

ICPC MINIMUM STANDARDS CHECK LIST

Mark each item listed either "Yes" or "No". If there is part of an item you are concerned about, mark "No" and circle the appropriate phrase or phrases. The School Support Advisor and ICPC will work with you to help your school to meet standards. *Items in italics are those the ICPC board member advisor is expected to verify upon his/her visit.*

YES NO

ORGANIZATION

- | | | |
|-------|-------|--|
| _____ | _____ | 1. <i>Parent group has written by-laws.</i> |
| _____ | _____ | 2. Your school is incorporated. |
| _____ | _____ | 3. School files annual tax forms. |
| _____ | _____ | 4. Licensed by Marion Co. Health and Hospital Corp. or in compliance with the Kindergarten Ordinance of Marion County. |
| _____ | _____ | 5. School has insurance coverage, which includes comprehensive liability, legal liability, and statutory workmen's compensation. |
| _____ | _____ | 6. School has PCPI medical insurance or equivalent group medical coverage. |
| _____ | _____ | 7. <i>School has on file a signed ICPC Child Protection Policy for each participating adult.</i> |

PROFESSIONAL STAFF

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Teacher is experienced in many aspects of preschool education. |
| _____ | _____ | 2. New teachers are required to attend the first available New Teacher's Workshop. |
| _____ | _____ | 3. Every teacher appreciates and implements the philosophy of cooperative preschool education. |
| _____ | _____ | 4. Personnel policies are clearly defined. |
| | | 5. <i>Employment contract includes:</i> |
| _____ | _____ | a. <i>Sick or personal days</i> |
| _____ | _____ | b. <i>Specific salary rate</i> |
| _____ | _____ | c. <i>Provision for termination of contract</i> |
| _____ | _____ | d. <i>Continuing education requirements</i> |
| _____ | _____ | e. <i>Job description</i> |
| _____ | _____ | f. <i>Accident insurance information</i> |
| _____ | _____ | g. <i>Health policy information</i> |
| _____ | _____ | h. <i>Social security information</i> |
| _____ | _____ | i. <i>School calendar</i> |

YES NO

4. Curriculum is based on individual and group needs interests and abilities.

5. *There is a basic, well-planned yet flexible schedule*

6. *Safety is the primary concern in the selection, use and arrangement of classroom equipment.*

7. Activities and experience are developmentally appropriate and include interaction between children and adults, things and ideas within the physical, social, emotional and intellectual realms.

8. Care is taken to respect the cultural and religious traditions of each family.

9. Age cut-off dates are met for each class.

10. Class size and child ratios are met.

11. At least one teacher and a participating adult are with every class.

12. No child is left without supervision of an adult.

13. *Classroom environment must include:*

a. *Arts and crafts, with an emphasis on art as a process rather on crafts, which must be done in a certain way.*

b. *Play with natural materials*

c. *Woodworking using real tools.*

d. *Construction*

e. *Role and dramatic play*

f. *Music: singing, listening, instruments, dancing*

g. *Large muscle activities (indoor and outdoor)*

h. *Small muscle activities*

i. *Learning games and problem solving activities*

j. *Science and the awareness of nature*

k. *Books*

l. *Cooking*

m. *Care of self*

n. *Field trips and classroom visitors*

YES NO

PHYSICAL STANDARDS

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. School has a statement certifying that the building is safe. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. <i>An approved First Aid kit is provided, kept stocked, and available at all times.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Each class conducts a fire drill at least once each semester. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Each class conducts a tornado drill at least once each semester. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. <i>Meet minimum square footage requirements (see ICPC Standards Section H 3)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Outdoor play area is fenced if traffic or other physical problems necessitate. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. A properly ventilated space is available for the temporary isolation of any child having symptoms of illness. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. <i>A minimum of one flush toilet and one stationary sink is provided for every 25 children.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. <i>Toilet rooms are properly ventilated.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. <i>A sanitary water fountain or individual disposable drinking cups provides drinking water.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. All utensils are of a disposable type and all food stored in disposable containers. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Open juice shall be kept under refrigeration between 32 and 45 F. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. All parts of the building used by the children are adequately lighted and heated. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. <i>A sanitary condition exists throughout the facilities.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. <i>Emergency exit maps are posted in each room.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. All cleaning supplies are locked and out of reach of children. |