**Optional Self-Assessment Worksheet (Early ECEAP)**

This is an optional ECEAP Self-Assessment worksheet for SY 2021-22. It can be used as a tool and may assist newer or smaller contractors navigate the process. It may also make requirements clearer for staff and parents. You may use it in any way that is helpful but it is not a substitute for engaging in the full ECEAP Self-Assessment process and cannot be substituted for the Self-Assessment. Do not submit this worksheet to DCYF ECEAP.

| **Early ECEAP Contract**  **Exhibit A: Statement of Work** | | **Strength** | **In Compliance** | **Challenge** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| 3. | Outcome Measures |  |  |  |  |
| 4. | Contractor Communication with DCYF |  |  |  |  |
| 5. | Prior Approvals |  |  |  |  |
| 6. | Data Entry Requirements |  |  |  |  |
| 7. | Early ECEAP Eligibility & Enrollment |  |  |  |  |
| 8. | Portable Background Checks |  |  |  |  |
| 9. | Early Achievers Participation |  |  |  |  |
| 10. | Child Safety |  |  |  |  |
| 11. | Subcontract Requirements |  |  |  |  |
| 12. | Service Area Agreements |  |  |  |  |
| 14. | DCYF Early ECEAP Working Day Model |  |  |  |  |
| 15. | Use of Funds |  |  |  |  |
| 16. | Purchase Approvals |  |  |  |  |
| 17. | Inventory |  |  |  |  |
| Strengths: | | | | | | |
| Challenges: | | | | | | |
| Possible goals: | | | | | | |

| **Early ECEAP Performance Standard**  **Intent and Authority** | | **Strength** | **Compliance**  **Yes/No** | **Challenge** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| IA-2 | Non-Discrimination |  |  |  |  |
| Strengths: | | | | | |
| Challenges: | | | | | |
| Possible goals: | | | | | |

| **Early ECEAP Performance Standard**  **Child Outcomes** | | **Strength** | **Compliance**  **Yes/No** | **Challenge** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| CO-1 | Developmental Screening and Referral |  |  |  |  |
| CO-2 | Transition |  |  |  |  |
| CO-3 | Observation and Assessment for Individualization |  |  |  |  |
| CO-4 | Individualization, Teaching, and the Learning Environment |  |  |  |  |
| Strengths: | | | | | |
| Challenges: | | | | | |
| Possible goals: | | | | | |

| **Early ECEAP Performance Standard**  **Family Engagement & Partnerships** | | **Strength** | **Compliance**  **Yes/No** | **Challenge** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| FEP-1 | Parent and family engagement in education and child development services |  |  |  |  |
| FEP-2 | Family engagement approach |  |  |  |  |
| FEP-3 | Parent activities to promote child learning and development |  |  |  |  |
| FEP-4 | Family Partnership Services |  |  |  |  |
| Family Partnership Support Visits |  |  |  |  |
| FEP-5 | Parent-Teacher Conference |  |  |  |  |
| Family Support Visit Content |  |  |  |  |
| FEP-6 | Health Coordination Services for Families |  |  |  |  |
| FEP-7 | Medical/Dental Examinations: Ensuring up-to-date child health status |  |  |  |  |
| FEP-8 | Family Confidentiality |  |  |  |  |
| FEP-9 | Family Engagement |  |  |  |  |
| FEP-10 | Family Engagement Content |  |  |  |  |
| FEP-11 | Collaborative Visits with Other Programs |  |  |  |  |
| FEP-13 | Resources and Referrals |  |  |  |  |
| Strengths: | | | | | |
| Challenges: | | | | | |
| Possible goals: | | | | | |

| **Early ECEAP Performance Standard**  **Professional Development, Training and Requirements** | | **Strength** | **Compliance**  **Yes/No** | **Challenge** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| PDTR-1 | Staffing Patterns |  |  |  |  |
| PDTR-2 | Early ECEAP Staff Qualifications and Annual Learning Plans |  |  |  |  |
| PDTR-3 | Early ECEAP Teachers |  |  |  |  |
| PDTR-5 | Volunteer Training and Background Check |  |  |  |  |
| PDTR-6 | Employment Requirements |  |  |  |  |
| PDTR-7 | Training and professional development |  |  |  |  |
| PDTR-8 | Required Training by Role |  |  |  |  |
| PDTR-11 | Staff Recruitment & Selection |  |  |  |  |
| PDTR-12 | Staff Training Program |  |  |  |  |
| PDTR-14 | Family Support Staff Role |  |  |  |  |
| PDTR-15 | Family Support Staff Qualifications |  |  |  |  |
| PDTR-16 | Coach Role |  |  |  |  |
| PDTR-17 | Coach Qualifications |  |  |  |  |
| PDTR-18 | Health Advocate Role |  |  |  |  |
| PDTR-19 | Health Advocate Qualifications |  |  |  |  |
| PDTR-20 | Health Consultant Role |  |  |  |  |
| PDTR-21 | Health Consultant Qualifications |  |  |  |  |
| PDTR-22 | Nutrition Consultant |  |  |  |  |
| PDTR-23 | Nutrition Consultant Qualifications |  |  |  |  |
| PDTR-24 | Infant and Early Childhood Mental Health Consultant Role |  |  |  |  |
| PDTR-25 | Infant and Early Childhood Mental Health Consultant Qualifications |  |  |  |  |
| Strengths: | | | | | |
| Challenges: | | | | | |
| Possible goals: | | | | | |

