Chicago Public Schools
Office of Early Childhood Education
Community Partnership Program

Program Self-Evaluation and the Quality Improvement Plan Requirements for 2010-2011 and 2011-2012 Program Years

Programs must:

- Complete an annual self-evaluation for both Prevention Initiative (PI) Center-Based Model and Preschool for All (PFA) programs.

- Evaluate both the classroom environment **AND** the administration of the program.

- Utilize a standard tool to evaluate their program. Tools currently approved:
    1. Infant and Toddler Environment Rating Scale (ITERS) *0-3 only* **AND** the Program Administration Scale (PAS)
    2. Early Childhood Environment Rating Scale (ECERS) *3-5 only* **AND** the Program Administration Scale
    3. Head Start Protocol if your center used the tool in its entirety as a self-evaluation for this program year.
    4. NAEYC Accreditation Process (Self-Study or Site Visit Years ONLY)

- Submit the tool for review and approval if you have a standard tool that you are currently using that is not on the approved list.

- Address findings from the **annual** 2010-2011 Program Self-Evaluation (using a standard early childhood tool) in a Quality Improvement Plan (QIP) for the 2011-2012 program year. If an agency submits a QIP for all sites, the QIP must have differentiated goals for each of the centers and programs funded.

- Create your own QIP and address the following items: findings, action steps, responsible staff, timelines, and a space to document the completion of goals. A ***sample*** QIP is attached**.** ***Please do not turn in the sample; it is only a reference for you.***

- Attach a one paragraph summary to the QIP that includes a discussion of the tool used, who participated, when it occurred, who was notified of the results, and a general description of the findings.

- Turn in the completed self-evaluation documents, as well as documents (meeting agendas and/or letter) showing that the self-evaluation was shared with staff and families, if the self-evaluation was not completed by the time of your Program Implementation Assessment (PIA) monitor.

- Re-submit the 2010-2011 QIP that was turned in at the end of last program year. In the "completed" column for each finding, a date should be entered when completed. If the action step has not been completed, provide an explanation and attach to the document.