



CHICAGO PUBLIC SCHOOLS

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**Barbara T. Bowman**  
Chief Officer

**Paula Cottone**  
Deputy Chief Officer

**Dr. Christine Ryan**  
Director  
Community Partnership Program  
400 West 69th Street  
Chicago, Illinois 60621  
(773) 535-3245  
(773) 535-3643 (FAX)

June 6, 2011

Dear Program Director:

As part of the review process for the Preschool for All (PFA) and Prevention Initiative (PI) Center-Based programs, the following documents must be submitted by Friday, June 24, 2011:

- Completed 2010-2011 Quality Improvement Plan (QIP)
- New 2011-2012 Quality Improvement Plan
- Self-Evaluation Documents (*only if not completed at time of Program Implementation Assessment (PIA) monitor*)
- Individual and Center Professional Development Plan for 2011-2012
- Completed annual report of parent education opportunities
- Program Agreement forms
- Proposed budget for 2011-2012
- Copy of current licenses for each site

Attached are the following documents:

- Program Self-Evaluation and the Quality Improvement Plan Requirements for 2010-2011 and 2011-2012 Program Years
- Quality Improvement Plan (QIP) form – Sample
- Expectations for Creating a Professional Development Plan
- Form A – Individual Professional Development Plan – 2011-2012
- Form B – Center Professional Development Plan
- Parent Education Opportunities
- Program Agreement forms
- Budget forms

Please feel free to contact the Community Partnership Program (CPP) staff at (773) 535-3245 if you have any questions regarding these requirements.



An additional Administrator Support Work Group has been scheduled as follows:

**Date:** Monday, June 13, 2011

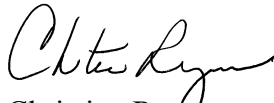
**Time:** 9:30 A.M. to 11:30 A.M.

**Place:** Community Partnership Office  
400 West 69<sup>th</sup> Street  
Chicago, Illinois 60621

The focus will be the Quality Program Improvement Plan (QIP) and Professional Development for individual staff, administrators and programs. Please call the CPP office to reserve space for either session.

Thank you for your continued support.

Sincerely,



Christine Ryan

CR:tp  
Enclosures

c: Barbara T. Bowman  
Paula A. Cottone

