

Kentucky Department of Education Preschool Program Review

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REPORT

**Kentucky Department of Education
Preschool Program Review**

Section A: Program Structure and Personnel

1. Eligibility - 704 KAR 3:410 Section 2a

ECERS N/A

Met	Indicator
<input type="checkbox"/>	a) All preschool children served are residents of the district unless there is a reciprocal agreement with a neighboring district.
<input type="checkbox"/>	b) At-risk children are 4 years old by Oct. 1
<input type="checkbox"/>	c) Eligibility may be determined up to 4 months prior to start of school year.
<input type="checkbox"/>	d) Other non-eligible children are served as space is available.

Explanation

Action Plan

Action Plan Due Date

Examples of Supporting Evidence

- birth certificate
- recruitment notice
- up to 150% of poverty and free lunch verification
- program policy for accepting tuition/district supported preschool

Kentucky Department of Education

Preschool Program Review

2. Special Education - 707 KAR 3:100

Met	Indicator
<input style="width: 100%; height: 20px;" type="text"/> ▼	a) The Child Find process ensures delivery of appropriate, relevant, research-based instruction and intervention services (KSI) prior to or as a part of the special education referral process.
<input style="width: 100%; height: 20px;" type="text"/> ▼	b) The related service staff work collaboratively with the classroom teachers in providing special education services as much as possible within the classroom environment. ECERS-R 37
<input style="width: 100%; height: 20px;" type="text"/> ▼	c) The district has an effective transition process in place for helping children transition from First Steps into the preschool program
<input style="width: 100%; height: 20px;" type="text"/> ▼	d) The student information system (Infinite Campus) is used to document enrollment of children and the information is kept up to date on all children including children with disabilities.
<input style="width: 100%; height: 20px;" type="text"/> ▼	e) Children with disabilities are placed with non-disabled peers as much as possible. ECERS-R 37
<input style="width: 100%; height: 20px;" type="text"/> ▼	f) Children with disabilities are guaranteed a full continuum of services based on their needs. ECERS-R 37

Explanation

Action Plan

Action Plan Due Date

Examples of Supporting Evidence

- child find documentation

- IEP
- Infinite Campus documentation or Preschool Program report
- Interagency agreement/transition agreement
- class rolls indication of % of children with and without disabilities
- written plan (Kentucky System of Intervention) of district's preschool child find
- effective transition process may be documented as 100% compliance

**Kentucky Department of Education
Preschool Program Review**

Section A: Program Structure and Personnel

3. Program Operation - 704 KAR 3:410 Section 6(3)

Met	Indicator
<input type="text"/> ▼	a) Preschool program meets for four (4) or five (5) days a week if the program has a four-day a week schedule, the fifth day is for services to children and their families.
<input type="text"/> ▼	b) With a double session, provisions are to be made to allow staff to prepare for the session as well as give individual attention to children entering and leaving the program. ECERS-R 9, 41
<input type="text"/> ▼	c) Adequate break times are provided for staff during the course of the day. ECERS-R 39
<input type="text"/> ▼	d) The minimum hours of operation of the half-day program is two and one-half (2 1/2) hours of classroom time per day plus breakfast or lunch.
<input type="text"/> ▼	e) The program shall provide direct services for children or parents for the minimum number of teaching days set by the local school district for the school year.

Explanation

Action Plan

Action Plan Due Date

Examples of Supporting Evidence

- Preschool Approval Form signed and updated.
- Log of activities scheduled on the 5th day if applicable) including planning
- Teacher schedule/lesson plans
- Teacher schedule/ coverage plan for breaks

- Schedule/Preschool Approval Form
- District calendar including preschool start and ending dates.