| **Early ECEAP Performance Standard**  **Environment** | | **Strength** | **Compliance**  **Yes/No** | **Challenge** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| ENV-1 | Indoor Space |  |  |  |  |
| ENV-2 | Environment-Materials and Equipment |  |  |  |  |
| ENV-3 | Environment-Inclusive Design |  |  |  |  |
| ENV-4 | Square Footage Outdoor |  |  |  |  |
| ENV-5 | Outdoor Safe Facilities |  |  |  |  |
| ENV-6 | Playground Safety |  |  |  |  |
| ENV-7 | Environments-Materials and Curriculum |  |  |  |  |
| ENV-8 | Curriculum-Use of Media |  |  |  |  |
| ENV-9 | Culturally Responsive Materials |  |  |  |  |
| ENV-10 | Safety Requirements |  |  |  |  |
| ENV-11 | Indoor Safe Facilities |  |  |  |  |
| ENV-12 | Fire Safety |  |  |  |  |
| ENV-13 | Meal and Snack Schedule |  |  |  |  |
| ENV-14 | Daily Routine-Oral Health Care and Tooth-Brushing |  |  |  |  |
| ENV-15 | Menu Planning |  |  |  |  |
| ENV-16 | Individual Meal Plans |  |  |  |  |
| ENV-17 | Food Service and Practices |  |  |  |  |
| ENV-18 | Food Sanitation-Handwashing |  |  |  |  |
| ENV-19 | Food Sanitation-Meal Preparation |  |  |  |  |
| ENV-20 | Contagious Disease Prevention-Handwashing |  |  |  |  |
| ENV-21 | Contagious Disease Prevention-Reporting |  |  |  |  |
| ENV-22 | Contagious Disease Notification |  |  |  |  |
| ENV-23 | Immunizations |  |  |  |  |
| ENV-24 | Medications |  |  |  |  |
| ENV-25 | Contagious Disease Prevention-Toilets and Sinks |  |  |  |  |
| ENV-26 | Pets and Animals |  |  |  |  |
| ENV-27 | First Aid Kit |  |  |  |  |
| ENV-28 | Safe Facilities-Drinking Water |  |  |  |  |
| ENV-29 | Safe Facilities-Animals, Pests, and Plants |  |  |  |  |
| ENV-30 | Food Safety Inspection |  |  |  |  |
| ENV-31 | Daily Routine – Working Day and School Day |  |  |  |  |
| Strengths: | | | | | |
| Challenges: | | | | | |
| Possible goals: | | | | | |

| **Early ECEAP Performance Standard**  **Interactions and Curriculum** | | **Strength** | **Compliance**  **Yes/No** | **Challenge** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| IC-1 | Inclusive Environments Policy |  |  |  |  |
| IC-2 | Individual Care Plan |  |  |  |  |
| IC-3 | Curriculum |  |  |  |  |
| IC-4 | Curriculum Planning |  |  |  |  |
| IC-5 | Adult-Child Interactions |  |  |  |  |
| IC-6 | Curriculum-Developmentally Appropriate and Culturally Relevant |  |  |  |  |
| IC-7 | Environment (Indoors and Outdoors)-Children’s Interest |  |  |  |  |
| IC-8 | Curriculum-Nutrition and Physical Activity Planning |  |  |  |  |
| IC-9 | Positive Climate |  |  |  |  |
| IC-10 | Child Guidance-Policy and Techniques |  |  |  |  |
| IC-11 | Child Guidance-Prohibited Practices |  |  |  |  |
| IC-12 | Child Guidance-Physical Restraint |  |  |  |  |
| IC-13 | Early ECEAP-Ratios and group size |  |  |  |  |
| IC-13 | No Expulsion |  |  |  |  |
| IC-14 | Square Footage Indoor |  |  |  |  |
| IC-16 | Daily Routine (WAC 110-300-0360) |  |  |  |  |
| Strengths: | | | | | |
| Challenges: | | | | | |
| Possible goals: | | | | | |

