

What to Expect During Your On-Site Assessment



Great Start to Quality uses the Program Quality Assessment (PQA) to conduct all on-site assessment observations.

Before the Assessment

You will receive a call and follow up email to:

- Learn the scheduling window for your PQA(s)
- Choose your five block out days
- Share your days and hours of operation
- Explain any special scheduling considerations
- List the teachers' names
- Indicate the primary language spoken
- Address information about parking and entering the building or home

You should prepare the following:

- Daily schedule
- Current lesson plans
- Current copies of anecdotal notes
- Access to a child file for review
- Written curriculum statement
- Diagram/map of the classroom with approximate square footage
- Approximate square footage of the outdoor play area

*Please have these items ready for the Assessor to review or take with them upon the completion of each PQA.

During the Assessment

You can expect the visit will:

- Be unannounced
- Occur before the end of the observation window
- Take about three to six hours, depending on the daily schedule

If your program is eligible for more than one PQA:

- You may have one or multiple Assessors
- Visits may be on same day or different days

The Assessor will:

- Arrive between when your program opens and when most children arrive
- Greet the staff and talk briefly about the day
- Want to see a typical day
- Take notes while sitting quietly to the side
- Kindly direct children back to the teacher
- Finish the observation around nap/rest time
- Have questions to ask the lead teacher(s) at the end of the observation

It is also helpful to:

- Let the children know the Assessor will be there to watch their learning and play for the day
 - This may ease their anxiety about having a stranger in the room
- Know that depending on the schedule
 - The Assessor may observe for a longer time
 - The Assessor may leave and return to see certain parts of the schedule

After the Assessment

You can see the status of your PQA(s) by viewing the progress bar on your Self-Assessment Survey page in the Great Start to Quality STARS platform.

The Assessor must:

- Review the large amount of observed evidence
- Score each row
- Write a clear and concise report for you

If your program has more than one PQA, it is important to remember that all PQA observations must be complete before you receive the results.

You will receive your results:

- After the Assessor writes a report for each PQA
- From your Quality Improvement Consultant who will contact you to share the written report(s)

Your Great Start to Quality Star Rating will publish on www.greatstarttoquality.org.