided by Department of Health and Senior Services (DHSS). Enrollment records may be filed on site but must be readily available for review.**
- **MOSIS number is a randomly generated number to be used by the district to report student progress.**

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Class List

Complete a class list for each MPP classroom.

Teacher _____ Location _____

Teacher Assistant _____ School Year _____

Name	Student ID No. (MOSIS)	Birthday (Must be age 3 or 4 before August 1 st)	Entrance Date	Exit Date	No. Of Months Attended	Program-Full Day (F) Half Day (H)	Parental Fee
1.	MPP-						
2.	MPP-						
3.	MPP-						
4.	MPP-						
5.	MPP-						
6.	MPP-						
7.	MPP-						
8.	MPP-						
9.	MPP-						
10.	MPP-						
11.	MPP-						
12.	MPP-						
13.	MPP-						
14.	MPP-						
15.	MPP-						
16.	MPP-						
17.	MPP-						
18.	MPP-						
19.	MPP-						
20.	MPP-						

Make copies as needed.

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Enrollment Record

Child's Name	Student ID # (MOSIS)	Social Security # (Optional)

Date of Enrollment	Date of Exit	Reason for Exit

Parent Name	Parent Home Phone Number	Parent Work Phone Number

Home Address	Work Address
Street	
City	
Zip Code	

Parent Name	Parent Home Phone Number	Parent Work Phone Number

Home Address	Work Address
Street	
City	
Zip Code	

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Final Reports

Include:

- **A completed copy of the Completion Report. The Completion Report includes the Final Expenditure Report and the Final Program Report.**

Reminder: This report is due by May 15th.

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Guidelines

The Missouri Preschool Project Guidelines are updated each year and can be downloaded at:

<http://dese.mo.gov/divimprove/fedprog/earlychild/MPP/Index.htm>

Include:

- **A copy of the current Missouri Preschool Project Guidelines.**

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Inventory

Include:

- **A copy of the inventory list.**

NOTE: All items acquired using Missouri Preschool Project funds must be physically marked by the funding source and the acquisition date i.e. DESE-MPP mm/yy. This must include all furniture, playground equipment, and electronic equipment as well as those items with an individual cost exceeding \$100.00. The contractor shall maintain a listing of such items for review by DESE upon request.

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Other

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Parent Advisory Committee

Include:

- **Must meet at least once annually;**
- **Parent Advisory Committee (PAC) Membership List;**
- **Advisory Committee Agenda;**
- **Minutes of meeting(s) including date(s) of meeting(s); and**
- **Sign-in sheet(s) of those who attended each PAC meeting.**

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Parent Education/Involvement

Include:

Documentation of all parent education activities such as the following:

- **Parent Education/Involvement Summary**
 - **Personal Visit Schedule**
 - **Personal Visit Report**
 - **Parent/Teacher Conference Schedule**
 - **Parent Group Meeting Schedule includes dates, minutes, and sign-up sheets.**
 - **Copy of newsletters**
 - **Volunteer Activities**
 - **Other**

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Parent Education

Choose those activities that apply to your program.

A. Personal Visits

Yes or No	Visits Provided By	No. of Visits	No. of Families
	Parents as Teachers		
	MPP Teachers		

B. Parent Education Activities-

Yes or No	Activities	No. Provided
	Parent/Teacher Conferences	
	Parent and Child Activities	
	Parent Group Meetings	
	Newsletters	
	Other: Explain Below	

Other:

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Parental Fee Schedule

Include:

- **A copy of the parental fee schedule.**
- **A copy of the sliding scale fee schedule for low-income families.**

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Payments/Invoices

Include:

- **A copy of all invoices submitted to DESE for reimbursement. All school districts and private providers who have been approved for MPP funds must submit an invoice to receive a payment.**
- **MPP Payment Request Form is located on the Early Childhood website at:**

<http://dese.mo.gov/divimprove/fedprog/earlychild/MPP/Index.htm>

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Professional Development

Include:

Documentation of professional development provided by MPP funds for teachers and teacher assistants such as:

- **Curriculum Training-**
 1. **Certificate of Completion**
 2. **Letter from training source verifying attendance**

- **College Credit- Through T.E.A.C.H. Early Childhood® Missouri**
 1. **Transcript**

- **Early Childhood Conference & Seminars (In-State Only)**
 1. **Certificate of Attendance**

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Professional Development

Complete one form each year for the teacher and/or assistant indicating the professional development activities attended.

Name of Staff	Position	Program Year

Research-Based Curriculum Training	Date of Attendance	Completed Date

College Courses	Date of Attendance	Completed Date

Other Professional Development Activities (including conferences & seminars)	Date of Attendance	Completed Date

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Program Evaluation

Include:

DESE Evaluations:

- **MPP Review Checklist***
- **MPP Self-Monitoring Report***
- **Mo-T On-site Consultation Reports
(Initial Visit & Subsequent Visits)**

Local program evaluation:

- **Rate of Staff Participation in Professional Development**
- **Rate of Parent Participation in Parent Education/Involvement Activities**
- **Parent Questionnaire**

* Samples attached

Insert MPP Self-Monitoring Report

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State Licensure

(From the Missouri Department of Health and Senior Services,
Bureau of Child Care)

Include:

- **A copy of the Application for Licensing.**
- **A copy of the current license.**

Important Note: All contractors, governmental, public school districts and private agencies should be in operation with children in attendance by October 2, 2007, but must be in operation with children in attendance no later than December 15, 2007 as either a Group Child Care Home or a Child Care Center. There will be NO extensions.

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Student Evaluation

Include:

Documentation on how students are evaluated for progress such as:

- **Portfolios**
- **Observational Checklist**
- **Work Sampling**
- **Child Observation Record (COR)**
- **Project Construct Assessment**
- **Others (Please include description)**

Note: Student evaluation will be on file for each child and available for review by DESE.

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Teacher/Teacher Assistant Qualifications

Include:

Documentation of qualifications for each teacher or teacher assistant such as:

LEAD TEACHER	TEACHER ASSISTANT
Early Childhood Teacher Certificate = EC	High School Vocational Certificate in Early Childhood Care and Education <u>and</u> High School Diploma = HSV
Early Childhood Special Education Teacher Certificate = ECSE	Child Development Associate and pass the ParaPro Assessment = CDA Certificate
A payment exception will be granted for individuals holding a 4-year college degree in Child Development = 4CD (Transcript)	One-Year Certificate of Proficiency in Child Development or Child Care= PCD
	Two-Year Associate Degree in Child Care/Education = ACC (Certificate)
	Sixty College Hours and Experience Working in a Program with Young Children and Their Families = 60 HRS (Transcript)

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Community Set Aside

Include:

- **Complete forms on Community Set Aside**

Section C. Research-Based Curriculum Training

Name of Program	Name of Staff Trained	Curriculum Model	Training Dates

Section D. Early Childhood Conferences Approved by DESE

Name of Program	Name of Staff Trained	Name of Activity

Make copies as needed.