**Kentucky Department of Education
Preschool Program Review**

Section A: Program Structure and Personnel

4. Staffing/Teacher Credentials - 704 KAR 3:410 Section 7

Met	Indicator
<input type="text"/> ▼ a)	The lead teacher holds an Interdisciplinary Early Childhood Education (IECE) certification or statement of eligibility, or has been exempted by the Kentucky Education Professional Standards Board from additional certification. The lead teacher may also be a preschool associate teacher (CDA- Child Development Associate or AA) who was employed prior to the 2004-2005 school year and who has continued in the same position.
<input type="text"/> ▼ b)	A lead teacher organizes the classroom, provides a developmentally appropriate curriculum, and supervises and assigns the activities of teaching assistants, student helpers, and other non certified staff in the preschool class. ECERS-R 41

Explanation

Action Plan

Action Plan Due Date

Examples of Supporting Evidence

- Preschool Program Approval Form
- Education Professional Standards Board (EPSB) web site verification
- Current CDA credential, verification of AA in IECE or child development
- Curriculum lesson plans, daily schedule

Kentucky Department of Education

Preschool Program Review

5. Contracting - 704 KAR 3:410 Section 4

Met	Indicator
<input type="text"/> ▼	a) All contracting sites meet preschool regulations in addition to all other applicable school laws. (note: Head Start contracting is listed in another section)
<input type="text"/> ▼	b) A contract or cooperative agreement shall be in writing. (application approved by KDE if applicable)
<input type="text"/> ▼	c) Contracted sites are separately incorporated from a religious institution; (documentation of meeting state laws/regulations)
<input type="text"/> ▼	d) The program maintains a nonsectarian board of directors;
<input type="text"/> ▼	e) All proceeds and debts are the property of that corporation;
<input type="text"/> ▼	f) The program pays reasonable rent; and the program's curriculum is not religious in nature
<input type="text"/> ▼	g) The application for contracting is approved beforehand by the Kentucky Department of Education

Explanation

Action Plan

Action Plan Due Date



- copy of contract with partner organization (community child care, Head Start, etc.)

**Kentucky Department of Education
Preschool Program Review**

Section A: Program Structure and Personnel

6. Attendance - 704 KAR 3:410 Section 5

Met	Indicator
<input type="checkbox"/>	a) Daily attendance records are maintained. ECERS-R 38
<input type="checkbox"/>	b) Families are contacted if enrolled child attendance is irregular or if the child has been absent for (4) consecutive program days. ECERS-R 38

Explanation

Action Plan

Action Plan Due Date

Examples of Supporting Evidence

- Attendance records
- Family contact records

**Kentucky Department of Education
Preschool Program Review**

Section A: Program Structure and Personnel

7. Professional Development - 704 KAR 3:410 Section 7

Met	Indicator
<input type="text"/> ▼	a) Lead teacher(s) participate in the same number of professional development days as certified personnel in the local school district.
<input type="text"/> ▼	b) Teaching assistant(s) participate(s) annually in a minimum of eighteen (18) hours of professional development.
<input type="text"/> ▼	c) Professional development activities are related to the nature and needs of young children and their families, including those with special needs. ECERS-R 43
<input type="text"/> ▼	d) Records are kept for all personnel documenting participation in professional development training. ECERS-R 43
<input type="text"/> ▼	e) At all times, a staff person is on the premises who is trained in emergency first aid and cardiopulmonary resuscitation (CPR).

Explanation

Action Plan

Action Plan Due Date

Examples of supporting evidence:

- professional development attendance/list of attendees
- professional development certificate of attendance
- topics of professional development offerings attended by preschool teacher/assistants

- personnel professional development records
- CPR and First Aid certificate

**Kentucky Department of Education
Preschool Program Review**

Section A: Program Structure and Personnel

8. Head Start Collaboration - 704 KAR 3:410

Met	Indicator
<input type="text"/> ▼	a) Blended programs utilize the higher standards from both programs (regulations).
<input type="text"/> ▼	b) District maintains regular communications with Head Start partners .
<input type="text"/> ▼	c) Full utilization with head start of at-risk 4s was achieved during the current school year.

