

# Checklist for Family Friendly Early Learning Program Certification

Updated July 2024

Welcome to the Family Friendly Early Learning Program Certification process. We're glad you're here. Your program may use the materials located at [Kentucky Collaborative for Families and Schools - Prichard Committee for Academic Excellence](#) in any way that is helpful to you and your community.

**\*Spring 2024 applications can be submitted March 15th - May 1st. Applicants will be notified in May regarding their certification status. Fall 2024 applications can be submitted August 15th - October 1st. Applicants will be notified in Oct. regarding their certification status. \***



## First steps:

- ☐ If you are a home based center or a small center, [please read this statement](#).
- ☐ Watch this [introduction video](#)
- ☐ Try a small, fun activity to build momentum. We recommend:
  - ☐ [Hopes and Dreams Letter](#)
  - ☐ Small group discussion using [4 Versions of Family-Partnership Schools](#)
- ☐ Ensure that building leader supports the process
  - ☐ A building leader should charge a "team lead" with supervising the work toward Family Friendly Early Learning Program Certification over the next several months. Choose someone who has authority, credibility, and good relationships with staff AND families.
  - ☐ Have this team lead look questions on the [application form](#) and accompanying [document for certification](#).
- ☐ A building leader should help recruit the Family Engagement Action Team or charge an existing team with coordinating the work of Family Friendly Early Learning Program Certification.
  - ☐ Your action team should reflect the diversity of YOUR program community. If your team does not reflect that diversity, form a plan for how you will involve more voices in your team. Diversity includes different forms of families, racial diversity, language diversity, socio-economic diversity, families with children with special needs.
  - ☐ Team includes at least:
    - ☐ A building leader
    - ☐ two teachers
    - ☐ two family members (*who do not work at your early learning program*).
    - ☐ Note: **If you have a smaller childcare center, you may have less people than listed above. You will have space on the application to explain why your team is different from the suggested list.**
- ☐ Team completes introductory [modules](#)
  - ☐ Two parents complete module 1
  - ☐ Two teachers complete modules 1,2 & 4
  - ☐ A building leader completes modules 1,2,3 & 4

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## Making a plan:

- ☐ Survey your program families. We recommend using questions from [this document](#). Use just 3-4 questions to improve your response rate.
- ☐ Have members of your action team score [the self-assessment](#). You can do this independently, but you MUST come together to have a conversation about the self-assessment and reach a consensus score.  
**\*Please note that if your center's size is limiting your ability to score a three in some areas, you can still get certified, you will simply be asked to explain in which areas your size impacted your score and how you are working to address those areas\***
- ☐ Use survey information and self- assessment scores to decide as an action team what areas you will focus on to boost your score. Come up with a list of activities to implement to get you to the level you're seeking. Review the [Kentucky Family Engagement Digital Playbook](#) or [20 everyday strategies](#) for ideas.
- ☐ On the application, you will provide evidence of activities under TWO critical attributes per objective on the self-assessment. Please note, the following critical attributes are required to create alignment with Kentucky All STARS:
  - ☐ Communications- Interactive
  - ☐ Shared Responsibility for Learning
  - ☐ Advocacy- Families as Advocates
  - ☐ Community Partnerships- Effective Partnerships Supporting Program Involvement
  - ☐ Community Partnerships- Sustainable Infrastructure and Resource Processes
- ☐ Make sure that your action plan will give you evidence to report. Here is [guidance regarding evidence](#).

## Implementing the plan:

- ☐ Implement the activities your team decided on and collect evidence. Create a google folder (or other shared online space) where members of your team can upload evidence as you work.
- ☐ Continue to gather feedback from families. Purposely seek feedback from families who may not have responded to your survey. For example, your FRYSC staff may gather informal data from participants in a Grandparents as Parents group. You can personalize gathering feedback through individual text messages and phone calls.
- ☐ Continue to make adjustments to your work based on feedback from families

## Completing the application:

- ☐ Attend a Family Friendly Open Office Session. [Click here for Fall 2024 dates](#)
- ☐ [Preview the application](#). The link will be live March 15th-May 1st and August 15th-Oct 1. As first time ECE applicants, you will complete pages 23-42. If applying for GOLD, there are additional questions, starting on page 62.
- ☐ Review this guidance of [what pieces of evidence](#) work at each level of each critical attribute.
- ☐ Work with the family engagement action team to compile narrative and evidence to complete these questions in the application. Here is a form with the main areas for [narrative and evidence](#), to help you gather this as a group.
- ☐ [Complete and submit the application](#).

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If you have any questions, email [grace@prichardcommittee.org](mailto:grace@prichardcommittee.org).

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## Early Care and Education Family Friendly Recertification checklist

### ☐ Reassemble the Family Engagement Action Team with at least:

- ☐ 2 classroom staff
  - ☐ 2 parents/family leaders who are not center staff
  - ☐ 1 center director/building administrator
  - ☐ If you add additional school staff, please consider adding additional parents
- Please note: **If you have a smaller childcare center, you may have less people than listed above. You will have space on the application to explain why your team is different from the suggested list.**

### ☐ Team should complete the following:

- ☐ Complete 1 hour PD
  - Suggested options can be found at the bottom of [this webpage](#)
  - Other PDs that are focused on family engagement/ family school partnerships will also be counted
- ☐ Reassess the center based on the rubric and affirm that the center is at least at level 3.
- ☐ Ensure that the program director and 75% of staff had 1 hour of Family Engagement Professional Development in the past 3 years.
- ☐ Review the questions for recertification (pages 43-51, with additional questions starting on page 62 if you are applying for GOLD).
- ☐ Determine how tasks of gathering evidence and writing narrative will be completed.
- ☐ [Complete the application](#), submitting evidence and narrative that supports reviewers in understanding your continuous improvement in Family Engagement.

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## Family Friendly Early Learning Program Requirement Checklist

	Standard Certification	Gold Certification	Standard RECERT	GOLD RECERT
Family Engagement Action Team (FEAT) – minimum 2 parents, 2 teachers, 1 building leader	x	x	x	x
2 parents on FEAT who are NOT program staff	x	x	x	x
FE Action Team members complete <a href="#">self-assessment</a>	x	x	x	x
Average self-assessment score	3	3	4	4
Complete introductory <a href="#">modules</a> <ul style="list-style-type: none"> <li>two parents complete module 1</li> <li>two teachers complete modules 1,2,4</li> <li>A building leader completes modules 1,2,3,4</li> </ul>	x	x		
Ensure that 75 % of staff have had at least one hour of Family Engagement Training in the past 3 years	x	x	x	x
Complete Family Engagement PD of your choice (2 parents, 2 teachers, 1 building leader)			x	x
Provide evidence for self-assessment through narrative and documentation	x	x	Simplified version	Simplified version
Continuous Improvement Plan: Share how you are making improvements based on best practices in family engagement and family feedback	x	x	x	x
Demonstrate action to get feedback from all families, especially previously unreached families	x	x	x	x
Submit significant evidence of co-creation with families		x		x
Submit significant evidence of engagement with all families		x		x
Submit significant evidence of how family engagement is woven throughout entire school culture		x		x