

Green Apple Accreditation of Children's Services
Validator Report
School Age/Enrichment Programs

Validation Report

Program: _____

Address: _____

Date of Visit: _____ Visiting Committee: _____

What to Expect During the Validation Visit:	Initials	Initials
Entrance Meeting The Entrance Meeting is the formal "kickoff" of the site visit. This is when the team is introduced to your Director/Principal, members of your governing body, executive staff, and other relevant staff who will be involved in the site visit. During this meeting, the Lead Inspector/Validator will review what can be expected over the site visit.		
Walk-thru The walk-thru is where the visiting committee will tour the program's facility from the front door to the playground. The visiting committee will observe the facility for compliance with standards which are to be included in the physical plant of the facility.		
Document Review The site visit will include a document review of the program, employee, and student records. The validators are looking to evaluate each record to make sure the program is compliance with accreditation standards. The purpose is to verify documents previously submitted through the Self Study Phase.		
Classroom Observations The visiting committee will conduct classroom observations to determine if the learning objectives are being met.		
Interviews Interviews will be conducted with students, family (if possible), and/or personnel. The intent of interviews is to determine satisfaction with services, to determine if written policies and procedures are adhered to, and to help the visiting committee get a feel for the overall culture of the organization or individual's practice.		
Exit Interview The Exit Meeting is intended to provide you with some initial general feedback and to assure all key staff and board members understand what to expect next. This also allows you to bring closure to this part of the process. The program staff will be provide a written copy of the inspection report and an opportunity to sign for the inspection report. Specific detail about how to make comments on the inspection report, and deadline for making corrections/comments, will be provided during the exit meeting.		

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Program Board Members	Program Staff Members	Other Program Officials

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Walk-thru

Program: _____

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Physical Plant	Yes	No	N/A
Main Office			
Classrooms			
Bathrooms			
Kitchen			
Playground			
Parent Pickup/Drop Off Area			
Other			

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Document Review

Program: _____

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Accreditation Standards	Yes	No	N/A
Recruitment and Selection			
Background Checks			
Training and Professional Development			
Personnel Qualifications			
Positive Work Environment			
Supervision and Performance Review			
Personnel Records			
Volunteers			
Legal and Regulatory Authorization and Compliance			
Program Planning, Guidance, and Oversight			
Ethical Practices			
Research Protections			
Financial Planning and Management			
Risk Management and Review			
Information Management and Security			
Files of Children and Youth			
Continuous Quality Improvement			
Enrichment Program/Out of School Time	Yes	No	N/A
Outreach and Program Accessibility			
Program Mission and Philosophy			
Registration and Orientation			
Building Healthy Relationships Between Children and Youth and Adults			
Promoting Positive Behavior and Healthy Peer Relationships			
Programming and Activities			
Academic Programming			
Indoor Environment			
Outdoor Environment			
Nutrition and Physical Fitness			
Specialized Sports and Fitness Programming			
Health and Wellness			
Safety			
Family Connections			
Community Involvement and Partnerships			
Supervision			
Protecting the Rights of Children and Youth and their Families			

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Classroom Observations

Program: _____

Address: _____

Date of Visit: _____ Visiting Committee: _____

Instructor: _____ #of Students: _____

Summary Activity:

Commendations/Recommendations:

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Interviews

Program: _____

Address: _____

Interviewee: _____

Date of Interview: _____ Visiting Committee: _____

1. Teachers are a part of the program TEAM.

2. The compensation and benefits are commensurate to my experience and education.

3. My opinions are welcomed and valued by the administration.

4. The program provides adequate resources to fulfill my teaching duties.

5. Opportunities for professional growth include conferences and workshops.

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6. Do you feel safe conducting parent-teacher conferences?

7. Is there anything else that you would like to share with the visiting team?

Additional question:

If you were making the decision, would you grant, deny, or defer accreditation upon this program? Why?

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Exit Interview

Program _____

Address _____

City/State/Zip _____

Summary Notes:

Commendations:

Recommendations:

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Outstanding Requirements:

What are the next steps?

___ Sign the validation report. Signature means you received a copy of the report.

___ Draft a letter in response and submit to Green Apple within 7 days, if desired.

___ Adhere to the recommendations and deadlines in the Summary Notes, if any.

___ Allow up to fourteen days for the Final Determination from Green Apple.

By signing below, I/We certify that the program has received a copy of the
validation report and understand the Next Steps in the Accreditation Process.

School Representatives:

Name/Title

Signature

Date

Name/Title

Signature

Date

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Recommendation Form

Based on review of the program, in accordance with Green Apple Accreditation Standards, Policies, and Procedures, and best practices I/We recommend, GAACS take the following action upon:

Program _____

Address _____

City/State/Zip _____

Recommended Action:

_____ Approval (The program has successfully demonstrated compliance and accreditation should be granted.)

_____ Deferral (The program did not demonstrate compliance but in my professional judgement, the program is able to come into compliance given time.)

_____ Denial (In my opinion the program is unable to demonstrate compliance and/or cure areas of noncompliance/deficiencies.)

By signing below, I/We certify that the validation report is true and correct; and the inspection was conducted in accordance with Green Apple Accreditation Standards, and Policies and Procedures.

Visiting Committee:

Name/Title

Name/Title

Signature

Signature

Date

Date