

The **Standards Checklist** establishes minimum requirements for membership in PCPO. The goals listed below, as established by the PCPO Board, give Member schools some guidance in areas that go beyond the minimum requirements. Each school may choose to adopt any or all of the following as standards to be maintained.

School Operations/Administration

1. Fire insurance shall be carried on the contents of the school.
2. The preschool shall participate in the Security Emergency Loan Fund Plan offered through PCPO for those entrusted to handle the money of the school.
3. An annual financial review of the school's finances shall be conducted either by a committee of school members or by an outside auditor.
4. The school shall be an incorporated organization registered with the state corporate commissioner.
5. The school shall obtain/maintain non-profit, tax-exempt status from IRS.
6. The school shall be registered with Department of Education and/or licensed by Child Care Division
7. The school shall provide assistance to PCPO by having a PCPO representative and providing other volunteer help as requested.
8. The school shall implement financial policies and cash handling practices and procedures recommended by PCPO.
9. Schools shall have written verification that a Criminal background check of each teacher has been done.
10. Confidential personnel files for teachers shall be kept. These may include copies of up to date letters of recommendation, merit scale worksheets, contracts, resumes, and certificates of continuing education classes. Teachers shall have copies of all items kept in their personnel files.
11. School Support visits shall be conducted at five year intervals or as needed. The PCPO School Evaluation book should be used by schools every year.

Health and Safety

1. Schools shall have a working plan for emergencies that may occur in their area (examples: flood, storm, earthquake, lockdown, acute illness, chemical spills, evacuation of building). (Contact PCPO for resources.)
2. In addition to monthly fire drills, drills for identified emergencies that may occur shall be held in alternating months.
3. Teacher(s) shall be currently certified in first aid.
4. Arrival and departure procedures shall be clearly stated and consistently implemented.
5. Teachers shall have a food handler's permit.
6. Cooking and other projects using sharp tools or electrical appliances shall be carried out following clearly stated safety guidelines.
7. Good hygiene shall be taught and practiced to help curb the spread of communicable diseases.

Professional Development

1. Teacher contracts shall contain provision for sick and/or personal leave and shall meet or exceed PCPO minimum wage recommendations for merit level.
2. Teachers shall belong to a professional organization, participate in PCPO teacher meetings, attend PCPO Conference, and/or attend in-service training workshops in their local area.

Developmentally Appropriate Practice

1. Class size shall not exceed 20 children for 4's and 5's, 16 children for 3's, 12 children for 2's, and 8 children for less than 2 years. (Mixed age groups may take the average of two but should maintain lower adult/child ratios.)
2. Curriculum shall be planned to meet the developmental needs and abilities of the children.
3. All adults working with the children shall be given training in appropriate discipline and guidance techniques, based on the school's written policies.
4. Diversity of all types is honored and celebrated.