

OVERVIEW OF THE RESPONSIBILITIES OF THE CONSULTANT

The CGACS Accreditation Program seeks to aid its member schools/childcare centers in achieving and maintaining the highest standards possible through a system of self-evaluation. The consultant from CGACS steers the school/center through this self-evaluation process. (Note: *The expenses the consultant incurs because of assisting the school with its self-study are to be reimbursed to the consultant by the school/center.*)

Once candidate status has been granted to a school/center, the role of the consultant involves

PREPARATION

1. The consultant is responsible for confirming that the school/center administrator understands the accrediting standards and the accrediting process.
2. The consultant is responsible for guiding the school/center through the self-study evaluation. The consultant:
 - a. Is available to give advice to the school/center while the school/center makes plans for conducting the study.
 - b. Visits the school/center one or more times, as necessary, prior to the arrival of the visiting team.
 - c. Advises the school/center concerning its preparation to host the visiting team.
 - d. Sets a date for the visitation that is agreeable with the school/center.
3. The consultant is responsible to counsel the school/center in preparation for the visit:
 - a. The self-study must be e-mailed to the CGACS office at least three weeks prior to the date of the visit.
 - b. The arrangements for the lodging, food, transportation, and meeting room for the visiting committee must be finalized. All these expenses are the school's/center's responsibility.
 - c. The supplementary data are secured (e.g., school handbook, faculty handbook, board policy manual, etc.)

VISITATION

The consultant will be the chairperson of the visiting team unless a change needs to occur. The consultant has the responsibility of organizing and leading the visiting committee. The consultant/chairperson:

1. Familiarizes the committee members to the school/center and its facilities.

2. Introduces the committee members to the school/center administrator who, in turn, introduces them to the faculty, staff, school board, and other people who are part of the school/center community and self-study.
3. Schedules the committee members so they have the opportunity to observe the teachers and interview administrators, students, parents, and any other individuals who have insight into the operation of the school/center.
4. Presents with the visiting team a final oral report to the school's/center's representatives at the conclusion of the visit.

CONCLUDING ACTIVITIES

1. To the visiting committee members:
 - a. Receive a voucher for travel and lodging expenses from each committee member that is then passed on to the school/center for payment.
 - b. Remind the committee members of the need to keep information about the school/center and their report confidential.
2. To the CGACS Accreditation Commission:
 - a. Receive the committee members' reports and compile them into the final report. This report will include the committee's recommendation as to whether or not accreditation should be granted along with recommendations that will form the basis of the school's/center's Improvement Plan for the ensuing five years.
 - b. Send the completed report via e-mail to the CGACS Executive Director.
3. The report of the visiting team is reviewed at the next scheduled meeting of the CGACS Accreditation Commission. Following the meeting, the school/center is informed of its accreditation status and receives a final report.