

VPK – IMPROVEMENT PLAN STAFF DEVELOPMENT ACTIVITIES



Name of Center

Director Name

TIME FRAME		REQUIRED ACTIVITY	DATE COMPLETED	ELC	NOTES
Must be completed BEFORE start of VPK Program Year	<input type="checkbox"/>	OBTAIN STANDARDS FOR FOUR YEAR OLDS			
	<input type="checkbox"/>	USE VPK SAMPLE LESSON PLANS TO ASSIST IN PLANNING			

TIME FRAME	REQUIRED ACTIVITY	NOTES
Bi-Weekly throughout entire VPK Program	DIRECTOR OBSERVES ALL VPK STAFF TO ENSURE TRAINING IS INCORPORATED INTO DAILY LESSON PLANS (Copies of VPK Staff Observations and Logs to be maintained on site)	
Monthly throughout entire VPK Program	DIRECTOR MEETS WITH VPK STAFF AND PROVIDES FEEDBACK, REFLECTION AND GOALS FOR IMPROVEMENT (Copies of Staff Feedback to be maintained on site)	

TIME FRAME		REQUIRED ACTIVITY	DATE COMPLETED	ELC	NOTES
Month After AP1 Due: Oct 31	<input type="checkbox"/>	DIRECTOR MEETS WITH VPK STAFF TO DISCUSS RESULTS OF VPK ASSESSMENTS BY VPK CLASS (Copy of meeting notes to be maintained on site)			
Month After AP2 Due: Feb 28	<input type="checkbox"/>	DIRECTOR MEETS WITH VPK STAFF TO DISCUSS RESULTS OF VPK ASSESSMENTS BY VPK CLASS (Copy of meeting notes to be maintained on site)			
Month After AP3 Due: May 31	<input type="checkbox"/>	DIRECTOR MEETS WITH VPK STAFF TO DISCUSS RESULTS OF VPK ASSESSMENTS BY VPK CLASS (Copy of meeting notes to be maintained on site)			

ALL REQUIRED STAFF DEVELOPMENT ACTIVITIES COMPLETE:

- YES**
- NO**

DATE MONITORED:

ELC STAFF: