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ABSTRACT

This guide to a West Virginia Department of Welfare project for upgrading the quality of day care centers throughout the state presents samples of the forms used in the program, accompanied by a brief description of the program's format, requirements and procedures. The Day Care Center Enrichment Program provides a monetary incentive for upgrading, with daily or monthly payments to participating centers for each eligible child. The current phase of the project was designed to increase child care skills by establishing a continuing cycle of (1) program and staff assessment, and (2) staff development. The main assessment instrument, Program and Staff Enrichment Guidelines, is an 18-section checklist related to basic day care program and administrative functions. Forms are included for each of the Guidelines areas: Positive Interaction; Child Guidance; Activity Schedule; General Learning Environment; Art; Manipulative Play; Large Muscle Activities; Imaginative Play; Block Building; Science; Books; Music; Construction; Free Form Materials; Comprehensive Observation of Children; Professional Growth; Parent Involvement; and Center Management. (BF)

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DAY CARE

CENTER

ENRICHMENT

PROGRAM

July 1, 1977

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GENERAL INFORMATION

The Day Care Center Enrichment Program West Virginia Department of Welfare - July 1977

Background

The Day Care Center Enrichment Program, a project begun under the auspices of the Interagency Council for Child Development Services, provides a process and a monetary incentive for upgrading the quality of care provided by day care centers throughout the State.

The Program was initiated in October 1973, when the first two Phases of Enrichment standards were offered on an optional basis for use by day care centers in West Virginia.

Phases I and II assisted the participating centers in planning and establishing organizational policies and procedures.

During the next two years, the Enrichment Specialists served as consultants to centers and led regional, as well as individual center training sessions. In response to the needs of centers, Phase III was designed to increase child caring skills by establishing a continuing cycle of (1) program and staff assessment, and (2) staff development.

The ongoing process facilitated by Phase III, which was released in January 1975, led to increased competency among day care center staff members who in turn have provided enriched care to children and improved services to families.

New Program

The West Virginia Department of Welfare continued its effort to help centers provide quality day care by revising the Day Care Center Enrichment Program and submitting a draft to all licensed day care centers in March 1977.

Day care center staffs and other children's program personnel critiqued the draft and gave feedback which has been applied to the new Program, along with the results of pilot tests conducted by the Enrichment Specialists in several day care centers.

As a result of this process, the new Day Care Center Enrichment Program has been shaped by the ideas of day care center staff members, other children's program personnel and the day care staff of the West Virginia Department of Welfare. The combination of these suggestions has led to the continuation of the self-assessment style of Phase III and the incorporation of important elements from all three of the previous Phases.

Format

The new Day Care Center Enrichment Program consists of two Phases of compliance. The main form in the Program is the **Program and Staff Enrichment Guidelines**, a checklist for centers to assess their program and staff. The **Program and Staff Enrichment Guidelines** features eighteen (18) distinctive Sections related to basic day care center program and administrative functions. Centers choose their own emphasis from among the eighteen (18) Sections offered for program and staff assessment. Staff training sessions are a required follow-up to the program and staff assessment process.

Compliance Requirements

The Day Care Center Enrichment Program is supplemental to the **Licensing Requirements for Day Care Centers**. Consequently, day care centers must have a license in good standing to be eligible to participate in the Day Care Center Enrichment Program.

A license is in good standing unless the State Licensing Board for Child Welfare Agencies revokes or refuses to renew a license. Such a center would be ineligible for Enrichment funds. Eligibility for Enrichment funds ceases two weeks after the date the Licensing Board revokes or refuses to renew a license. A center can regain eligibility for Enrichment funds when and if its license is reinstated.

Since the Day Care Center Enrichment Program is optional, day care centers must initiate participation in the Program by contacting the Enrichment Staff of the West Virginia Department of Welfare, 1900 Washington Street, East, Charleston, West Virginia 25305. Telephone 348-7980.

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To participate in the new Phase III, day care centers choose six (6) Sections for assessing their program and staff and hold six (6) training sessions. To meet the new Phase IV requirements, day care centers assess their program and staff on a total of fourteen (14) Sections of their choice, which may include the six from Phase III and hold eight training sessions.