Explanation

Action Plan

Action Plan Due Date

 

Examples of Supporting Evidence

- Full utilization agreement.
- Child find recruitment documentation, minutes from meeting with Head Start
- Logs or copies of Communications with Head Start
- Contract with Head Start

**Kentucky Department of Education
Preschool Program Review**

Section B: Environment

9. Ratio and Staffing - 704 KAR 3:410 Section 6 (4)

Met	Indicator
<input type="text"/> ▼	a) Maximum group size is twenty (20) children.
<input type="text"/> ▼	b) Consideration is given to increasing the number of staff or decreasing the group size depending upon the needs of the children, including the needs of children with disabilities. ECERS-R 14, 30
<input type="text"/> ▼	c) An adult is never left alone with more than ten (10) preschool children. ECERS-R 14, 30
<input type="text"/> ▼	d) The local school district has a written policy for assistance from another adult if one (1) adult is responsible for a group of children.

Explanation

Action Plan

Action Plan Due Date

 

Examples of Supporting Evidence

- Class roster
- IEP
- Schedule

- District/school policy

Kentucky Department of Education
Preschool Program Review

Section B: Environment

10. Developmentally Appropriate Practices (DAP) - 704 KAR 3:410 Section 6

Met

Indicator

a) The preschool program includes developmentally appropriate experiences in cognitive, communication, social, physical, emotional development and creative expression. **ECERS-R 10, 15-18, 19-26, 31-33, 34-37**

b) The preschool program assists children with their intrapersonal and interpersonal skills and in maximizing self-management and independence. **ECERS-R 10, 16-18, 28, 31-33, 37**

c) The program includes appropriate learning activities and teaching techniques in accordance with each child's level of comprehension and maturation. **ECERS-R 28, 37**

d) The program provides a supportive social and emotional climate. **ECERS-R 10, 16-18, 28, 31-33, 37**

e) The program enhances children's understanding of themselves as individuals, and in relation to others, by providing for individual, small group, and large group activities. **ECERS-R 33, 36, 37**

f) The program gives children many opportunities for success through developmentally appropriate program activities. **ECERS-R 10, 15-18, 19-26, 31-33, 34-37**

g) The program provides an environment of acceptance that helps each child develop a positive self-concept, enhance his or her individual strengths, build ethnic pride, and facilitate social relationships. **ECERS-R 10, 16-18, 28, 31-33, 37**

The program promotes the development of intellectual skills by:

h) Encouraging children to solve problems, initiate activities, explore, experiment, question, and gain mastery through learning by doing (concrete experiential learning); **ECERS-R 10, 15-18, 31-33**

i) Promoting language understanding and use in an atmosphere that encourages both communication among children and between children and adults; **ECERS-R 10, 15-18, 31-33**

j) Utilizing a curriculum in which a variety of skills are integrated into activities targeted toward the interests of children;

▼

k) Encouraging children to organize their experiences and understand concepts; **ECERS-R 10, 15-18, 31-33**

 ▼

l) Utilizing a language experience approach to introduce printed materials according to the individual developmental level of the child.
ECERS-R 10, 15-18, 31-33

Explanation

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Examples of Supporting Evidence

- lesson plans/curriculum
- self study document
- teacher interviews
- assessment documentation

Kentucky Department of Education
Preschool Program Review

11. Routines - 704 KAR 3:410 Section 6

Met

Indicator

Provide a daily balance of activities:

 ▼

a) Indoors; **ECERS-R 34-36**

 ▼

b) Outdoors; **ECERS-R 34-36**

 ▼

c) Quiet and active times; **ECERS-R 34-36**

 ▼

d) Individual and group times; **ECERS-R 34-36**

 ▼

e) Include opportunities for large and small groups; **ECERS-R 34-36**

 ▼

f) Child and staff initiated; **ECERS-R 34-36**

 ▼

g) Structured and spontaneous. **ECERS-R 34-36**

 ▼

h) The program promotes physical growth by providing developmentally appropriate materials and equipment, in sufficient quantity to allow choice. **ECERS 8**

