

**GEORGIA'S PREKINDERGARTEN  
RC PROGRAM ASSESSMENT  
Scoring, Clarifications and Documentation Suggestions  
2009-2010**

Georgia's Pre-K RC Program Assessment is used to evaluate Resource Coordinator programs and to identify program strengths and areas in need of improvement. Resource Coordinators, principals and program administrators can also use RC Program Assessment as a self-assessment tool to maintain and improve program quality.

**Scoring**

<b>Not Met (NM)</b>	Any indicator missing under the first column
<b>Partially Meets (PM)</b>	All indicators under first column All indicators under first column, some of indicators under second column
<b>Meets (M)</b>	All indicators under first column and all indicators under second column
<b>Exceeds (E)</b>	All indicators under first column, all indicators under second column and at least half of indicators under third column

**ITEM**

**E1 Partially Meets:**

***Periodic Social events are held*** – Keep copies of sign in sheets and invitations in the RC notebook. These events should be held at least quarterly.

***Space is available for families to meet informally*** – Keep pictures in the RC notebook of space(s) that you use to meet with families. This space could include the library, cafeteria, workroom or a parent resource room.

***Maintains a list of community activities for families*** – Keep a list of community activities in the RC notebook that parents may attend.

***Provides information on age-appropriate social and emotional skills and behaviors*** – Keep a copy of the information that has been sent home to parents in the RC notebook. Keep invitations, announcements and sign in sheets if you have a workshop(s) to meet this indicator.

**E1 Meets:**

***Reaches out to isolated families*** – Keep a record of how the RC has been able to reach out to families on the Family Contact Form. Isolated families may include but are not limited to: a family that does not participate in school activities, a family struggling with an illness, families with limited transportation options, etc.

***Programs connect families with similar interests*** – Keep sign in sheets, invitations and announcements in the RC notebook. Parents with similar interests may be determined by a needs survey.

***Helps parents set up informal communication*** – Keep a copy of a phone list or email list that the RC has assisted in creating or distributing. Make sure to get permission from a family member before providing their phone number or email address.

***Offers parenting ideas on how to foster a child's social and emotional learning at home***  
Keep a copy of information sent to families in the RC notebook. The form should reflect the activities that have been sent home to families. Activities should pertain to social and emotional learning.

**E1 Exceeds:**

***Parent resource room is available*** – Keep pictures of the resource room/ area in the RC notebook. Area should be clearly defined and labeled.

***Promotes an understanding of different cultures and backgrounds*** – Keep newsletters or invitations that announce cultural activities that parent are invited to attend. Keep a list of cultural community activities that families may attend.

**Offers support with transportation, childcare or other barriers** – Keep documentation on the Family Contact Form of how the RC has helped to break down barriers for individual families. Keep copies of information the RC has provided to the individual family (bus schedules, child care lists, food banks and clothing closets).

**Field trips and activities are provided for families outside the building** – Keep newsletters, sign in sheets and notes on field trips (outside the center or school) that the RC has planned. These field trips must link back to the RC Program Assessment in order to be counted. It is not required that these trips take place during the instructional day. These trips should be planned at least twice a year.

**Provides opportunities for parents to discuss social and emotional issues** – Keep a sign in sheet and meeting agenda in the RC notebook.

## **E2 Partially Meets:**

**Regular postings are made on a bulletin board in a public space** – Keep pictures or copies of the information that you have had available on your parent bulletin board in the RC notebook. You only need one bulletin board at each location that receives RC services.

**Take-home materials are distributed regularly to parents** – Keep copies of the information that was sent home to parents in the RC notebook (information about community resources, health information, emergency help and activities parents can do at home with their children). These materials should go home **at least** monthly.

**Family needs are determined by a survey** – Keep the survey completion log in the notebook as well as one blank copy of the survey that was provided to families. The surveys that were filled out and returned should be kept in a separate location for your Pre-K Consultant to review. Activities must be planned that reflect the families' needs and interests.

**Provides information on age-appropriate discipline and reasonable expectations** - Keep copies of information provided to parents in the RC notebook. This may be a section in your newsletter, a flyer provided to families or other materials that have been distributed parents to increase their knowledge of appropriate expectations for young children.

## **E2 Meets:**

**Family activities are provided to help strengthen the bonds between parents and children** - Keep sign in sheets and invitations from family activities in the RC notebook. These activities may include but are not limited to PACT time, workshops, make and take activities and parent luncheons.

