



## **Announcing CAAEYC Grants For NAEYC Accreditation**

### **CAAEYC Offers Support to Programs Interested in NAEYC's NATIONAL ACADEMY OF EARLY CHILDHOOD PROGRAMS (NAECP) Center/School and Group Home Accreditation Process**

**Capital Area AEYC** seeks to promote excellence in local area childhood programs through the self-study and accreditation process of NAEYC's *National Academy of Early Childhood Programs*. CAAEYC has established a fund to assist local programs with accreditation fees. CAAEYC has also established a support team of directors who have guided their programs through the accreditation process to answer questions and assist others. CAAEYC also maintains a lending library of accreditation materials.

#### **GRANTS CRITERIA**

1. The director of the applying program must have a current membership in Capital Area AEYC.
2. The applying program must attach a copy of a valid PA DPW child care and/or Private Academic School license(s) or reason for exemption.
3. Two letters of recommendation must accompany the application. At least one letter will be from a parent of a child currently enrolled in the program.
4. All applications and necessary information will be considered on an annual basis beginning January 1 of each year until all grant money for the fiscal year is disbursed. It is recommended that programs apply early to ensure availability of funds.
5. *Capital Area AEYC will provide one half of the full grant amount awarded at the time of grant approval. The balance will be awarded only after the program has successfully achieved accreditation. Failure to achieve accreditation will be grounds to deny the balance of the grant awarded. (Please also see Policies and Process information on Back of Form)*

#### **IMPORTANT NOTICE**

This committee is not connected with or endorsed by the National Academy of Early Childhood Programs, a Division of The National Association for the Education of Young Children. Training, technical assistance or financial aid provided by this committee cannot guarantee a positive accreditation.

***For Complete Information and Grant Application Contact:***

**CAAEYC Accreditation Committee**

**c/o Jane M. Allis**

**115 Locust St.**

**Harrisburg, PA 17101**

**717 574-4990 or jane\_allis@yahoo.com**

#### **ACCREDITATION SUPPORT TEAM**

*Call these local directors of accredited programs with questions about the accreditation process:*

Rhoda Barasch, Londonderry School, 540-0543

Bev Goodling, Messiah College Early Learning Center, 691-6085

### **Grant Application Form**

CAAIEYC awards grants for up to the full amount of any of the fees associated with the accreditation process. A program may apply for a grant for only *one set of the three fees* during the accreditation process. All programs meeting the criteria will be considered. Programs in the CAAIEYC membership area will be given priority. Programs lying outside the CAAIEYC membership area may be given consideration, upon agreement that the program assist its local AEYC in the initiation of an accreditation support committee in its area. A program director's involvement in the CAAIEYC Accreditation Support Committee will not preclude that program from applying for a grant. A program's prior receipt of a grant does not preclude that program from re-applying for grants for re-accreditation.

Grants will be awarded in the order the applications are received until the total amount allocated for that fiscal year is disbursed. Criteria for providing grant money will be applied equally to all programs seeking assistance. Availability of grant money must be announced annually in the CAAIEYC Newsletter at the beginning of the fiscal year.

The Accreditation Committee will review all applications as they are received. Grants may automatically be approved with the consent of the committee members when all required materials have been received and conditions met, without requiring a meeting of the committee. The committee's recommendation is then sent immediately to the CAAIEYC Board via mail, email, or to the next board meeting, if timely, for final approval. A full committee meeting is required to discuss an application which raises concerns to make final recommendation for approval or denial.

### **Grant Application Process**

1. The current director of an applying early childhood program must have a current membership in CAAIEYC.
2. The applying program must submit evidence that it is appropriately licensed by the Commonwealth of Pennsylvania.
3. Two letters of recommendation must accompany the application. At least one letter must be from a parent of a child currently enrolled in the program.
4. All applications and necessary information may be submitted any time during the CAAIEYC fiscal year, January 1-December 31. Applications will be considered as received until all funds for the fiscal year have been disbursed.
5. Upon committee approval of an application, the committee chair will submit the recommendation to the CAAIEYC Board. The committee chair will submit the grant request to the CAAIEYC treasurer upon Board approval to forward the grant awarded to the program. **One half of the grant awarded will be sent to the program after grant approval. The balance will be provided to the program after accreditation is achieved.** Turn around time from receipt of the grant application to awarding of the grant to a program is normally a minimum of 4-6 weeks.
6. Ongoing communication between the applicant and the support committee through the enrollment and application period is encouraged to provide answers to questions as desired.

*Also available from the CAAIEYC Accreditation Committee:* Lending library materials which include all accreditation materials and NAEYC book describing the rationale for each criteria.

**CAAAYC ACCREDITATION GRANT APPLICATION**  
***CENTER/SCHOOL INFORMATION***

Center/School Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Director/Administrator \_\_\_\_\_

Daytime phone \_\_\_\_\_

Ages Served      \_\_\_\_\_ Infants                      \_\_\_\_\_ Toddlers              \_\_\_\_\_ Preschoolers  
                                 \_\_\_\_\_ Kindergarten              \_\_\_\_\_ Before/afterschool care

Total Program Enrollment \_\_\_\_\_

Largest Number Full/Day Equivalent Children \_\_\_\_\_

Licensing Agencies: \_\_\_\_\_

\_\_\_\_\_ Exempt from Licensure    Explain: \_\_\_\_\_

Sponsorship: (Check all that apply)

\_\_\_ Private    \_\_\_ Public    \_\_\_ For-Profit    \_\_\_ Non-Profit

\_\_\_ Child Care              \_\_\_ # Keystone Stars

\_\_\_ Private Academic School    \_\_\_ Religious sponsorship

***This application is a grant for:***

\_\_\_ ***Enrollment fee***    ***Total amount of enrollment fee \$*** \_\_\_\_\_

***OR***

\_\_\_ ***Application fee***    ***Total amount of application fee \$*** \_\_\_\_\_

***OR***

\_\_\_ ***Candidacy/Onsite Visit fee***    ***Total amount of candidacy fee \$*** \_\_\_\_\_

**By signing this application, I am stating that I have read the entire application, supplied accurate and complete information, and understand that this grant does not insure in any way a positive decision by NAEYC. I also understand that my program will receive up to 1/2 of the grant amount requested immediately; the balance is contingent upon successfully achieving accreditation.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**COMMITTEE USE ONLY**

Date received \_\_\_\_\_ Signature of committee chair or designee \_\_\_\_\_

Grant awarded \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date initial 1/2 awarded \_\_\_\_\_ Date balance awarded \_\_\_\_\_