

Culture of Improvement

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
Administrator completes Administrator Role Perception Survey (ARPS) Based on the results and administrator interests, administrator writes an Individual Professional Development Plan (IPDP) working with McCormick Center Advisor.	McCormick Center Advisor	ARPS - Beginning November 2020		
Progress/Challenge/Comments:				

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
Staff complete Early Childhood Work Environment Survey (ECWES). Based on the results, administrator works with McCormick Center advisor to improve work environment	McCormick Center Advisor	ECWES - Beginning May 2021		
Progress/Challenge/Comments:				

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
Post or share ExceleRate Illinois Guiding Principles.	McCormick Center Advisor	January 2021		
Progress/Challenge/Comments:				

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Culture of Improvement (Continued)

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
Director works with McCormick Center to facilitate Baseline Program Assessment utilizing ERS Learning Activities	McCormick Center Advisor	Beginning November 2020		
Progress/Challenge/Comments:				

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
Leader participates in external Community of Practice (CoP)	McCormick Center Advisor	Beginning March 2021		
Progress/Challenge/Comments:				
What Community of Practice (CoP) are you participating in?				

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
Ensure that all staff have Individual Professional Development Plans (IPDP)	McCormick Center Advisor	By June 30, 2021		
Progress/Challenge/Comments:				

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Culture of Improvement (Continued)

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
Director reviews administrative practices identified in PAS and develop and improvement plan.	McCormick Center Advisor	2022 or as scheduled in Administrator's IPDP		
Progress/Challenge/Comments:				

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
Director or program leader facilitates monthly team reflection meetings (Plan-Do-Review)	McCormick Center Advisor	Start when baseline program assessment is received and adequate staffing is achieved		
Progress/Challenge/Comments:				

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Administration

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
Job descriptions and personnel policies in place	McCormick Center Advisor	By June 30, 2021		
Progress/Challenge/Comments:				

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
Orientation for new staff members	McCormick Center Advisor	Once job descriptions and Personnel Policies are in place, orientation completed within 90 days of hire.		
Progress/Challenge/Comments:				

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
Annual, in-person performance reviews with goal setting	McCormick Center Advisor	Annual review begin during 2021		
Progress/Challenge/Comments:				

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
Reflective supervision, including review of progress on annual goals	McCormick Center Advisor	Beginning 2021		
Progress/Challenge/Comments:				

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Administration (Continued)

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
Minimum of Pilot-Bronze-level training requirements available to staff members at no charge on paid time. (Centers with Silver and Gold levels continue to meet training requirements.)	INCCRRA	Beginning January 2021		
Progress/Challenge/Comments:				

Teaching and Learning

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
Utilize curriculum aligned with IELG/IELDS.	CCR&R Quality & IT Specialists	Curriculum in use by June 30, 2021		
Progress/Challenge/Comments:				
What curriculum are you using?				

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
Children are encouraged to use their home language as well as English	CCR&R Quality & IT Specialists	On-going		
Progress/Challenge/Comments:				

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Teaching and Learning (Continued)

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
Feasible program modifications are made to support children, including those with disabilities.	CCR&R Quality & IT Specialists	Beginning June 30, 2021		
Progress/Challenge/Comments:				

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
Welcome and collaborate with Early Intervention and Special Education providers serving enrolled children.	CCR&R Quality & IT Specialists	Beginning January 2021		
Progress/Challenge/Comments:				

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Family and Community Engagement

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
All families, including those of children with disabilities, are invited and support to participate in parent meetings, parent-teacher conference, and any governance activities that include parents.	CCR&R Quality & IT Specialists	Beginning January 2021		
Progress/Challenge/Comments:				

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
Program finds ways to communicate with families in their home language.	CCR&R Quality & IT Specialists	On-going		
Progress/Challenge/Comments:				

Activity	Support	Pilot Timeline	Start Date/ Anticipated Start	Date Completed
Provide information and support to families transitioning to kindergarten.	CCR&R Quality & IT Specialists ISBE template	Beginning July 2021		
Progress/Challenge/Comments:				

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