



TECHNICAL ASSISTANCE (TA) PLANNING FORM

Program Name: _____ **TA Consultant:** _____

TA Start Date: _____ **Anticipated TA End Date:** _____

Before the Initial TA Visit

★ Contact by Telephone

To Welcome to Program

Date Contacted _____

★ Schedule Portfolio TA Visit

Ask for total number of full-time staff

Ask for total number of part-time staff

On-going TA Visits

➤ Standard One – Director and Teacher Qualifications and Professional Development Registry (PDR)

- Provide overview of and discuss the Portfolio process
- Verify the Employee Education Summary Form for the director
- Review the Professional Development Registry Résumé Page for the director
 - Ensure director has submitted all required documentation for verification of career level and on-going annual training Date: _____
- Review the individual professional development plan for the director:
 - Ensure director has addressed between 1-3 ADM competency areas
 - Identify if the competency areas addressed were at the Beginner, Intermediate, or Advanced level
- Verify the Employee Education Summary Form for all teachers
- Review the Professional Development Registry Résumé Page for each teacher:

- Ensure teachers have submitted all required documentation for verification of career level and on-going annual training Date: _____
- Review the individual professional development plan for each teacher:
 - Ensure each teacher has addressed between 1-3 ECE competency areas
 - Identify if the competency areas addressed were at the Beginner, Intermediate, or Advanced level
- Number of full-time staff registered in PDR _____ Remaining # to register _____
- Number of part-time staff registered in PDR _____ Remaining # to enter register _____

Notes

✓ **Date completed**
Standard One _____

➤ **Standard Two – Teacher: Student Ratios**

- Verify the teacher: student ratio charts for four consecutive weeks collected after initial application was submitted
- Review the center/home staffing plan

Notes

✓ **Date completed**
Standard Two _____

➤ **Standard Three – Child Nutrition and Physical Activity:**

- Review samples of written materials distributed to parents (newsletters, brochures, etc.)
- Verify copies of current CPR and First Aid cards for staff Date: _____
- Check pictures of the Parent Resource Area
- Check documentation of referrals for health screenings and developmental delays
 - Form 3300 for children ages 3 and above _____
 - ASQ and ASQ-SE for early detection of health related issues _____
- Verify completion of the Child Nutrition and Physical Assessment and Improvement Plan with documented evidence of areas addressed:
 - Two domains addressed (nutrition and physical) _____
 - 1 ___ 2 ___ or 3 ___ criteria addressed for each domain

Notes

✓ **Date completed**
Standard Three _____

➤ **Standard Four – Family Partnership:**

- Review evidence of parent conferences (conference forms, policy, etc.)
- Verify evidence of twice yearly parent advisory board meetings (agenda and sign in sheets, letter from parent board, advisory board mission/vision statement)
- Review evidence of policies and practices that encourage family involvement
- Review evidence of written policy on inclusion and confidentiality of children’s records
- Verify evidence of staff training hours in cultural and linguistic competency
 - 2hrs ___ 4hrs ___ or 6hrs ___ of training
- Verify evidence of two hours of staff training in inclusion/special needs topics
- Check completed *Strengthening Families* self-assessment form and written improvement plan
- Check evidence of addressing *Strengthening Families* strategy areas as noted on the improvement plan
 - Program addressed: 1 ___ 3 ___ or 4 ___ strategy areas
- Review verification of *Strengthening Families* online training
 - 50% ___ 75% ___ or 100% ___ completed training

Notes

✓ **Date completed**
Standard Four _____

➤ **Standard Five – Intentional Teaching Practices:**

- Check daily schedules to verify if aligned with the Georgia Early Learning and Development Standards
- Review **two weeks** of lesson plans (per age group) showing alignment with the Georgia Early Learning and Development Standards
- Review description (using the curriculum questionnaire as a format) of curriculum used at each age level.
 - Verify curriculum supports five learning domains (cognitive, social, emotional, physical, and approaches to play)
 - Determine if curriculum aligns to Georgia Early Learning and Development Standards
- Check evidence of ongoing assessment to guide classroom instruction
- Check evidence of instructional strategies to support English and Second Language Learners

Notes

✓ **Date completed**
Standard Five _____

(Review all Portfolio requirements before submitting to Bright from the Start)

✓ **Date TA Consultant**
verified Portfolio _____