| **Early ECEAP Performance Standard**  **Program Administration and Oversight** | | **Strength** | **Compliance**  **Yes/No** | **Challenge** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| PAO-1 | New Facilities |  |  |  |  |
| PAO-2 | Waiver to Early ECEAP Standards |  |  |  |  |
| PAO-3 | Variance to Early ECEAP Standards |  |  |  |  |
| PAO-4 | Confidentiality |  |  |  |  |
| PAO-5 | Child Abuse and Neglect Policy |  |  |  |  |
| PAO-6 | Parent Notifications |  |  |  |  |
| PAO-7 | Parent Handbook and Related Policies |  |  |  |  |
| PAO-8 | Attendance |  |  |  |  |
| PAO-9 | Confidential Record Securing and Disposal |  |  |  |  |
| PAO-10 | Health Records |  |  |  |  |
| PAO-11 | Parent Consent Forms |  |  |  |  |
| PAO-12 | Child Restraint Documentation |  |  |  |  |
| PAO-13 | Monitoring and Compliance |  |  |  |  |
| PAO-14 | Program Monitoring Documents |  |  |  |  |
| PAO-15 | Pesticide Notifications |  |  |  |  |
| PAO-16 | Health Screenings |  |  |  |  |
| PAO-17 | Eligibility, Recruitment, Selection, Enrollment, and Attendance Documents |  |  |  |  |
| PAO-18 | Human Resources Documents |  |  |  |  |
| PAO-19 | Health and Safety Documents |  |  |  |  |
| PAO-20 | Early Childhood Education Documents |  |  |  |  |
| PAO-21 | Child Records |  |  |  |  |
| PAO-22 | Disaster Plan, Policies and Procedures |  |  |  |  |
| PAO-23 | Transportation |  |  |  |  |
| PAO-24 | Transportation Records |  |  |  |  |
| PAO-25 | No Expulsion Policy |  |  |  |  |
| PAO-26 | Health and Safety Policies and Procedures |  |  |  |  |
| PAO-27 | Required Postings |  |  |  |  |
| PAO-28 | Comprehensive Services |  |  |  |  |
| PAO-29 | Community Partnerships |  |  |  |  |
| PAO-30 | Health Advisory Committee |  |  |  |  |
| PAO-31 | Parent Policy Council |  |  |  |  |
| PAO-32 | Community Assessment |  |  |  |  |
| PAO-33 | Self-Assessment of Early ECEAP Compliance |  |  |  |  |
| PAO-34 | Parent and Community Complaints |  |  |  |  |
| PAO-35 | Free-of-Charge |  |  |  |  |
| PAO-36 | Subcontractors |  |  |  |  |
| PAO-37 | Child Recruitment |  |  |  |  |
| PAO-38 | Eligibility for Early ECEAP Services |  |  |  |  |
| PAO-39 | Verifying Eligibility |  |  |  |  |
| PAO-40 | Authority to Enroll Child |  |  |  |  |
| PAO-41 | Calculating Family Size |  |  |  |  |
| PAO-42 | Whose Income to Count |  |  |  |  |
| PAO-43 | Which Income to Count |  |  |  |  |
| PAO-44 | When a Child Lives in Two Households |  |  |  |  |
| PAO-45 | Verifying Annual Income |  |  |  |  |
| PAO-46 | Prioritization |  |  |  |  |
| PAO-47 | Waiting Lists |  |  |  |  |
| PAO-48 | Availability for Enrollment |  |  |  |  |
| PAO-49 | Maintaining Enrollment |  |  |  |  |
| PAO-50 | Serving Non-ECEAP Children in the Same Classroom |  |  |  |  |
| PAO-51 | Health and Safety Planning |  |  |  |  |
| PAO-52 | Contagious Disease Prevention Policy and Procedure |  |  |  |  |
| PAO-53 | Early Childhood Education Service Delivery |  |  |  |  |
| PAO-54 | Curriculum – Nutrition and Physical Activity Policy |  |  |  |  |
| PAO-55 | Documentation Requirements |  |  |  |  |
| PAO-56 | Administrative Documents |  |  |  |  |
| PAO-57 | Family Partnership Documents |  |  |  |  |
| PAO-58 | Family Records |  |  |  |  |
| PAO-59 | Continuous Improvement System |  |  |  |  |
| PAO-60 | Continuous Quality Improvement Visit |  |  |  |  |
| PAO-61 | Stewardship of Early ECEAP Funds |  |  |  |  |
| PAO-62 | Non Traditional Remote Services Policy |  |  |  |  |

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| Strengths: |
| Challenges: |
| Possible goals: |