Primary Project National Certification for

School name:

Materials presented for site visit review

***Primary Project Best Practices Rubric: Blue = Critical Element***

***Yellow = Essential Element; Pink = Elective Element***

| **School Submitted**  **(check box)** | **Material Type** | **Material** | **Requirement** |
| --- | --- | --- | --- |
|  | Student | Parental consent | Template form currently used. Send a blank copy of the permission slip you routinely use. |
|  | Student | Session notes | Examples from 2-3 students. In place of the examination of children’s files with an in-person visit, block out child names/other identifying information and send session notes for children so that the endorser can see that the child is leading the play and noticing important things in the child associate/child interaction during the session. |
|  | Student | Other (examples – standardized measure of individual child, observation of students, goal sheets) | Block out child names on these examples; if your school uses other reports that might be helpful to understanding your program, feel free to upload these also. |
|  | Student | Supervision notes/log | Supervision notes or log with dates. These should note the date and the focus of the supervision. Block out any identifying information. |
|  | Student | Screening results of served children | Example – COMET Assessment Grid (group report) |
|  | Student | Meeting notes: selection conference with teachers | Such as recommendation form with student progress documented. Note when the meetings took place. Include paperwork that might reflect discussion of children, blocking out the names. |
|  | Student | Meeting notes: mid-year conference with teachers | Such as recommendation form with student progress documented. Note when the meetings took place. Include paperwork that might reflect discussion of children, blocking out the names. |
|  | Student | Meeting notes: end-year conference with teachers | Such as recommendation form with student progress documented. Note when the meetings took place. Include paperwork that might reflect discussion of children, blocking out the names. |
|  | Admin | Training certificates for child associate | Certificates documenting ≥ 6 hours of professional development per year |
|  | Admin | Sample of program integration | Examples (such as communication with Board, Open House activities, Staff meeting presentation, Back to School Night, Kindergarten orientation, school communication) |
|  | Admin | Child Associate (CA) schedule | Schedule documenting time slots spent with students, in supervision, etc. Schedule would document how much time CA has for clean-up, note taking. Also noting that supervision time is set aside. |
|  | Admin | Communication with parents/guardians | Samples of communication with parents/caregivers |
|  | Admin | Pictures of playroom | Views of playroom from different angles to show play materials (not required if doing an in-person visit) |
|  | Admin | Child Associate job description | Current job description used in your school district. How did you tell the child associate candidate about the job? |

Note that items are color coded, based on the Primary Project Best Practices Rubric.

Also, for the virtual visits, teacher, parent, and principal surveys serve to document important elements of the rubric.