ExceleRate® ILLINOIS | Preparing Children for Success

Pilot Preparatioin Activities

Program Responsibility	Outside Support	Timeline	Indicators	Evidence
Raise salaries and achieve full staffing as specified in contract	Adequate funding through PDG B-5, with contract through IDHS	Once contract is signed: Immediately raise salaries Begin recruiting to achieve full staffing to meet pilot level staffing.	Staffing patterns as specified in contract	Payroll reports sent to INCCRRA monthly
Pilot Orientation	GOECD	January 2021	Attend Pilot orientation webinar	Participation attendance for orientation

Culture of Improvement

Program Responsibility	Outside Support	Timeline	Indicators	Evidence
Administrator completes Administrator Role Preparation 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	ARPS completed as scheduled	Confirmation of completion from McCormick Center.
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	ECWES completed as scheduled.	Confirmation of completion from McCormick Center.
Post or share ExceleRate Illinois Guiding Principles.	GOECD	January 2021	Information given to staff	Conversation with GOECD

Culture of Improvement *Continued*

Program Responsibility	Outside Support	Timeline	Indicators	Evidence
Director discusses leadership and work environment with other leaders in an external Community of Practice (CoP) or similar group organized by a CCR&R agency, training entity, etc.	McCormick Center Advisor Other CoP	Beginning March 2021	Join an external CoP or cohort for program leaders.	Review at quarterly check-in call with GOECD.
Director reviews administrative practices identified in PAS and develop an improvement plan.	McCormick Center Advisor	2022 or as schedule in Administrator's IPDP	Improvement plan items determined.	Documented improvement plan.
Director and teaching staff welcome McCormick Center assessor to explain and do baseline program assessment utilizing ERS Learning Activities Subscale. (Note: scores are not used to determine Circle of Quality and will not be shared publicly.)	McCormick Center Assessor	Beginning November 2020	Program assessment completed as scheduled	Confirmation of completion from McCormick Center.
Receive baseline program ERS report and review it with assessment provider. Director or program leader implements monthly team reflection meetings (Plan-Do-Review) and training (if applicable) in selected program improvement area. Document results utilizing CQI Meeting Template. (Note that results can be negative. There is no failure, only learning.)	McCormick Center Advisor	Start when baseline program assessment is received and adequate staffing is achieved.	Minimum of 10 monthly meetings will be held per calendar year to reflect on data and practice improvements utilizing ERS results. All classroom staff and selected others will be involved each month.	Meetings recorded on CQI Meeting Template and contain all required components.

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ExceleRate Illinois | Program Responsibilities and Indicators

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Administration				
Program Responsibility	**Outside Support**	**Timeline**	**Indicators**	**Evidence**
Every new staff member experiences an orientation that includes receiving the job description and personnel policies.	McCormick Center Advisor	Leaders will write Job Descriptions and Personnel Policies by June 30, 2021 Once written, orientations completed within 90 days of hire	Job Descriptions and Personnel Policies written. Employee orientation completed within 90 days of start date.	Employee signatures indicating participation in orientation and receipt of Job Descriptions and Personnel Policy documents.
Every staff member participates in an annual, in-person performance review with their supervisor. Annual performance review includes setting goals of upcoming year.	McCormick Center Advisor	Annual reviews begin during 2021	Performance review conducted annually with individualized PD goals developed reflecting opportunities for growth discussed in performance review.	Annual performance review document kept in employee file. List of completed employee files submitted by center director.
Every staff member participates in reflective supervision with supervisor to review progress on annual goals.	McCormick Center Advisor	Beginning 2021	Supervisor meets with employee for quarterly developmental/reflective supervision to review PD goals progress.	PD goals progress tracked and documented quarterly. Document becomes part of annual performance review documentation in employee file. List of completed employee files submitted by center director.
Ensure that staff meet the minimum of Pilot-Bronze-level training requirements (Centers with Silver and Gold levels also continue to meet training requirements). Any required training is available to staff members at no charge and staff member is paid for the time.	INCCRRA	Beginning January 2021	Training completed.	Gateways Professional Development Record (PDR)

Teaching and Learning

Program Responsibility	Outside Support	Timeline	Indicators	Evidence
Curriculum that is aligned with IELG/IELDS is in use.	CCR&R Quality Specialists CCR&R IT Specialists	Curriculum in use by June 30, 2021	Lesson plans show use of curriculum.	Lesson plans utilizing chosen curriculum. *(These do not need to be submitted.)*
Children are encouraged to use their home language as well as English in the program.	CCR&R Quality Specialists CCR&R IT Specialists	On-going	Classroom signs/labels and conversation reflect language of children.	Classroom photo showing written materials/labels and conversation in home language.
Program leadership supports children of all abilities, modifying the program and making reasonable accommodations to support children with developmental delays and disabilities in inclusive/integrative classroom settings.	CCR&R Quality Specialists CCR&R IT Specialists	Beginning July 2021	Overall center environment and classrooms are modified with reasonable accommodations.	Photos showing reasonable accommodations.
Program welcomes and collaborates with outside entities to provide related services within the program for children with disabilities.	CCR&R Quality Specialists CCR&R IT Specialists	Beginning January 2021	Center collaborates with Early Intervention and Special Ed services to support children with developmental delays and disabilities.	Interview/discussion with program leaders.

Family and Community Engagement				
Program Responsibility	**Outside Support**	**Timeline**	**Indicators**	**Evidence**
All families, including those of children with disabilities, are invited and supported to participate in parent meetings, parent-teacher conferences, and any governance activities that include parents.	CCR&R Quality Specialists CCR&R IT Specialists	Beginning January 2021	Parent participation opportunities provided (parent meetings, parent-teacher conferences and decision making).	Documentation of meetings and conferences (schedules, agendas, sign-in sheets and/or flyer/advertisements)
Program finds ways to communicate with families in their home language.	CCR&R Quality Specialists CCR&R IT Specialists	On-going	Documents translated and conversation reflect family's language.	Observation of written materials and conversation in home language.
Program has transition plan, including specific guidelines for families of children with disabilities.	CCR&R Quality Specialists CCR&R IT Specialists ISBE template	Beginning July 2021	Written plan for transition.	Transition plan documented.

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