**Parents are invited to visit and observe their children in the classroom** – Keep a record of visits to the classroom by family members on the Family Contact Form.

**Provides speakers or resources on topics of interest to parents** – Keep invitations, newsletter and sign in sheets in the RC notebook. Keep information on how individual families were invited to attend workshops on the Family Contact Form.

**Connects parents with community resource** – Keep information on the Family Contact Form on how you connected families with resources.

**Makes regular contact with families** – Keep Family Contact Form that shows contacts made with Category One families at least every other month.

**Recognizes and values parent contributions** – Keep copies of newsletters and/or thank you cards that have been sent home. Keep copies of programs from events that honor families' contribution to the program.

**Parents have opportunities to volunteer and contribute to the program** – Keep sign in sheets that provide information on how and when parents volunteered and contributed to the program. You may also include a section on the parent survey that lists what parents might want to do to assist in the classroom.

**Provides activities encouraging male involvement** – Keep invitations, newsletters and sign in sheets that show the types activities were offered that encourage male involvement. On the Family Contact Form show how individual male family members were contacted and invited to attend. These activities may include but are limited to Donuts for Dads, Career Day or a

Valentine's Day Breakfast. Male involvement activities must be held a minimum of twice a year.

**E2 Exceeds:**

**Parenting classes and discussion groups are offered** – Keep sign in sheets from classes and discussion groups. Keep newsletters, flyers and invitations that were sent to try to get parents involved. Keep the planning document in the RC notebook that documents the collaborative efforts to work with the group and the planning that got the group started.

**Time is spent with parents when they are observing their child** – Keep Family Contact Form in the RC notebook that reflects the time spent with the parent answering questions about classroom routines and expectations.

**Supports parents in developing appropriate expectations for their special needs children** - Keep the Family Contact Form in the RC notebook that reflects your efforts to help individual families by providing support and resources.

**Parents are provided with mentors/coaches** – Keep the Family Contact Form in the RC notebook that shows efforts to link families with mentors.

**Program offers specific activities for fathers, mothers and other family member** – Keep sign in sheets, invitations, flyers and newsletters that were sent home to invited families to attend. These activities may include but are not limited to Donuts with Dads, Muffins with Moms and Grandparent's Day.

**Parents are given opportunities for input into programmatic decisions** – Keep sign in sheets and invitations of a parent council or work group that help make decisions about the program.

**E3 Partially Meets:**

**Space is available for staff to meet privately with parents** – Keep pictures of space available to meet privately with parents.

**Identifies community resources that may help families meet their goals** – Keep the list(s) in the RC notebook of community resources that may help families.

**E3 Meets:**

**Plans are in place to make referrals to Department of Children and Family Services for suspected child abuse** – Keep a copy of the referral process in the RC notebook.

**Program maintains resources and referral links on crisis service** – Keep a list in the RC notebook of emergency services in the community.

**Contacts families subsequent to a referral to identify if the service was beneficial** – Keep Family Contact Form in the RC Notebook that reflects RC contacted families to make sure that they received the services they needed.

**E3 Exceeds:**

**Brings services on site to meet with parents** – Keep sign in sheets, invitations and flyers that show meetings that community resources were brought in to the school/center to meet with families.

**Community resource information is regularly updated** – Keep an updated resource list in the RC notebook. The list must be updated at least annually.

**Facilitates contact between providers and families** - Keep Family Contact Form in the RC notebook that reflects how RC has linked providers and families by calling to make appointments, calling a provider to make initial introductions or to find out what the families need to take to an appointment.

**E4 Partially Meet**

**Assists with establishing a lending library and distribution of materials** – Keep a list or photograph of children’s books, games, manipulatives, literacy packs and parenting materials that are available for checkout and a checkout log in the RC Notebook.

**Assists with creating literacy packs and distribution to families** – Keep a log of literacy packs available and how often the packs are going home with each child. Literacy packs must include at least one children’s book, something to write with and on, and at least one hands-on activity that extends the learning and discussion of the book. It is expected that if materials are needed for the activity, the materials to implement the activities are also included.

**Parents are provided with information about the school where their child will attend Kindergarten** – Keep a copy of the information you provided to families about the schools in the area.

**E4 Meets:**

**Process for distribution and use of literacy packs is evident** – Keep a log that shows that each child has taken a literacy pack home each month.

