

“NEW” ACCREDITATION PROCESS

United Methodist Association of Preschools (UMAP)

Effective March 1, 2020

What is a Self Study?

- An honest analysis/narrative of current practices, which should be used as an opportunity for improvement, and not condemnation.
- Informs the reader what is currently occurring in your program. Remember, accreditation is a third party verification that claims to validate what you say you do and is followed up with **artifacts/evidences** in accordance to the standards set forth by UMAP Accreditation.

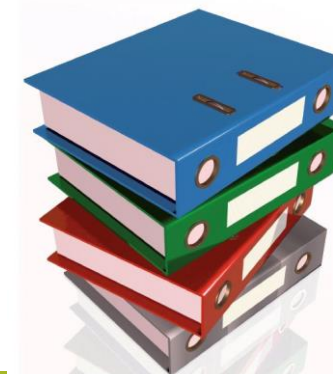


What is a Narrative?

- A concise statement that depicts what is currently in place on campus
- All sections must be answered with a narrative and followed up with artifacts in Binders for validator(s) site visit or scanned and saved to a jump drive.

Example: B 1.9 *The program parents have the opportunity to evaluate the program?*

Narrative: *Our program surveys parents every spring. We send them a paper survey with a short note stating when they are due. We value our parent's opinions, therefore, we review and make adjustments as needed. These may be seen in section **B 1.9** on campus.*



What is an Artifact?

- An artifact is the evidence of the narrative
- These must be found in binders ready for review by site visit validator(s) [placed in binder and kept at school or scanned and saved to a jump drive]

Example: B 1.9 *The program parents have the opportunity to evaluate the program?*

Narrative: *Our program surveys parents every spring. We send them a paper survey with a short note stating when they are due. We value our parent's opinions, therefore, we review and make adjustments as needed. These may be seen in section B 1.9 on campus.*





What is the UMAP Evaluation Report?

- Comes with Standard Packet after initial application
- Used to compare Director's Scores with Commissioners' Score
- Director will score, *scan and save to thumb drive*

Part B: Program Management

School: _____

Enter Rating: 0 = Standard not met - No evidence of standard
1 = Standard partially met - Limited evidence of standard with written explanation
2 = Standard fully met

Section B.1 The Program

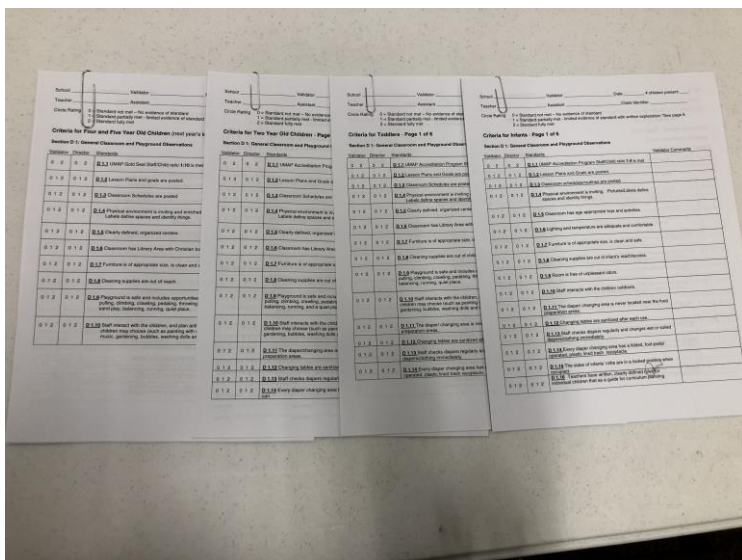
Director	Standard (Provide documentation and examples as needed)	UMAP Commissioners
	B.1.1 Program maintains a governing board.	
	B.1.2 Philosophy and Mission Statement.	
	B.1.3 Program defines roles of board and staff.	
	B.1.4 Fiscal records are kept.	
	B.1.5 Operating budget.	
	B.1.6 Policy for operation.	
	B.1.7 Benefit package for staff.	
	B.1.8 Program's self evaluation process for staff. (Include copies of completed self evaluations from all staff)	
	B.1.9 Program evaluation process for parents. (Include copies of completed self evaluations from all families)	
	B.1.10 Records are kept on staff and children.	
	B.1.11 Abuse and neglect policy.	
	B.1.12 The program works in partnership with families.	
	B.1.13 Policy regarding enrollment/termination	
	B.1.14 The program is inclusive of all children.	