Center staff will use the **Program Development Sections** form to indicate which Phase and which Sections they have chosen for program and staff assessment. This form will be submitted to their Enrichment Specialist before the Specialist makes his evaluation visit to the center.

Classroom teachers and aides who supervise children's activities (other than sleep) for more than fifteen (15) hours per week are subject to assessment and training requirements. Some Sections are designed for teachers, aides and directors, while Section 18 excludes teachers and aides. The heading for each Section indicates the staff members for whom the Section was designed. Staff are to fill out Sections and evaluate themselves according to the work they do, even though the "Staff" designations may not identify their exact titles.

Responsibilities are assigned to the teaching and administrative staff in various patterns. When an Indicator on the **Program and Staff Enrichment Guidelines** refers to a function not usually expected of an individual staff member, the staff member should respond with NA for not applicable. It is also recommended that all staff members accept responsibility for creating, recycling, borrowing or trading equipment in order to furnish classrooms, playrooms and/or playgrounds. It is not intended that individuals pay for the equipment or materials, but that staff members use their creativity, resourcefulness and energy for supporting the administration of the centers in acquiring recommended equipment.

Training Component

The staff's answers from the **Program and Staff Enrichment Guidelines** will be transferred to the Rating Form by the center staff and used to design a Training Plan. The Training Plan must be approved by the Enrichment Specialists. The Enrichment Specialists will observe and make an assessment of the day care centers based on a random selection from the Sections of the **Program and Staff Enrichment Guidelines** used by the day care centers. The Enrichment Specialists may make recommendations for program and staff development and are available for consultation to centers during any stage of the centers' development.

To remain in compliance with the Day Care Center Enrichment Program, the centers will conduct their approved training sessions and send evaluation reports of each session to their Enrichment Specialist within two weeks after the session is held. The evaluation reports must include date of session, purpose, accomplishments, who attended and suggestions for improving the meeting. If topic changes are desired, the centers must get approval from the Enrichment Specialists before the replacement session is held in order for the session to apply toward compliance.

Centers will have one year from the last compliance date to complete the required number of training sessions. When the center progresses from Phase III to Phase IV before the Phase III training sessions are completed, the unheld training sessions may become part of the eight training sessions for Phase IV.

Procedures

The centers are eligible for the Enrichment rates for their Phase when they have:

- 1 Submitted the **Program Development Sections** form to the Enrichment Specialist.
- 2 Conducted the program and staff assessment by using the **Program and Staff Enrichment Guidelines**.
- 3 Transferred their answers to the **Rating Form** and given a copy to the Enrichment Specialist.
- 4 Complied with an on-site evaluation and consultation from the Enrichment Specialist regarding strengths and weaknesses of their day care program
- 5 Received approval for their **Training Plan** and given a copy to the Enrichment Specialist.

To remain eligible for the Enrichment rates for their Phase, Centers will:

- 1 Conduct the approved training sessions.
- 2 Send evaluation reports (including date of session, purpose, accomplishments, who attended and suggestions for improving the meeting) to the Enrichment Specialist within two weeks after each session.
- 3 Make an appointment with the Enrichment Specialist within eleven (11) months after compliance for their annual reevaluation.
- 4 Continue the cycle of assessment, rating and training.

Rates

The following rates will be paid, contingent upon available funds, by the Department of Welfare, to participating centers for each eligible child.

Phase III: Daily rate \$5.25 for less than fifteen (15) full days attendance per month
Monthly rate \$105.00 for a minimum of fifteen (15) full days attendance per month
Phase IV: Daily rate \$6.50 for less than fifteen (15) full days attendance per month.
Monthly rate \$130.00 for a minimum of fifteen (15) full days attendance per month

These payment increases will be made according to the above schedule, retroactive to the first day of the month in which the center is evaluated and reaches compliance with the Day Care Center Enrichment Program

Transition of Currently Participating Centers

Centers participating in the original Day Care Center Enrichment Program, Phases I, II or III may request to transfer into the new Enrichment Program anytime after July 1, 1977, by making an appointment to be evaluated for the new Program.