 ▼

i) Provides supervised time for children to use large and small muscles to increase their physical skills. **ECERS-R 29, 30**

 ▼

j) Provides appropriate guidance while children use equipment and materials that promote children's physical growth. **ECERS-R 29, 30**

Explanation

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Action Plan Due Date



Examples of Supporting Evidence

- Lesson plans/curriculum
- Self study document
- teacher interviews

**Kentucky Department of Education
Preschool Program Review**

Section B: Environment

12. Equipment and Materials - 704 KAR 3:410 Section 6

Met	Indicator
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The equipment and materials are:

- | | | |
|--------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | ▼ | a) Consistent with specific educational objectives of the local program; |
| <input type="checkbox"/> | ▼ | b) Consistent with the cultural and ethnic background of the children;
ECERS-R 6, 15, 28 |
| <input type="checkbox"/> | ▼ | c) Geared to the age, ability, and developmental needs of the children;
ECERS-R 2, 3, 6, 8, 10, 28, 37 |
| <input type="checkbox"/> | ▼ | d) Safe, durable, and kept in good condition; ECERS-R 2, 3, 6, 8, 10, 28, 37 |
| <input type="checkbox"/> | ▼ | e) Stored in a safe and orderly fashion when not in use;
ECERS-R 2, 3, 6, 8, 10, 28, 37 |
| <input type="checkbox"/> | ▼ | f) Accessible, attractive, and inviting to the children;
ECERS-R 2, 3, 6, 8, 10, 28, 37 |
| <input type="checkbox"/> | ▼ | g) Designed to provide a variety of learning experiences and to encourage experimentation and exploration. ECERS-R 15, 19-27 |

Explanation

Action Plan

Action Plan Due Date

Examples of Supporting Evidence

- Self study documentation (Quality Self Study, ECERS-R, NAEYC self study or other self study)

**Kentucky Department of Education
Preschool Program Review**

Section B: Environment

13. Space - 704 KAR 3:410 Section 6 (Facilities Requirement revised 8/08)

Met	Indicator
<input type="text"/> ▼	a) Space is arranged so that children may work individually, together in small groups, and in a large group. ECERS-R 1, 4, 5, 7
<input type="text"/> ▼	b) Space is arranged to provide clear pathways for children to move from one area to another. ECERS-R 1, 4, 5, 7
<input type="text"/> ▼	c) Indoor space is a minimum of 35 square feet per child of usable space (existing structures).
<input type="text"/> ▼	d) Outdoor space is a minimum of 75 square feet per child (existing space).
<input type="text"/> ▼	e) Outdoor space is fenced. ECERS-R 1, 4, 5, 7

Centers or areas in the classroom includes space for the following centers:

<input type="text"/> ▼	f) Art, block building, cooking, gross motor, housekeeping or dramatic play, language arts or library, manipulative materials, math or problem solving, multimedia, music, science or social studies, and/or wood working; ECERS-R 4, 19-28
<input type="text"/> ▼	g) Classroom space within the classroom for children's materials;
<input type="text"/> ▼	h) Individual spaces for hanging of clothing and storage of personal items; ECERS-R 2
<input type="text"/> ▼	i) Classroom space provides secured storage space beyond the 35 square feet per child for teacher supplies, equipment, and student materials currently not in use;
<input type="text"/> ▼	j) Classroom is readily accessible to transportation drop-off and pick-up;
<input type="text"/> ▼	k) Classroom is located on a floor exiting at ground level;
<input type="text"/> ▼	l) Classroom is located within 75 feet of accessible hand washing and toilet facilities with steps-up or other devices appropriate to accommodate the size of student for each sex; ECERS-R 10, 12

m) Classroom is provided with a minimum 50 foot candles and light;
ECERS-R 1

n) Classroom is provided with heating and ventilates with fresh air or conditioned;
ECERS-R 1

o) Classroom is provided with a sink or water source in the classroom or accessible at all time within 75 feet of the room; Has instructions posted near the door with graphics of evacuation routes and emergency procedures specifically addressing young children and children with handicaps;
ECERS-R 10, 12

