

**Hartford Mayor's Cabinet for Young Children**  
**Policies and Guidelines**  
**Approval Systems (GP 09-05)**

Effective January 2010, the Mayor's Cabinet for Young Children requires all School Readiness funded programs, within three years of the original date of their funding, to achieve and maintain National Association for the Education of Young Children (NAEYC) accreditation or Head Start review approval with resolution of compliance issues through the action plan.

With regard to NAEYC accredited programs, the following information shall be made available to the Department of Families, Children, Youth and Recreation's Division for Young Children:

- A written timeline for the self-Study process that is being implemented;
- The dates of the orientation process for administrators, staff and families to build understanding, support and buy-in for the process;
- Documentation of the Self Study activities completed (such as classroom observations, teacher and parent questionnaires and the administrator's report), the date of completion, the information/data gathered, what issues were identified and what steps were taken to resolve them; and
- The date the program will submit materials and request the validation visit.

For Head Start programs, the required action plan for outstanding issues with a status update and the date of the next scheduled visit for review of the resolution of outstanding issues must be forwarded to the Division for Young Children.