January 31, 1978 is the last date on which any center may be evaluated on the original Day Care Center Enrichment Program, Phases I, II or III. All centers who wish to continue in the Day Care Center Enrichment Program will use the new Program for their next evaluation after January 31, 1978. Centers may be evaluated on the original Enrichment Program after July 1, 1977, only up to their current compliance level.

Grievance Procedure

A center in compliance with the Day Care Center Enrichment Program may jeopardize its eligibility for Enrichment funds by not continuing to comply with the Enrichment Program.

When the Day Care Enrichment Specialist becomes aware of the non-compliance, she will confer with the Center Director to assist the center to regain compliance.

The Specialist will make a written list of the areas of non-compliance and the necessary steps to reestablish compliance. If the problem is resolved before the end of the monthly payment period, there will be no interruption of the Enrichment rates.

If compliance is not regained and the director is not satisfied about the decision, he/she has the right to protest. The Specialist will remind the director of this right.

Such protest, **in writing**, must be received by the Day Care Enrichment Specialist within ten (10) days of the conference. The written protest should include reasons for disagreement with the Day Care Enrichment Specialist's evaluation.

After receipt of the written protest from the Center Director, an appointment for a hearing will be available to the Center Director.

Within thirty (30) days of receipt of the written protest, the Day Care Enrichment Specialist will arrange for a hearing with the (1) Grievance Officer for the Department of Welfare's Division of Social Services, (2) State Day Care Director, (3) Day Care Enrichment Specialist and (4) Center Director, and/or representatives of the center.

The meeting time and place will be confirmed in writing at least ten (10) days prior to the meeting.

Within fifteen (15) days after the hearing, the Center Director will be notified of the decision by the Grievance Committee.

ENRICHMENT FORMS

Center _____ City _____

Phone Number _____ Director _____

Date _____ Enrichment Specialist _____

Mark the Sections chosen for program and staff assessment for Phase III and/or Phase IV. (Copies of this form are available for the centers' use on request).

Sections	Page	Phase III 6 Sections	Phase IV 14 Sections
1. Positive Interaction	13		
2. Child Guidance	14		
3. Activity Schedule	14		
4. General Learning Environment	16		
5. Art	17		
6. Manipulative Play	18		
7. Large Muscle Activities	18		
8. Imaginative Play	19		
9. Block Building	20		
10. Science	21		
11. Books (Quiet Area)	22		
12. Music	23		
13. Construction	24		
14. Free Form Materials (Sand/Water Play)	25		
15. Comprehensive Observation of Children	26		
16. Professional Growth	27		
17. Parent Involvement	27		
18. Center Management	28		

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Rating Form Directions

Answers on the Program and Staff Enrichment Guidelines must be transferred to the Rating Form to provide a profile of the staff competencies and priority areas for training.

Answers on the Program and Staff Enrichment Guidelines are to be marked "Usually" (+), "Sometimes" (0), "Rarely" (-) or "Not Applicable" (NA).

The Rating Form is designed so that numbers from top to bottom correspond to the Indicator numbers on the Program and Staff Enrichment Guidelines. The row across the top of the Rating Form has spaces for the names of the director and staff who complete the Program and Staff Enrichment Guidelines.

Answers from each staff member for the Sections chosen by the center must be recorded on the Rating Form. For example if on Indicator 28 the first three teachers answer "Usually" (+) and the next two teachers answered "Rarely" (-) that line would be coded as follows.

Indicator 28.

+	+	+	-	-
---	---	---	---	---

Once the Rating Form has been completed for the entire staff, by either one staff member transferring all answers or each staff member transferring his/her own, a copy of the Rating Form must be provided to the Enrichment Specialist at the time of the centers' Enrichment evaluation.

Copies of the Rating Form are available for the centers' use on request.