p) Classroom has hand-washing devices provided in room if food is prepared in the classroom.
ECERS-R 10, 12

q) Cafeteria/eating area must be provided for meal (prepared by kitchen staff), with age-appropriate seating and utensils.
ECERS-R 10

r) Outside play area if new installation, consider 1500 square feet with one-third in hard surface (paving/concrete) for wheeled vehicles;

s) Schedule access to gymnasium for activities on a daily basis or additional interior room provided for motor skill development activities limited to number of students at 60 square feet per student.
ECERS-R 7, 8, 34

t) Leased/Contract/Other Off-Site Facilities - Sites not housed in existing school centers must meet one of the two following conditions: the off-site program is currently licensed as a child day care facility (905 KAR 2:010) or the off-site space/facilities are approved by the Division of Facilities Management, KDE through inspection.

Explanation

Action Plan

Action Plan Due Date



Examples of Supporting Evidence

- Diagram of classroom arrangement with dimensions

**Kentucky Department of Education
Preschool Program Review**

Section B: Environment

14. Funding - 704 KAR 3:250

Met

Indicator

a) MUNIS reports are submitted quarterly in a timely manner .

b) All expenditures are related to the preschool program.

c) Flexible Focus Funding may be used for preschool as long as the other programmatic requirements are met.

Explanation

Action Plan

Action Plan Due Date

Examples of Supporting Evidence

- MUNIS reports

**Kentucky Department of Education
Preschool Program Review**

Section B: Environment

15. Individual Needs of Children - 704 KAR 3:410 Section 6

Met	Indicator
<input type="checkbox"/> ▼	a) The program promotes social skills and social interactions by providing positive guidance with consistent, clear rules presented in developmentally appropriate ways. ECERS-R 16-18, 28, 31-33, 41
<input type="checkbox"/> ▼	b) The program provides positive adult and peer role models, focusing on the level of the child. ECERS-R 16-18, 28, 31-33, 41
<input type="checkbox"/> ▼	c) The program is individualized to meet the special needs of children by having a curriculum that is relevant and reflective of the needs of the population served (such as, bilingual or bicultural, multicultural, rural, urban, or migrant). ECERS-R 1-8, 15-18, 19-28, 29-33, 34-37, 38, 40, 41, 43
<input type="checkbox"/> ▼	d) The program has staff and program resources reflective of the needs of population of the children in the program. ECERS-R 1-8, 15-18, 19-28, 29-33, 34-37, 38, 40, 41, 43
<input type="checkbox"/> ▼	e) The staff and program resources are reflective of the racial and ethnic population of the children in the program. ECERS-R 1-8, 15-18, 19-28, 29-33, 34-37, 38, 40, 41, 43
<input type="checkbox"/> ▼	f) Adaptations are made for children with special needs. ECERS-R 1-8, 15-18, 19-28, 29-33, 34-37, 38, 40, 41, 43
<input type="checkbox"/> ▼	g) Furniture, equipment and materials are arranged in a way as to facilitate learning, assure a balanced program of spontaneous and structured activities, and encourage self-reliance in the children. ECERS-R 1, 4, 10
<input type="checkbox"/> ▼	h) Test sheets, workbooks and ditto sheets are not used.

Explanation

Action Plan

Action Plan Due Date



Examples of Supporting Evidence

- Selected self study results/documentation from lesson plans
- Documentation from lesson plans

**Kentucky Department of Education
Preschool Program Review**

Section C: Curriculum and Assessment

16. Assessment of Children - 704 KAR 3:410 Section 6

Met

Indicator

 ▼

a) Assessment of children is for the purpose of planning activities and evaluation process.

 ▼

b) Assessment activities are not to be used to restrict entry into or exit from the preschool program.

 ▼

c) The program includes developmentally appropriate assessment.

