

Reflective Self-Study for Child Care Centers: Overview of the Three Step Process



Week 1

The administrator shares information about the Reflective Self-Study process with teachers. This includes providing teachers with:

- Instructions and resources for the self-study from **ncrlap.org** including a webinar that offers additional information about this process.
- A copy of the Environment Rating Scale that applies to the ages of children currently enrolled:
 - ECERS-R for older 2s & preschoolers
 - ITERS-R for infants/toddlers
 - SACERS-U for school-age children

1

The administrator will enter the date(s) information was shared with teachers on the Self-Study Verification form.



Weeks 1-4

In every classroom, lead teachers complete three “Thinking More” worksheets associated with the rating scale used in their classroom.

These worksheets ask teachers (or teaching teams) to reflect on their current situations and daily practices in these areas:

- Language/Interactions
- Personal Care Routines/Health and Safety
- Program Structure

To encourage reflection, we recommend worksheets be completed over a three week period (one per week). Set aside 2-4 hours to complete each worksheet, perhaps 30 minutes per day.

The administrator should check-in with teachers during this time to address questions and facilitate completion before the start of the assessment window.

2



Weeks 3-4

The administrator has a conversation with each teacher (or teaching team) about the completed worksheets. The purpose is to review work, address any lingering questions, and think about next steps or goal setting based on ideas generated during the process.

To encourage discussion, set aside ample time for these conversations (perhaps 1 hour per classroom). These meetings may occur with different administrators, as needed and if applicable, to get all of them completed for each classroom.

Following the teacher conversations, the administrator collects the completed worksheets and completes the Self-Study Verification Form.

All teacher worksheets and the verification form should be completed before the start of the Modified Assessment window. The administrator will give these documents to the assessor when they visit for the assessment.

3