**Plan of Action Submission Form**

PROGRAM INFORMATION:

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| --- |
| Name of Program (include corporate program number if applicable):       |
| Program Address:       |
| City:       | State:       | Zip:       |
| Director/Administrator:       | Title:       |
| Phone:       | E-mail:       |
| Alternate phone (if available):       | Plan of Action Due Date:       |
|  |
| My Program’s Plan of Action Fee:       |
| Person requesting paperwork:       |

The Plan of Action fee must be paid before your paperwork will be reviewed; refer to the letter that requested the Plan of Action for the applicable fee amount. Payment must be received within 45 days of due date to be in compliance. Submit an online payment through our website www.earlylearningleaders.org.

Submit:

[ ]  Plan of Action

[ ]  Copy of Notification Letter Requesting Plan of Action

[ ]  Plan of Action Submission Form

*To submit your Plan of Action:*

E-mail as 1 PDF attachment to submissions@earlylearningleaders.org

If you are unable to e-mail your paperwork, there is a $25 minimum fee for mailed hard copies (documents greater than 375 pages will have an increased fee). Refer to our website for current mailing address.

For questions about your Plan of Action, e-mail accreditation@earlylearningleaders.org.

**Plan of Action Instructions for Completion**

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A Plan of Action is a written response that provides documentation of the actions taken to gain compliance with accreditation standards. The notification letter requesting the Plan of Action details the nature of the concerns, criteria for addressing the concerns, expected documentation for proof of compliance, and the time frame for submitting the response. Failure to submit a Plan of Action by the required due date will result in automatic suspension of an awarded program. Deferred programs that do not submit the Plan of Action by the due date will be required to enter Self-Study for a period of at least six months, and will be required to request and pay for a new Validation Visit.

When completing the Plan of Action, respond to each standard or circumstance individually, following the order stated in the letter. Read the requirements carefully. The director’s responses should reflect changes that have been implemented in each noted area of concern. Plans for maintaining compliance should also be addressed.

The period of time allowed or required for completing the Plan of Action is determined by the amount of time necessary to address the components of the plan. Sufficient time must also be allowed to assess the benefit of implemented changes. This will require ongoing observations, as well as potential refinement of new practices in order to achieve, maintain, and provide evidence of compliance. The length of each Plan of Action will vary as the response needed from each program is highly individualized.

**For your Plan of Action to be considered complete you must:**

* Review the attached Plan of Action terms to ensure understanding of specific requirements.
* Submit **detailed** information that allows for determination of the attention given to each concern.
* Show evidence of current compliance for each area of concern.
* Submit all requested documentation and any additional documentation that supports compliance in the areas to be addressed.
* Include a list of monitoring sessions. Include type of monitoring, date, duration, observed compliance, and feedback provided with each session.
* Submit details of the plan for continued monitoring to assess ongoing compliance. Include dates and duration of future monitoring of specific concerns.
* Submit a plan that details possible responses to a concern noted during ongoing monitoring. This can include additional training, mentoring, increased observations, change to practices, hiring additional staff, schedule changes, staff reassignment, and other solutions based on individual program needs.

**A Plan of Action can be required by the National Accreditation Commission when deemed necessary, including:**

* Unmet Standards during the Validation Visit
* Findings from an Unannounced Visit
* Evidence of unmet Standards in an awarded program
* Unmet Annual Report requirements
* Multiple director changes
* Failure to maintain compliance with licensing or health regulations
* Findings from a complaint made against your program

**Plan of Action Terms**

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**Training:** A *minimum* of 60 minutes of uninterrupted study must be devoted to each training topic to ensure the understanding necessary to gain and maintain compliance. Most training for an area of non-compliance will require more than one hour and often more than one training session. Training content must include the **exact** information required by the Plan of Action. Training should be held independent of staff meetings, since training and staff meetings are required in separate Standards. Program-wide concerns require training for all staff.

**Training Agenda:** A listing of the training title, training topic, trainer, time, date, and duration of the training.

**Training Summaries:** A description of the training content, including details of specific items addressed in the training or copies of written materials.

**Attendance Documentation:** Printed name and signature of each staff present, date, and time in attendance.

**Mentoring Plan:** Mentoring is a managerial practice that supports staff as they learn and improve their performance. Mentoring creates an opportunity to provide guidance, encouragement, and modeling of the desired practices. Administrators and staff have opportunity to create shared communication in a teaching-learning environment with productive, effective feedback. Mentoring creates an opportunity for one-on-one guidance on using new skills, ensuring effective daily practices. **A mentoring plan includes dates, times, and results of mentoring sessions.** Effective mentoring involves a variety of approaches. One-on-one training, small group review of standards, clearly stated expectations, modeling of desired practices, visits to observe other programs, observation by an outside source, changes or additions to staff professional development plans, and assignment of related educational material (articles, books, videos, etc.) should all be considered when developing the plan. Online training and training through reading require a written assessment.

**Monitoring Plan:** A detailed description of administrative observations and assessment of staff, specifically related to an area of concern brought forward in the Plan of Action. **A monitoring plan includes dates, times, and written results of observation sessions.** Monitoring is a strategy to ensure effective change and implementation of practices. It serves as a tool for reflection, provides opportunities for guidance and feedback, checks for understanding and implementation, and gauges the effectiveness of the mentoring plan. Monitoring documents compliance with Commission Standards. The length of the monitoring sessions and the number needed will vary, depending on the area of concern and the current level of staff ability. Both formal and brief observations can be used as monitoring strategies. Observations for any concern related to teacher-child interactions will require at least one hour per session initially. Feedback from observations should be immediate. Documentation provided by the staff can also serve as proof of understanding and ongoing compliance. Sample documents, descriptions of changed or new practices, or a written reflection of increased understanding as a result of mentoring and training can be submitted. **When monitoring shows that compliance has not been achieved or maintained, further mentoring is required.**

The Classroom Observation and Administrator’s Report from the National Accreditation Commission manual can be useful parts of both the mentoring and monitoring observations. Compliance with Standards or areas for further attention can be easily determined. These pages can be sent with the Plan of Action as documentation of observations. Only the pages related to the area of concern should be included.

***Plan of Action review can take up to 12 weeks.***