

Green Apple Accreditation of Children's Services

Survey #3-Administrator/Director Survey

School: _____

Address: _____

Telephone: _____

City/State/Zip: _____

Instructions: Please evaluate your school program using the survey tool provided.

Philosophy and Policy Making

How are the admissions policies and procedures communicated to parents?

- ☐ In writing
- ☐ Verbally
- ☐ Both

Does the school have a voluntary board of directors that govern or oversee its operations?

- ☐ Yes
- ☐ No

What is the role of the board to the school?

- ☐ The board provides an annual evaluation of the school.
- ☐ The board makes hiring decisions.
- ☐ The board oversees the daily operations of the school.
- ☐ The board meets annually to discuss legal matters affecting the school.
- ☐ All of the above
- ☐ None of the above

Administration

What is the highest level of education you have completed?

- ☐ High School Diploma
- ☐ A.A., or A.S.,
- ☐ B.A. or B.S. degree in early childhood education, child development, or other related field
- ☐ A degree in an unrelated field
- ☐ Master's degree or higher in a related field

Check all certifications you have obtained that are valid, current, and up-to-date.

- ☐ Child Development Associate (CDA)
- ☐ Director's Credential (Advanced, Full, Temporary)
- ☐ GAACS Teacher Certification
- ☐ Other, please specify:

Green Apple Accreditation of Children's Services

Survey #3-Administrator/Director Survey

Personnel

Members of the preschool staff evidence a personal relationship with Jesus Christ and identify with the evangelical mission of the preschool.

- ☐ Yes
☐ No

What is included in the employee handbook?

- ☐ Job descriptions
☐ Policies on paid holidays,
☐ Sick leave,
☐ Personal days or vacation,
☐ Salary increases
☐ All of the above
☐ None of the above

Nutrition and Food Services

Parents are provided with written menus, which meet all state, county, and other agency nutritional requirements.

- ☐ True
☐ False

Written menus of all snacks and meals are posted in an area easily seen by parents. At least two food groups are included for each snack and four food groups for each lunch.

- ☐ True
☐ False

Preschool Facility

How often are restrooms used by children cleaned?

- ☐ Hourly
☐ Weekly
☐ Biweekly
☐ Monthly
☐ None of the above
☐ All of the above

Children and adults wash their hands before toileting, before eating or handling food, and as necessary to prevent the spread of disease.

- ☐ True
☐ False

Green Apple Accreditation of Children's Services

Survey #3-Administrator/Director Survey

Licensure and Regulation

The program has completed a criminal background check on all staff (paid, volunteers, and interns) and has complied with state and federal law concerning background checks.

- ☐ True
☐ False

The school has a copy of the most recent inspection report in a locked cabinet and will make it available to the general public if requested.

- ☐ True
☐ False

Ratio and Group Size

How many children are enrolled in the program per age/grade level?

- a. Infants (under 12 months)_____
- b. One year olds_____
- c. Two year olds_____
- d. Three year olds_____
- e. Four year olds_____
- f. Five year olds_____

The school maintains an active Substitute teacher list to replace Permanent teachers during emergency and scheduled absences.

- ☐ True
☐ False

Teacher Credential

Indicate the education level of one or more lead teachers in your school.

- ☐ holds an associate degree or higher from an accredited college or university
☐ holds an Child Development Associate (CDA)
☐ holds a Director's Credential
☐ None of the above
☐ All of the above

How old is the youngest staff member counted in the staff-to-child ratio?

- a. ☐ 18 years old
- b. ☐ 16 years old
- c. ☐ 21 years old

Green Apple Accreditation of Children's Services
Survey #3-Administrator/Director Survey

Administrator Credential

What is your age range?

- a. ☐ 16-20 years old
- b. ☐ 21-30 years old
- c. ☐ 31-40 years old
- d. ☐ 41-50 years old
- e. ☐ 51-60 years old
- f. ☐ 61 and over

Indicate all documents in the director's employee file.

- a. ☐ director's educational background
- b. ☐ college degrees
- c. ☐ high school diplomas
- d. ☐ certificate of completion
- e. ☐ DCF transcript
- f. ☐ CPR/First Aid certification
- g. ☐ Employment history
- h. ☐ All of the above
- i. ☐ None of the above

Pre-Service Training

All personnel, including volunteers and substitutes must have on file the appropriate screening and background checks, and all personnel must be supervised by qualified staff.

