

# SOUTHWEST HRA HEAD START

**Section:** Early Childhood Development  
**Subject:** NAEYC Accreditation  
**Approved:** February 25, 1999

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## REGULATION REFERENCE:

45 CFR Part 1304 (Nov. 1996) Performance Standards 1304.21

## POLICY:

While continually striving to improve the quality of care and education provided for the Southwest HRA Head Start children and families, all centers will achieve NAEYC (National Association for the Education of Young Children) Accreditation every five years.

## PROCEDURES:

1. The Assistant Director for Early Childhood Development (ECD) and Area Managers will confer concerning readiness of each Head Start Center to participate in the NAEYC Accreditation process and submit these centers to the Head Start Director for approval. Due to cost of continued accreditation, approximately one third of the program's centers will participate each year (renewal is required every five years.)
2. During the month of May, the Assistant Director for ECD will request and submit the application fee for each center chosen to participate to the National Academy of Early Childhood Programs-- the accreditation department of the National Association for the Education of Young Children.
3. During Pre-Service Training in August, all Teaching Staff involved in that year's self study for accreditation will meet with the ECD Component Staff for orientation. All necessary forms and information will be distributed at that time.
4. Early Childhood Development Component Staff will schedule observation times with the Head Start Centers using the "Early Childhood Classroom Observation." The Center Staff and ECD Staff will work together to make any necessary improvements to meet the criteria for accreditation.
5. During the Teaching Staff's second required Home-Visit, the parent(s) will be given the NAEYC Family Questionnaire to complete. After all forms have been returned to the center teachers, they will be forwarded to the ECD Staff to be compiled.
6. Upon completion of the Staff Questionnaires, the ECD Staff will compile and fill out necessary NAEYC forms to complete the self study.

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7. By the first week in February, all necessary documentation and payment will be submitted to the Academy requesting a Validation Visit. The Validation Visits must be scheduled before the closing of the centers (last week in April).
8. Upon the program's notification of the Validation Visit date, the ECD Staff will make arrangements to meet with the Validator, providing necessary information and documentation.
9. Upon receipt of Accreditation, the Assistant Director for ECD will submit a news release to local newspapers.
10. Centers receiving Accreditation will be recognized during Pre-Service Training each year.
11. The ECD Staff and Teaching Staff will work together to submit the Annual Report each year after accreditation has been achieved.