

# Please have copies of the following items to put in your file for the Program PQA

- Staff Handbook
- Parent Handbook
- Copies of newsletters
- List of topics addressed in Inservice Training (training held at your center for the staff) within the past year and who taught the class.
- List of Classes and # of children in each class

## List of staff/ support staff/director with:

<u>Name</u>	<u>Educational background/degree</u>	<u>#of years of EC experience</u>	<u># of years at your program</u>	<u>List of professional activities participated in past year</u>
(EXAMPLE)				
Sue Smith	AA in EC/PS High Scope	15yrs	5yrs	Play Based Learning