- ☐ True
- ☐ False

Orientation for new staff members is thorough and is conducted (____) new staff works with students.

- a. ☐ within 2 days after
- b. ☐ before
- c. ☐ the first day of

Green Apple Accreditation of Children's Services
Survey #3-Administrator/Director Survey

In-Service Training

Indicate all areas covered in the Instructional Staff Training Program:

- a. ☐ Job Description and Teacher Duties
- b. ☐ School Policies and Procedures
- c. ☐ The Preschool's Christian philosophy and on employee policies.
- d. ☐ 12 documented hours of continuing education and professional development that relates to topics specific to early education.
- e. ☐ All of the Above
- f. ☐ None of the Above

How often is instructional staff training offered?

- a. ☐ Monthly
- b. ☐ Annually
- c. ☐ Weekly
- d. ☐ Bi-weekly

Curriculum Implementation

The instructional program is periodically evaluated and revised as needed.

- ☐ Yes
- ☐ No

The daily schedule is planned to include:

- a. ☐ a balance and variety of curriculum activities.
- b. ☐ spiritual enrichment activities.
- c. ☐ math, Science, and Reading Concepts.
- d. ☐ opportunities for individual and group activities.

Literacy Support

The curriculum standard addresses the provision of appropriate receptive and expressive language experiences throughout the day through interest centers, listening to stories read aloud, exploring books, and response to conversations about elements of the story to predict outcomes, to retell the sequence of the story, to connect happenings to the story with prior experiences, and develop phonological awareness.

- ☐ Yes
- ☐ No

Green Apple Accreditation of Children's Services

Survey #3-Administrator/Director Survey

Health and Safety

The staff and children keep the facility reasonably clean. A cleaning schedule is posted and followed .

- a. ☐ Weekly
- b. ☐ Daily
- c. ☐ Monthly

Toys are sanitized, paper and other trash is placed in containers, tables are washed, and floors are swept after meals.

- ☐ Yes
- ☐ No

Teacher-Child Interactions

Staff members love and respect each child and interact often with children by showing interest, warmth, consideration, and affection. Staff speaks to children in a courteous tone. Staff is available to individual children and responsive to their needs. Staff encourages an age appropriate degree of independence in children. Staff encourages the initiation of skill development by recognizing the work, accomplishments, and interests of children.

- ☐ Yes
- ☐ No

Staff Interactions

Do you conduct meetings with teachers regularly?

- ☐ Yes
- ☐ No

If so, then how often are meetings conducted with teachers?

- a. ☐ Weekly
- b. ☐ Bi-weekly
- c. ☐ Monthly
- d. ☐ Annually

Are teachers provided planning time away from responsibility of the children to create lesson plans, prepare progress reports, etc?

- ☐ Yes
- ☐ No

Green Apple Accreditation of Children's Services

Survey #3-Administrator/Director Survey

If so, then is teacher planning time:

- a. ☐ Paid
- b. ☐ Unpaid

Family Interactions

Do parents participate as classroom volunteers or attend field trips?

- ☐ Yes
- ☐ No

If so then how often do parents participate as classroom volunteers or attend field trips?

- a. ☐ Weekly
- b. ☐ Bi-weekly
- c. ☐ Daily
- d. ☐ Monthly

How often are memoranda sent to parents as a regular means of communication?

- a. ☐ Annually
- b. ☐ During Open House only
- c. ☐ Daily
- d. ☐ Weekly
- e. ☐ Monthly
- f. ☐ None of the above
- g. ☐ All of the above

Napping and Bedding

Linens, if used, must be laundered at least (_____) and more often if soiled or dirty. Linens, if used for more than one child shall be laundered between usage. Linens must be provided when children are sleeping, and pillows and blankets must be available.

- a. once each week
- b. twice each week
- c. three times each week

Please provide written comments to the following questions:

What is your annual salary? _____

What is the school's biggest challenge? _____

THANK YOU FOR PARTICIPATING IN THE SURVEY.