



Chicago Public Schools  
Office of Early Childhood Education  
Community Partnership Program

## Program Evaluation and the Quality Improvement Plan Requirements for 2010-2011

- Programs must complete a program self-evaluation **annually** as part of the Prevention Initiative-Center Based Model and Preschool for All funding.
- Programs must evaluate both the classroom environment **and** the administration of the program.
- Programs must use a standard tool to evaluate their program. Currently approved tools include:
  1. Infant and Toddler Environment Rating Scale (ITERS) – *0-3 only*
  2. Early Childhood Environment Rating Scale (ECERS) – *3-5 only*
  3. Head Start Protocol\*
  4. NAEYC Accreditation Process
  5. Program Administration Scale (PAS), plus an additional tool that evaluates the classroom environment
- If you have a standard tool that you are currently using which is not on the approved list, submit the tool for review and approval.
- Results from the **annual** program evaluation (using a standard tool) must be addressed in a Quality Improvement Plan (QIP) and submitted by Friday, June 4, 2010.
- A *sample* Quality Improvement Plan is attached. Please do not turn in the sample; it is only a reference. When creating your own QIP, the following items must be addressed: findings, action steps, team member who is responsible, timelines, and the completion of the goal.
- Please attach a brief narrative summary to the QIP that includes a discussion of what tool was used, who participated, when it happened, who was notified of the results, and a general description of the findings.
- The QIP should be reviewed throughout the year. At the end of the 2010-2011 program year, you must provide an accounting of the goals that have been completed and submit a new QIP for 2011-2012.

\* The Head Start Protocol is approved as a program evaluation only if your site used the tool in its entirety as a self-evaluation for this program year.