Staff Names

Staff Names

Indicators

Indicators

- 55
- 56
- 57
- 58
- 59
- 60
- 5- 61
- 62
- 63
- 64
- 65
- 66
- 67
- 68
- 69
- 70
- 71
- 72
- 73
- 74
- 6- 75
- 76
- 77
- 78
- 79
- 80
- 81
- 82
- 83
- 84
- 85
- 7- 86
- 87
- 88
- 89

- 90
- 91
- 92
- 93
- 8- 94
- 95
- 96
- 97
- 98
- 99
- 100
- 101
- 102
- 103
- 104
- 105
- 106
- 107
- 9- 108
- 109
- 110
- 111
- 112
- 113
- 114
- 115
- 116
- 117
- 118
- 119
- 120
- 10- 121
- 122
- 123
- 124

Staff Names

Indicators

- 17 - 195
- 196
- 197
- 198
- 199
- 200
- 201
- 202
- 18 - 203
- 204
- 205
- 206
- 207
- 208

Staff Names

Indicators

- 209
- 210
- 211
- 212
- 213
- 214
- 215
- 216
- 217
- 218
- 219
- 220
- 221

Center		Enrichment Specialist		Compliance Date	
Related Indicators	Topics	Dates of Sessions	Training Resources		
			People	Materials	Methods
	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				

Copies of the Training Plan are available for the centers' use on request.



Center	Date
Staff Member's Name	Position

DIRECTIONS

To participate in Phase III, day care centers choose six Sections for assessing their program and staff and hold six training sessions. To meet Phase IV requirements, day care centers assess their program and staff on a total of fourteen (14) Sections of their choice, which may include the six from Phase III and hold eight training sessions. Some Sections are designed for teachers, aides and directors, while Section 13 excludes teachers and aides. The heading for each Section indicates the staff members for whom the Section was designed. Staff are to fill out Sections and evaluate themselves according to the work they do, even though the "Staff" designations may not identify their exact titles.

Each adult who supervises children's activities (other than sleep) for more than fifteen (15) hours per week is required to evaluate his/her own participation by considering each Indicator in the Sections the center has chosen and by placing the appropriate code in the narrow column on the right. Choose the code that expresses the frequency with which each task is accomplished.

+ "Usually" indicates that the task is accomplished on 15 to 20 days out of 20 working days in each month unless otherwise indicated.

0 "Sometimes" indicates that the task is accomplished on 6 to 14 days out of 20 working days in each month unless otherwise indicated.

"Rarely" indicates that the task is accomplished on 0 to 5 days out of 20 working days in each month unless otherwise indicated.

NA "Not Applicable" - If the indicator does not apply to the person's job responsibility, please write NA for "Not Applicable."

Careful, thoughtful answers on the **Program and Staff Enrichment Guidelines** give an accurate picture of the staff member's style and participation at the center. They will be used to design training topics to assist the staff to strengthen their child caring skills.

Use the "Comments" column to clarify your response, request training, or give further information about your day care program. Comments are welcomed, but not required.

Copies of the **Program and Staff Enrichment Guidelines** are available for the centers' use on request.

Section 18 continued

- 215. Do I provide a workable system for handling grievances and staff discipline?
- 216 Do I maintain a current WRITTEN list of teachers and their assigned children?
- 217 Do I use a dependable screening system for interviewing and selecting day care staff, including techniques such as application forms, personal interviews, observing candidates interacting with children, letters of acceptance and rejection and/or written job descriptions?
- 218. Do I use resources offered by community agencies, as needed, including the local Day Care Social Service Worker from the West Virginia Department of Welfare?
- 219. Do I arrange for the administration of free health screening, if available?
- 220. Do I maintain the following WRITTEN records about children's health screening: name of administrating person or facility, signed parental permission, date and result of screening?
- 221 Do I RECORD in the child's folder dates and types of any referrals made and action taken?

+ 0 - NA	Usually Sometimes Rarely Not Applicable	COMMENTS

Requirements	Compliance Record	
	Compliance	Non-Compliance
1. Submitted the Program Development Sections form to the Enrichment Specialist.	_____	_____
2. Conducted the program and staff assessment by using the Program and Staff Enrichment Guidelines .	_____	_____
3. Transferred their answers to the Rating Form and given a copy to the Enrichment Specialist.	_____	_____
4. Complied with an on-site evaluation and consultation from their Enrichment Specialist regarding strengths and weaknesses of their day care program.	_____	_____
5. Received approval for their Training Plan and given a copy to the Enrichment Specialist.	_____	_____
Center	City	
Phone Number	Phase	
Enrichment Specialist	Compliance Date	

DAY CARE CENTER ENRICHMENT PROGRAM
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 1900 Washington Street, East
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