2016 revised UMAP Evaluation Report - Part B
Page 5



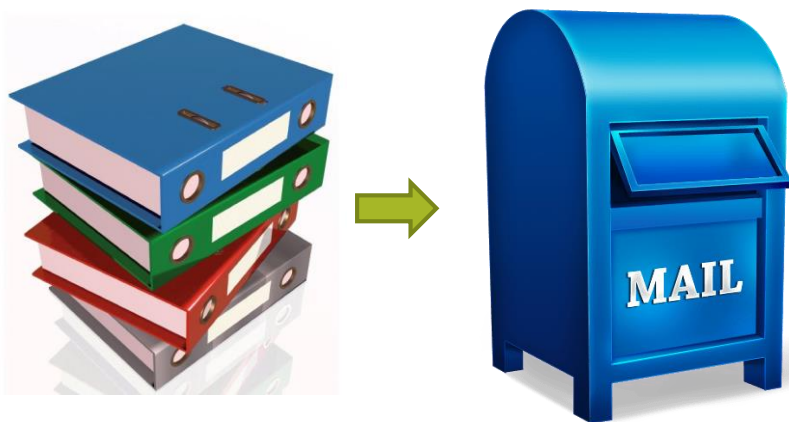
What is Section D?

- General Classroom and Playground Observations Score Sheets
- Completed by the Director
- These must be available for onsite review
- **Not** required to be scanned and saved to thumb drive



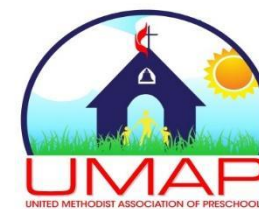
Moving from this, to this

- Self Study, narrative, and artifacts are gathered in binders
- Binders are mailed throughout the state for review
- Visiting validator(s) return(s) the binders and review Section D



- Self Study and narrative are saved to (2) thumb drives and mailed (word documents converted to PDF)
- Artifact Binders remain on campus for validator's review (fewer items)
- Site visit validator(s) will refer to artifact binders while on campus as needed





Section A 1.1-1.6

- This section must be met **100%**
- This section must be included (*scanned and saved to thumb drive*)
- Must be mailed 60 days prior to desired site visit



Section B 1.1-1.16

- This section must be met **85%**
- Sections B1.1-1.9 requires a narrative and must be ***scanned and saved to thumb drive***
- Sections B1.10-1.12 requires a narrative only
- Section B1.12a requires a narrative and must be ***scanned and saved to thumb drive***
- Sections B1.12b-1.12f requires a narrative only
- Sections B1.13-1.16 requires a narrative and must be ***scanned and saved to thumb drive***
- Must be mailed 60 days prior to desired site visit



Section B 2.1-2.9

- This section must be met **85%**
- This section requires a narrative only
- This section must be included (***scanned and saved to thumb drive***)
- Must be mailed 60 days prior to desired site visit



Section B 3.1-3.5

- This section must be met **85%**
- This section requires an narrative only
- This section must be included (***scanned and saved to thumb drive***)
- Must be mailed 60 days prior to desired site visit



Section B 5.1-5.2

- This section must be met **85%**
- This section requires a narrative
- This section must be included (***scanned and saved to thumb drive***)
- Must be mailed 60 days prior to desired site visit



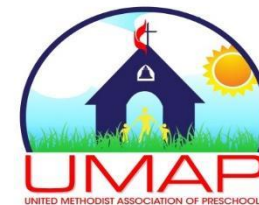
Section B 6.1-6.4

- This section must be met **85%**
- This section requires a narrative
- This section must be included (***scanned and saved to thumb drive***)
- Must be mailed 60 days prior to desired site visit



