# **Annual Report Submission Form**

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| Program Name (include corporate program #):        | Award Date:        |
| Director’s Name:       | Licensed Capacity:       |
| Address:       |
| City:       | State:       | Zip:       |
| Phone:       | E-mail:       |
| [ ]  First Annual Report | 1. [ ]  **Second Annual Report**
 | 1. [ ]  **Third Annual Report**
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| Any change in ownership since the onsite visit? If yes, please explain:       |

1. **Submit this completed page along with the following:**

# [ ]  Annual Report (typed response to all four sections):

# [ ]  Section I - Program Improvements in Response to Recommendations

#  [ ]  Section II - Program Improvements to More Fully Meet Standards

#  [ ]  Section III - General Program Enhancements

#  [ ]  Section IV - Ongoing Compliance with Standards

# [ ]  Staff Education and Ongoing Training (Must use the form found at [www.earlylearningleaders.org](http://www.earlylearningleaders.org)) [ ]  All licensing reports/inspections from the last two years [ ]  Annual Report fee based on licensed capacity (see below) + [ ]  **$50 late fee if not received**

#  **by due date**

#

# **Select your Annual Report fee (fees are based on licensed capacity (not enrollment)):**

# [ ]  15-50..........$400 [ ]  51-100……$415 [ ]  101-175….$430 [ ]  176-250......$445 [ ]  251-350.....$460 [ ]  351-500….$500 [ ]  501+….….$530

*Paperwork must be received by due date to be considered on time.*

*To submit the Annual Report*, email your complete report and documentation as 1 single and complete PDF to submissions@earlylearningleaders.org. Other file types, such as Zip or Drive Share, will not be accepted. If you encounter problems submitting the report by email, please contact the Accreditation Office.

Paperwork submitted by mail will incur a minimum $25 Hard Copy Processing Fee. Hard copies will not be processed until the fee has been paid.

*Pay the Annual Report fee online through our website, earlylearningleaders.org.* The fee is due within 45 days of submission date. Failure to make timely payments will incur penalties.

Annual Report

Instructions for Completion

All paperwork should be submitted via e-mail as one (1) complete PDF attachment.

The following four sections of the Annual Report are to be composed narrative style with the heading listed at the top of each section. Annual Reports are typically two to four typed pages in length using standard spacing and font size.

When completing the Annual Report, focus on changes you have implemented during the past year to improve your program quality. What did you initiate, implement, coordinate, manage, etc.? If you direct a corporate center, focus on changes that are unique to your site instead of on corporate-wide mandates; or describe how the corporate-wide mandates were uniquely applied by your program with the results and effects on the children, staff, and/or parents; progress made; areas that still need attention.

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| 1. Program Improvements In Response To Recommendations

Refer to the letter received from the Accreditation Office for the list of recommendations *(1st Annual Report- Award Letter; 2nd Annual Report- Response to 1st Annual Report*). For *each* recommendation give details of: 1) actions taken and progress made toward improvement since receipt of the letter and 2) any future plans and goals. Be specific, describing the steps your program has taken to make the improvements. If no progress has been made in making improvements, report the reasons and the implementation plan for future improvements. |
| **II. Program Improvement to More Fully Meet Standards**  To complete this section, list at least three to five Standards by number, not already included in Section I. For each Standard, give a detailed description of the steps taken to further strengthen the Standard during the past year. *Example: E15. Increased efforts have been made to ensure that classroom activities promote the development of reading skills. All teachers attended literacy related training including "Children as Authors" and "Literacy throughout the Classroom." New books and literacy materials were purchased for all ages including puppets, flannel board pieces and pocket charts. Families have been incorporated into the classroom learning with our take home literacy bag program. In this program, we have…* |
| **III. General Program Enhancements**  General program enhancements do not necessarily pertain to a specific Standard. To complete this section, describe in detail specific program improvements completed during the past year. *Examples: Increased security or kitchen upgrades; changes to the facility such as painting; arranging a parent workday to make improvements to the playground.* (Remember to give specific details on each enhancement.) |
| 1. On Going Compliance with Standards (Maintaining Accreditation Quality)

 To complete this section, give specific details on: 1) steps taken to orient new staff on Accreditation Standards and 2) ongoing practices used to help all staff maintain compliance with Standards throughout the year. *Examples: 1) Copy of Standards added to staff orientation binder; new staff complete a classroom observation of their assigned room during the first month of employment; 2) Observation of staff on Standards throughout the year; discussion and training on specific Standards during staff meetings; focusing on a Standard of the month, etc.*  |

If you have questions concerning the completion of your annual report, email accreditation@earlylearningleaders.org