

Module 9: Program Planning and Development

☒ Check for Understanding (10 Points)

Name _____ Per _____ Date _____

Choose the best answer to demonstrate your understanding of Module 9.

1. A statement that communicates how a center performs its daily practice and might include the program's goals and philosophies is called:
 - A. A program philosophy
 - B. Licensing goals
 - C. A mission statement
 - D. A director's vision
2. True or False: Everyone who works in an early learning center should be aware of the program's goals and mission while they carry out their day-to-day practice.
3. True or False: According to the licensing guidebook, it is not necessary for a center to publish its mission statement in the parent guidebook.
4. WAC is an acronym for:
 - A. Washington Allied Centers
 - B. Washington Administrative Centers
 - C. Washington Administrative Code
 - D. Washington Accumulated Codes
5. True or False: Some records kept in an early learning center must be kept confidential and should be kept secure in the director's office.
6. True or False: Some information about a center's license should be available to all parents on-site and posted for all to read.
7. Which of the following is not part of a child's records:
 - A. A completed enrollment application
 - B. Health history of the child
 - C. Directions to the child's primary residence
 - D. A copy of the child's immunization record
8. True or False. It is not necessary to keep copies of lesson plans on file from your classroom for licensing visits.
9. Which of the following records must be kept in a secure place within a facility because they are considered confidential?
 - A. Last month's fire drill documentation
 - B. A copy of the snack menu from last month
 - C. A copy of the child's latest art project
 - D. A referral to a speech language therapist for a child

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10. Mission statements for an early learning center:
 - A. Give staff and families a clear idea of the program's philosophy
 - B. Can be copied off the internet from a reliable source
 - C. Is something that is written to satisfy the board of directors of a center
 - D. Can be ignored
11. True or False: The mission statement for a center can be a "work in progress" or evolve over time.
12. True or False: Mission statements should be shared with the caregivers, families and program staff.
13. Characteristics of a good mission statement include:
 - A. Brief
 - B. Memorable
 - C. Inspiring
 - D. All of the above
14. True or False: Documentation of 10 hours of annual STARS training must be part of the employee's personnel files.
15. True or False: Providers can rely on the MERIT system to keep track of all STARS training, including this basic 30-hour training, and it is not necessary to have it on file in the center for licensing visits.
16. If a center employs more than ____ people, certain written policies must be in place and discussed with each employee that is hired by the program.
 - A. ten
 - B. five
 - C. two
 - D. twenty-five
17. Once a child care center is licensed, the licensor will do a monitoring visit at least once every ____ months if you're a child care center provider, and at least once every ____ months if you're a family home provider.
 - A. 12, 14
 - B. 18, 12
 - C. 12, 18
 - D. 12, 24
18. True or False: Some centers have found it useful to include a checklist in the front of each provider's personnel file to keep track of records, but it is not required.
19. True or False: Family home child care centers do not need to worry about licensing monitored visits.
20. Information about a child or family that is considered confidential information should be:
 - A. Posted in the provider's office
 - B. Kept in a safe place where it cannot be accessed by the general public
 - C. In the child's portfolio
 - D. None of the above