

Iowa Quality Preschool Program Standards (IQPPS)
District Responsibilities for IQPPS Verification Visit
2013-2014

PRIOR TO THE VISIT

The district administrator:

- Provides information to the DE Consultant for all sessions of Statewide Voluntary Preschool Programs, and any session providing special education instructional services to a 3-, 4- and/or 5-year old child on an IEP.
 - Early Childhood Special Education (ECSE) sessions that includes ONLY children on an IEP – even if the child is also served in another session.
 - Early childhood sessions (such as community-based providers, child care, district tuition programs, etc.).
- Secures the Team Room location. The location must be private and secure to allow for team conversation and safety of confidential materials.
 - Team will need access to room by 7:45 on each day.
- Ensures that all necessary items are in the Team Room by the morning of Day 1 including:
 - A folder with information for each session including the classroom teacher & teacher associate names, classroom location, names of children with IEPs, and current daily schedule;
 - All classroom portfolios;
 - Program portfolio;
 - District staff files and community partner staff files, if applicable;
 - Child files (May be reviewed at the preschool site at the discretion of the DE Consultant); and
 - Teacher names and copies of their Teaching License from the Iowa Board of Educational Examiners for ALL programs including those not following the IQPPS to assure appropriate teacher licensure.
- Arranges for:
 - Department of Education staff to review staff files.
 - Family Interview for 1 hour (include parents from all sites and with children on IEPs).
 - If there are more than 15 parents, 2 sessions may run concurrently depending on IQPPS Team availability.
 - The remaining schedule can be built around this interview.
 - Facilities tour for each site following the classroom observation.
 - Classroom observer to meet with teacher after classroom observation, as necessary, to clarify any criteria (ensure appropriate ratios are maintained during meeting).
 - Teacher Interview for 1 hour (Optional – at the discretion of the DE Consultant).

Note: The District will be informed of the specific session(s) to be observed during the visit on the morning of Day 1. All classrooms should be prepared for an observation.

DURING THE VISIT

The district administrator:

- Is available to the DE Consultant to answer questions or provide additional information/evidence throughout the Verification Visit.
- Provides an Overview Presentation to the Verification Team on Day 1.
 - Suggestions for Overview Presentation include:
 - Brief history of program;
 - Collaboration and community partnerships;
 - Early childhood professional development; and/or
 - Highlights of current and future programming, including child assessment information.
- Arranges and participates in the Summary Meeting – time to be determined by the DE Consultant.
 - The DE does not promote teacher attendance at the Summary Meeting.
 - In the Summary Meeting, the DE Consultant will include a brief summary of the visit and any Assurances and/or Required Criteria not met.
- The district is encouraged to invite the AEA Early Childhood Consultant and community partner administration to attend the district Overview Presentation and Summary Meeting; however, they should not be involved with the IQPPS visit and the IQPPS Verification Team.

Note: IQPPS Verification status will not be finalized during visit. Final report and verification determination will be sent at a later date.