

PET FORM
Planning and Evaluation Tracking
(2012-2013 Assessment Period)

Division of: [Arts and Sciences](#)

Person Responsible for this Division: [Jerry Moller](#)

Department of: [Child Development Lab School](#)

Primary Person Responsible for this Form: [Chelsea Munkres](#)

Purpose Statement (With Last Updated Date): [The Amarillo College Child Development Lab School provides early care and education for children three months to five years old. Admission to the Center is open to children of students, faculty, and staff of the College. Children of parents not connected with the College are admitted on the basis of space availability. The Lab School welcomes families of all socio-economic, racial, ethnic and religious backgrounds. The Lab School is open to students and faculty for observation and study for educational and training purposes.](#)

Goal Statement #1: [To provide high quality developmentally appropriate education for children ages \(3\) three months to \(5\) years, where priority of admission into program is given to Amarillo College faculty and students to promote student success.](#)

Outcome/Objective Statement #1A: [After completion of an annual NAEYC program review, program currently meets 80% compliance in all 10 Program Standard Areas. If program meets less than 80% on any Program Standard, the program will target criterion within that Standard for 5% improvement. The 10 Program Standard Areas will be evaluated by an external NAEYC Assessor and include:](#)

1. Relationships

Program Standard: [The program promotes positive relationships among all children and adults to encourage each child's sense of individual worth and belonging as part of a community and to foster each child's ability to contribute as a responsible community member.](#)

2. Curriculum

Program Standard: [The program implements a curriculum that is consistent with its goals for children and promotes learning and development in each of the following areas: social, emotional, physical, language, and cognitive.](#)

3. Teaching

Program Standard: [The program uses developmentally, culturally, and linguistically appropriate and effective teaching approaches that enhance each child's learning and development in the context of the program's curriculum goals.](#)

4. Assessment of Child Progress

Program Standard: [The program is informed by ongoing systematic, formal, and informal assessment approaches to provide information on children's learning and development. These assessments occur within the context of reciprocal communications with families and with sensitivity to the cultural contexts in which children develop. Assessment results are used to benefit children by informing sound decisions about children, teaching, and program improvement.](#)

5. Health

Program Standard: [The program promotes the nutrition and health of children and protects children and staff from illness and injury.](#)

6. Teachers

Program Standard: [The program employs and supports a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests.](#)

7. Families

Program Standard: The program establishes and maintains collaborative relationships with each child's family to foster children's development in all settings. These relationships are sensitive to family composition, language, and culture.

8. Community Relationships

Program Standard: The program establishes relationships with and uses the resources of the children's communities to support the achievement of program goals.

9. Physical Environment

Program Standard: The program has a safe and healthful environment that provides appropriate and well-maintained indoor and outdoor physical environments. The environment includes facilities, equipment, and materials to facilitate child and staff learning and development.

10. Leadership and Management

Program Standard: The program effectively implements policies, procedures, and systems that support stable staff and strong personnel, fiscal, and program management so all children, families, and staff have high quality experiences.

- Results (If Applicable, Provide Numbers and Percentages for Quantitative Data)
 - **2010-2011 Data:** 9 out of 10 (91%)
 - **2011-2012 Data:** 9 out of 10 (91%)

- Analysis
 - Provide Previous Data/Result Analysis
(Include if benchmark was met and how results relate to outcome statement): The Child Development Lab School was awarded NAEYC accreditation on August 31, 2009. The accreditation must be renewed every five years. The NAEYC Academy requires that the program submit an annual report every year documenting how we are maintaining compliance with NAEYC standards. The Lab School has remained in compliance since the last accreditation and submitted annual reports each year. The Lab School will not receive another on-site visit until Summer of 2014 when we will receive a new score.

- Improvements
 - List any Improvements Made in the **2011-2012** (Last Academic) Year:
Improvements that were made were include incorporating technology with our preschoolers to enhance curriculum, and updating the Parent Handbook to streamline with state licensing and NAEYC standards.
 - Evaluate Why Improvements Were Successful/Were Not Successful:
Through incorporation technology into our curriculum this improvement has been successful and supporting of the goal to provide high quality care and education to our children. In particular our children with special needs have benefitted greatly from the incorporation of technology for preschoolers. Also, by updating our Parent Handbook, we are continuing to provide high quality care for children by streamlining our program policies for parents to that state and NAEYC standards.
 - What Budget Implications Were Involved with this Improvement? (Please Provide Cost Estimate/Details):
Updating our Parent Handbook involved printing new Handbooks for each parents which cost approximately \$100.00. The technology components implemented in the program did not require budget funds. The Smart Board was given to us through Carl Perkins Funds and the Ipad was given to us as a donation from Bank of America.

- Recommendations/Actions for 2012-2013

- Person Responsible (Who will complete the action?): Chelsea Munkres
 - Action Plan: Maintain accreditation and program standards and prepare for re-accreditation from the process of "Self-Study". Steps of Self-Study:
 1. Create shared understanding of key concepts about accreditation, the standards, the criteria, and implications for the program.
 2. Gather information
 3. Determine strengths and weaknesses
 4. Develop improved plans as needed
 5. Make improvements and document progress
 6. Evaluate results and determine next steps
 - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date): Re-accreditation will occur in the Summer of 2014. Program will maintain a process of Self Study until re-accreditation.
 - What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details): Program must pay \$300.00 at each annual report. Re-accreditation (which happens every 5 years) will involve the following costs: 1. Intent to renew \$275, and 2. Renewal Materials Form Fee \$950.
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Goal Statement #2: The Child Development Lab School will serve as a resource for Child Development/Early Childhood Education students, parents and the community (AC Strategic Plan through 2015: Strategy 2.3; No Excuses – Top Ten Needs: Childcare).

Outcome/Objective Statement #2A

(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method): Upon completion of a parent involvement event at the Child Development Lab School, parents will be given a survey regarding the resources and quality of care available at the CDLS. A minimum of 12 (twelve) events per year will be held. A minimum of 40 tours of facility educating on high quality early childhood will be given to parents, college students and community members (AC Strategic Plan through 2015: Task 2.3.1; No Excuses – Top Ten Needs: Childcare).

- Results and Analysis

Provide Previous Data/Result Analysis

(Include if benchmark was met and how results relate to outcome statement): The Child Development Lab School did complete a minimum of 12 events. The Child Development Lab School parents were given a survey in May 2011 where it was determined that parents would like more education on positive discipline techniques. There were 7 surveys complete, out of 20 families that it was distributed to. As a response, the Child Development Lab School organized a parent event in January 2012 in which a certified professional counselor came for a parent night to present practical advice for parents and answer specific questions. The feedback from parents was excellent and 100% of provided feedback was positive from the event. Approximately 20 parents attended. In May 2012 the survey to parents determined that parents would like more events to be scheduled in the afternoons to increase parent participation. This survey was given to 24 parents and 6 surveys were returned. This is our current goal for 2012-2013 and to continue to hold a minimum of 12 events per year. Also, there were 66 tours given to parents, community members, and Amarillo College, and West Texas A&M University students to educate on the practice of high quality early childhood.

- Improvements

- List any Improvements Made in the **2011-2012** (Last Academic) Year:
Due to suggestions from last year's survey where parents desired more education on positive discipline techniques, the Child Development Lab School organized a parent event in January 2012 in which a certified professional counselor came for a parent night to present practical advice for parents and answer specific questions. The feedback from parents was excellent and 100% of provided feedback was positive. Approximately 20 parents attended.
- Evaluate Why Improvements Were Successful/Were Not Successful: This was successful because it directly addressed what parents were having problems with and gave them practical advice on how to handle it.
- What Budget Implications Were Involved with this Improvement? (Please Provide Cost Estimate/Details):
The cost of this speaker was \$150.00.

- Recommendations/Actions for 2012-2013
 - Person Responsible (Who will complete the action?): [Chelsea Munkres](#)
 - Action Plan: [To hold more parent events in the afternoon to increase parent participation.](#)
 - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date): [Will be completed at end of academic year in May 2013 when new parent survey will go out.](#)
 - What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details): [Each parent event has a different cost to it. In total parent events will cost approximately \\$1000.00 for the 2012-2013 academic year.](#)
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