Section B 6.1-6.4

- This section must be met **85%**
- This section requires a narrative only
- This section must be included (***scanned and saved to thumb drive***)
- Must be mailed 60 days prior to desired site visit



Section B 6.5

- This section must be met **85%**
- This section requires a narrative
- This section requires a table (see Section B 4.1-4.11)
- **Note:** Data must be from previous year
- This section must be included (*scanned and saved to thumb drive*)
- Must be mailed 60 days prior to desired site visit



Section B 7.1

- This section must be met **85%**
- This section requires a narrative
- This section requires a table (see Section B 4.1-4.11)
- This section must be included (***scanned and saved to thumb drive***)
- Must be mailed 60 days prior to desired site visit



Section B 7.2

- This section must be met **85%**
- This section requires a narrative only
- This section must be included (***scanned and saved to thumb drive***)
- Must be mailed 60 days prior to desired site visit



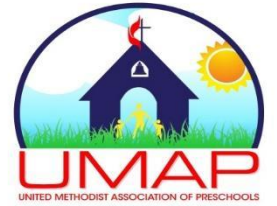
Section B 8.1-8.9

- This section must be met **85%**
- This section requires a narrative
- Artifacts must be available for on-site review
- Must be mailed 60 days prior to desired site visit



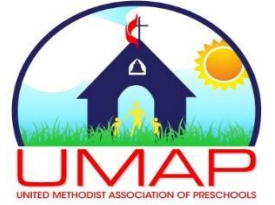
Section C 1.1-1.2

- This section must be met **75%**
- This section requires a narrative
- Artifacts must be available for on-site review
- Must be mailed 60 days prior to desired site visit



Section C 2.1-2.15

- This section must be met **75%**
- This section requires a narrative
- Artifacts must be available for on-site review or ***scanned and saved to thumb drive***
- **These sections must be completed even if no transportation is offered (2.9, 2.11, 2.12, 2.13, 2.15)**
- If transportation is provided include narrative (***scanned and saved to thumb drive***)
- Must be mailed 60 days prior to desired site visit



Section C 3.1-3.20

- This section must be met **75%**
- This section requires a narrative (***scanned and saved to thumb drive***)
- These sections must be ***scanned and saved to thumb drive*** (3.5, 3.6, 3.8, 3.9 (add picture), 3.10, 3.11, 3.13, 3.16, and 3.20)
- Must be mailed 60 days prior to desired site visit



Section C 4.1-4.7

- This section must be met **75%**
- This section requires a narrative (*scanned and saved to thumb drive*)
- Must be mailed 60 days prior to desired site visit



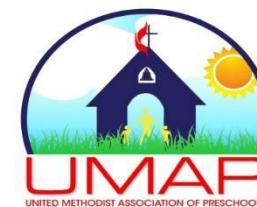
Section C 5.1-5.5

- This section must be met **75%**
- This section requires a narrative (***scanned and saved to thumb drive***)
- These must be ***scanned and saved to thumb drive*** (5.2, 5.3, 5.4, 5.5)
- Must be mailed 60 days prior to desired site visit



Fee Schedule (effective March 1st, 2020)

- Application fee-\$150
- Validation fee (student based) 1-60 \$375, 61-120 \$575, 121 or more \$700
- Administrative fee-\$175
- Resubmission fee-first \$100, second \$150, \$50 each time after
- Expedited fee-\$250 to complete within 30-45 days
- Self-imposed Deferment-\$150 (extension of Gold Seal)
- Returned check fee -\$35
- Director's Change fee - \$50



Accreditation Timeline

- If your accreditation comes due in the months of **January, February or March**, please have your entire packet* completed and turned in by **October 1st**
- If your accreditation comes due in the months of **April, May or June**, please have your entire packet* completed and turned in by **February 1st**
- If your accreditation comes due in the months of **July, August or September**, please have your entire packet* completed and turned in by **March 1st**
- If your accreditation comes due in the months of **October, November or December**, Please have your entire packet* completed and turned in by **July 1st**

* Pay close attention to each section's own requirements and adhere to the above dates