These assessments:

 ▼

d) Provide for ongoing observation, recording and evaluation of each child's growth and development for the purpose of planning activities to suit individual needs;

 ▼

e) Are accomplished by observation or activity with the child in familiar structured and informal situations;

 ▼

f) Include information from parents; **ECERS-R 28, 37, 38**

 ▼

g) Are used to inform parents/guardians on a regular basis regarding the child's progress and physical, intellectual, communication, social, emotional, intrapersonal, and interpersonal skills and development; and **ECERS-R 28, 37, 38**

 ▼

h) Consider the cultural background of the child. **ECERS-R 28, 37, 38**

 ▼

i) Children are not retained in the preschool program.

 ▼

j) Our district is participating in the KEDS assessment collection.

k) Name of classroom instructional assessment tool used.

- AEPS
- Brigance
- Carolina
- E-LAP
- HELP
- COR
- LEP-3
- Ounce
- Teaching Strategies GOLD

l) Name of secondary classroom instructional assessment tool used.

- AEPS
- Brigance
- Carolina
- Creative Curriculum
- E-LAP
- HELP
- COR
- LEP-3
- Ounce

- Teaching Strategies GOLD
- TPBA
- Work Sampling
- other

- Other
- TPBA
- Work Sampling
- District Created Tool
- other

Explanation

Action Plan

Action Plan Due Date

 

Examples of Supporting Evidence

- Documentation from selected assessment tool as reflected in the lesson plans/child progress data.
- Parent/family reports, conference notes, contact logs

**Kentucky Department of Education
Preschool Program Review**

Section C: Curriculum and Assessment

17. Annual Evaluation of Preschool Program - 704 KAR 3:410 Section 9

Met	Indicator
<input type="text"/>	a) At least annually, parents, staff and other professionals are involved in evaluating the local preschool program's effectiveness in meeting the needs of participating children.

The program evaluation addresses:

<input type="text"/>	b) Rate of participation by eligible children;
<input type="text"/>	c) Parental satisfaction with services provided;
<input type="text"/>	d) Success of participating children as they complete the preschool program and progress through the primary school program. ECERS-R 38

Explanation

Action Plan

Action Plan Due Date

Examples of Supporting Evidence

- Parent survey/staff survey
- Self study completed by staff
- Self study results

**Kentucky Department of Education
Preschool Program Review**

Section C: Curriculum and Assessment

18. Student Information - 704 KAR 3:410 Section 5

Met	Indicator
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Prior to attendance, each child shall have on file:

- | | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | a) A copy of the legal birth certificate or other reliable proof of the student's identity and age, and an affidavit of the inability to produce a copy of the birth certificate; |
| <input type="checkbox"/> | b) A Kentucky Certificate of Immunization; |
| <input type="checkbox"/> | c) A medical examination meeting requirements conducted within six (6) months prior to entry into the school program; |
| <input type="checkbox"/> | d) Information as to eligibility for the National School Lunch Program; |
| <input type="checkbox"/> | e) Eye Exam by January of entry year into preschool. |

Explanation

Action Plan

Action Plan Due Date

Examples of Supporting Evidence

- Student records/folders/files
- Infinite Campus printout
- Free and reduced lunch form

Kentucky Department of Education Preschool Program Review

19. Screening:

Met	Indicator
<input type="checkbox"/> ▼	a) The program collaborates with medical, health, mental health and social service agencies to meet comprehensive needs of children
<input type="checkbox"/> ▼	b) A local school district shall assure that all children participating in the program receive child development and health screening through coordination with existing medical and social services
<input type="checkbox"/> ▼	c) Health screening includes growth assessment, vision and hearing screening, assessment of current immunization status, and general health status.
<input type="checkbox"/> ▼	d) Child development screening includes screening of gross and fine motor skills, cognitive functioning, communication skills, self help skills and social-emotional skills
<input type="checkbox"/> ▼	e) Child development screening may be accomplished through various means, including systematic observation in the classroom or other natural setting.
<input type="checkbox"/> ▼	f) Screening results are not used for determining placement or planning the curriculum.
<input type="checkbox"/> ▼	g) Child development and health screening is completed within thirty (30) school days of enrollment by personnel trained in the procedures utilized.
<input type="checkbox"/> ▼	h) Parents or legal guardians are contacted if screening results indicate a need for further assessment by a specialist, follow-up, or referral for special education and related services or other appropriate resources.
<input type="checkbox"/> ▼	i) A local school shall assist the parent or legal guardian as needed through cooperation with existing medical and social services to obtain the physical examination required of all children prior to school enrollment.

