

Name: \_\_\_\_\_  
 Facility: \_\_\_\_\_

## PROGRAM UPDATE

Date: \_\_\_\_\_

To help us determine the influence **ECMI** may have made in your center operation, please indicate whether you made a **Change**, **No Change** or were **Not in a Position to Implement Change**. Space for comments is provided for additional information.

Topic	Changed	No Changes	Not in a position to implement Changes	Comments
<b>ADMINISTRATION</b>				
Mission Statement				
Developed statement				
Introduced to staff/parents				
Decision Making				
Process for making decisions				
Increased Financial Stability				
Regularly monitored income/expenses				
Developed annual operating budget				
Improved collection of fees				
Increased enrollment through marketing				
Improved utilization of staff hours				
Developed/utilized salary schedule				
Fundraising				
Time/Stress Management				
Utilized techniques				
<b>LEGAL ISSUES</b>				
Minimum Standards				
Staff trained				
Supervision				
Administration supervision of staff				
Staff supervision of children				
Staff trained on child abuse/neglect				
Operating Policies/Procedures				
Written operating policies				
Shared with staff				
Comply w/Americans with Disability Act				
Emergency plans developed/practiced				
<b>STAFF RELATIONS</b>				
Personnel Policies				
Written policies given to each staff				



Topic	Changed	No Changes	Not in a position to Implement Changes	Comments
Hiring procedures				
Job descriptions for each position				
Recruiting/interviewing/hiring process implemented				
Supporting Staff				
Developed/provided orientation				
Developed/provide pre-service training				
Developed training plan for each staff				
Delegated authority				
Implemented staff evaluation				
<b>CHILD DEVELOPMENT</b>				
Assisted staff with understanding of:				
Child growth and development				
Adult-Child Interactions				
Setting up environment				
Selecting materials				
Developing activity plans				
Schedules/Transition tips				
Guidance				
Safety/Health/Nutrition practices				
<b>PARENT PARTNERSHIPS</b>				
Built/Enhanced relationship				
Reflected awareness of cultural differences				
Communication				
Written				
Newsletters/notices				
Parent handbook				
Oral				
Reflective listening				
Resolving conflicts				
Parent Conferences				
Resources				
Provided resources to parents				
<b>CODE OF ETHICS</b>				
Introduced Code to staff				
Applied code to situations				