**Assists in organizing a workshop to explain and distribute the “Ready for School” kits** Keep the Kindergarten Transition Activity Record in the RC notebook to show when this activity will take place and the other details.

**Assists in organizing and facilitating activities to help familiarize children and families with the expectations of Kindergarten** - Keep the Kindergarten Transition Activity Record in the RC notebook to show what type of activities you have planned.

**E4 Exceeds:**

**Field trip allows children to see the elementary school where they will attend Kindergarten** – Keep the Kindergarten Transition Activity Record in the RC notebook that shows a field trip was held that allowed the children to see the school where he or she will attend Kindergarten.

**Kindergarten transition team meets regularly** – Keep minutes from the transition team meeting in the RC notebook. Transition team should meet at least twice a year.

**Kindergarten readiness timeline is planned and implemented** – Keep a copy of the Kindergarten timeline (Kindergarten Transition Activity Record) in RC notebook with documentation on each event.

**Children who are not in a Pre-K program are invited to attend a Kindergarten Readiness activity** – Keep invitations and sign in sheets in the RC notebook to show the activities that have been offered to families outside of the program. Keep minutes from collaborative meetings in the RC notebook that address efforts to encourage families to attend.

**E5 Partially Meets:**

**Maintains a list of community organization meetings** – Keep a list of community organization meetings with dates and times in RC notebook.

**Families on the waiting list are referred to centers with openings** – Keep an updated copy of names and addresses of other Georgia Pre-K providers in the area.

**E5 Meets:**

**Participates in a public/private Pre-K collaborative** – Keep a schedule of collaborative meetings and sign in sheets in the RC notebook. This collaborative should include all of the Pre-K providers in your community public schools, private sites and Head Start. You may also choose to invite providers that serve four-year old children but not through Georgia Pre-K.

**Participates in a community organization** – Keep a schedule of community organization meetings and minutes from the meeting (or sign in sheet) in the RC notebook. Qualifying community organizations should have a core mission that is family/child centered.

**Community Agencies are involved in the collaborative** – Keep a sign in sheet that reflects the participation of community agencies with the RC collaborative in RC notebook.

- E5 Exceeds:**  
***Kindergarten readiness activity is planned jointly between public and private providers***  
 Keep minutes from collaborative meeting in the RC notebook that show planning efforts. Use the Planning Form to document your individual efforts and participation in the activity.  
***Family Literacy Activity is planned jointly between public and private providers*** - Keep minutes from collaborative meeting in the RC notebook that show planning efforts. Use the Planning Form to document your individual efforts and participation in the activity.  
***An activity is planned that includes community resource representatives and families*** - Keep minutes from collaborative meeting in the RC notebook that show planning efforts.  
***Participates in a community organization that provides direct services to families*** – Keep the planning form that shows how you have worked with organizations to provide direct services to families. These organizations may include but are not limited to Angel Tree, Salvation Army, Lyons Club, Toys for Tots and local Food Bank. Working with these organizations may not directly serve Pre-K families but work with these organizations is part of community outreach and collaboration.
- E6 Partially Meets:**  
***Attends required Bright from the Start training*** – Keep a copy of certificate from Bright from the Start training.  
***Submits RC Program Summary by the due date indicated in the Pre-K Providers’ Operating Guidelines*** – Reports must be submitted by the due date in the *Georgia Pre-K Guidelines (Section 21.2)*.  
***Assists in identifying and obtaining Category One documentation*** – Keep proof of Category One status in the RC Notebook for each Category One child that is listed on the roster. Proof of Category One status can be a copy of the child’s Medicaid card, Peachcare, SSI, Food Stamp card, TANF, CAPS Program or income eligibility information for Free and Reduced Lunch Program.
- E6 Meets:**  
***Meets credential requirements indicated in the Pre-K Providers’ Operating Guidelines***  
 Keep a copy of RC’s credentials in RC notebook.  
***Assists in the referral of children that require follow up for Eye, Ear and Dental Forms (3300)*** – Keep contact log in the RC notebook, include the referral process on individual children that need follow-up on EEDs.  
***Assists with children and families that have incomplete or expired immunization forms (3231)*** – Keep copies of updated immunization records in the RC Notebook. Keep a copy of your immunization audit from the health department in your notebook if available.
- E6 Exceeds:**  
***Attends additional training that would enhance the implementation of the Strengthening Families program*** – Keep a copy of training certificate on file. Fill out the extra training form provided in the RC Notebook.