Explanation

Action Plan

Action Plan Due Date

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Examples of Supporting Evidence

- Contracts or agreements with other agencies
- Student records/Infinite Campus
- Student records/folders/files
- Announcements of screening dates

**Kentucky Department of Education
Preschool Program Review**

Section D: Health Safety and Nutrition

20. Meals - 704 KAR 3:410 Section 6

Met	Indicator
<input type="checkbox"/> ▼	a) All children receive breakfast or lunch, pursuant to the requirements of the National School Breakfast Program or National School Lunch Program:
<input type="checkbox"/> ▼	b) All children receive developmentally appropriate information regarding nutrition. ECERS-R 10, 13
<input type="checkbox"/> ▼	c) As much as feasible, children are involved in the planning and preparation of snacks and meals. ECERS-R 10, 13
<input type="checkbox"/> ▼	d) Teacher provides appropriate supervision during meals to develop language, understanding and problem-solving skills. ECERS-R 10, 13
<input type="checkbox"/> ▼	e) Teacher provides developmentally appropriate information about health as an integral part of program activities. ECERS-R 10, 13

Explanation

Action Plan

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Examples of Supporting Evidence

- school schedule
- daily schedule
- lesson plans

**Kentucky Department of Education
Preschool Program Review**

Section D: Health Safety and Nutrition

21. Safety Policies - 704 KAR 3:410 Section 6

Met	Indicator
<input type="checkbox"/>	a) The preschool program operates in compliance with administrative regulations in areas including facilities, safety, health and transportation. ECERS-R 14
<input type="checkbox"/>	b) The preschool program provides developmentally appropriate instruction to children regarding safety procedures, such as riding the bus and emergency procedures. ECERS-R 14

The preschool program utilizes the local school district's current safety policies regarding:

- | | |
|--------------------------|-----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | c) accident records; ECERS-R 14 |
| <input type="checkbox"/> | d) medical emergency plans; ECERS-R 14 |
| <input type="checkbox"/> | e) fire and disaster plans; ECERS-R 14 |
| <input type="checkbox"/> | f) first aid; ECERS-R 14 |
| <input type="checkbox"/> | g) dispensing of medications; and |
| <input type="checkbox"/> | h) reporting of child abuse and neglect, with modification as needed to accommodate young children. |

Explanation

Action Plan

Action Plan Due Date



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Examples of Supporting Evidence

- District/school policies and procedures
- Lesson plans
- Transportation documentation/district safety reports/district records

**Kentucky Department of Education
Preschool Program Review**

Section D: Health Safety and Nutrition

22. Transportation - 704 KAR 3:410 Section 8

Met	Indicator
<input type="checkbox"/>	a) If the local school district transports preschool children, services conform with administrative regulations (702 KAR Chapter 5).
<input type="checkbox"/>	b) A local school district makes provisions for safe arrival and departure of all children.
<input type="checkbox"/>	c) Procedures are in place for ensuring that preschool children are released to the parent or a person authorized by the parent. ECERS-R 14

Explanation

Action Plan

Action Plan Due Date

Examples of Supporting Evidence

- District/school policies
- Sign in-out logs/policies Student information records

**Kentucky Department of Education
Preschool Program Review**

Section D: Health Safety and Nutrition

23. Recruitment - 704 KAR 3:410 Section 5

Met	Indicator
<input type="checkbox"/>	a) Enrollment of (eligible) child in the preschool program is at the discretion of the parent or legal guardian.
<input type="checkbox"/>	b) Each local school district establishes and maintains an active recruitment process that systematically assures enrollment of eligible children.
The recruitment process is outlined in a written plan which includes procedures for:	
<input type="checkbox"/>	c) Notification of the right to participate, presented in the parent's primary language or natural mode of communication;
<input type="checkbox"/>	d) Identification of all eligible children regardless of race, sex, color, national origin or handicapping condition;
<input type="checkbox"/>	e) Written documentation to demonstrate that emphasis had been given to recruiting those eligible children not currently served by a preschool program; and
<input type="checkbox"/>	f) Contact to agencies and programs serving local preschool children or their families to encourage participating in the recruitment process, taking into account the demographic makeup of the community and the needs of the children and their families.
<input type="checkbox"/>	g) All educational records are kept confidential according to the requirements of the Family Education Rights and Privacy Act regulation, 34 CFR Part 99.

Explanation

Action Plan

Action Plan Due Date

Examples of Supporting Evidence

- School and district policies/student files/folders/records
- Documentation of recruitment efforts
- Recruitment policies and procedures
- English Language Learner (ELL) Survey
- Documentation of confidentiality training of staff

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24. Parent/Family Involvement - 704 KAR 3:410 Section 6

Met	Indicator
<input style="width: 100%; height: 20px;" type="checkbox"/> ▼	a) The program allows active parental involvement. Consideration of the different types of family structure, such as the single parent, foster parent and extended family, shall be made when planning activities. ECERS-R 38
At least the following opportunities are made available to parents:	
<input style="width: 100%; height: 20px;" type="checkbox"/> ▼	b) Participation in classroom and other preschool activities as volunteers or observers; ECERS-R 38
<input style="width: 100%; height: 20px;" type="checkbox"/> ▼	c) Parent training, education or other activities which the parent has helped to develop; ECERS-R 38
<input style="width: 100%; height: 20px;" type="checkbox"/> ▼	d) Working with the child in cooperation with preschool staff; ECERS-R 38
<input style="width: 100%; height: 20px;" type="checkbox"/> ▼	e) Meeting with preschool and other appropriate staff regarding the child's individual needs and progress or other two (2) way communication system developed with the parent; and ECERS-R 38
<input style="width: 100%; height: 20px;" type="checkbox"/> ▼	f) Periodic home visits by preschool staff, with a minimum of two (2) visits per child per year and with the first visit conducted within sixty (60) school days after enrollment.
A lead teacher is responsible for at least the following (704 KAR 3:410 Sec. 7(3))	
<input style="width: 100%; height: 20px;" type="checkbox"/> ▼	g) Parent participation in the classroom; ECERS-R 38
<input style="width: 100%; height: 20px;" type="checkbox"/> ▼	h) Parent-teacher conferences; and ECERS-R 38
<input style="width: 100%; height: 20px;" type="checkbox"/> ▼	i) The local district assigns professional staff, including the lead teacher, to conduct parental involvement activities and coordination with health and social services. ECERS-R 38
<input style="width: 100%; height: 20px;" type="checkbox"/> ▼	j) Were the Parent Guides shared with families? ECERS-R 38

Explanation

Action Plan

Action Plan Due Date



Examples of Supporting Evidence

- Documentation of interactions with families
- Parent involvement logs, sign in sheets, documentation of correspondence with families, listing of family involvement opportunities/calendar/training opportunities/volunteer logs/
- Documentation of home visits
- Sign in sheets from family involvement activities/agenda from program planned family activities

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25. Wrap Around Services - 704 KAR 3:410 Section 8

Met	Indicator
<input type="checkbox"/>	a) If a program is extended to provide child care before or after the standard operating hours of the preschool program, that portion of the program will meet the standards for day care facilities promulgated by the Cabinet for Families and Children.

Explanation

Action Plan

Action Plan Due Date

Examples of Supporting Evidence

- Licensing documents

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26. Exemplary Practices (Optional)

Please share an exemplary practice in your preschool program:

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