

## COA Happy School Age Program

New York, NY

May 23 & May 23, 2011

### SAMPLE SCHEDULE

(Program with Before, Mid-day & After School Components)

(1 Reviewer on-site; 1 Reviewer remote)

#### Tuesday, May 27, 2008

- 12:00 p.m. Entrance Meeting, meet program contact, and
- Tour the layout of the facilities (indoor and out)
  - Locate the private room for records review
  - Review the planned schedule
  - Meet available staff (during tour)
- 12:30 p.m. Reviewer begins reviewing on-site paperwork  
(On-Site Files – client files, staff files, etc.)
- 1:00 p.m. Reviewer observes Mid-Day Kindergarten program
- 2:00 p.m. Reviewer continues on-site paperwork review  
On-Site and Remote Reviewer Conference Call
- 2:30 p.m. Reviewer introduced to remaining After School Program staff & begins observing after-school program / conducts interviews
- 5:00 p.m. Reviewer continues documentation review & prepare for Advisory Board / PQI Team Meeting
- 5:45 p.m. Advisory Board / PQI Team Meeting
- 6:45 p.m. Reviewer leaves program, and
- Reviews ratings
  - Debriefs
  - Prepares for second day of visit
  - Prepares necessary documentation of visit
  - Conference call with Remote Reviewer

**\* Note: Remote Reviewer will conduct off-site documentation review of documentation provided prior to the visit, as well as staff interviews via telephone, and conference calls with the on-site reviewer.**

#### Wednesday, May 28, 2008

- 6:00 a.m. Reviewer arrives and observes the Before School program / conducts interviews
- 8:00 a.m. As necessary, Reviewer may have clarification questions for the Director
- 8:30 a.m. Reviewer does a final review and completion of paperwork  
On-Site and Remote Reviewer Conference Call
- 9:00 am. Reviewers (including Remote Reviewer) meet with Director and other program representatives (including the program Administrator) for the Exit Conference.
- 10:00 a.m. Reviewer leaves program and completes documentation, finalizes accreditation recommendations (with Remote Reviewer), and completes Rating Sheets & comments.  
**Within 24 hours the Reviewers will send all necessary documentation to COA.**

## COA Happy School Age Program

New York, NY

May 27 & May 28, 2008

### SAMPLE SCHEDULE

**(Program with Before, Mid-day & After School Components)**

**(2 Reviewers on-site)**

#### Tuesday, May 27, 2008

- 12:00 p.m. Entrance meeting, meet program contact, and
- Tour the layout of the facilities (indoor and out)
  - Locate the private room for records review
  - Review the planned schedule
  - Meet available staff (during tour)
- 12:30 p.m. Reviewers begins reviewing on-site paperwork  
(On-Site Files – client files, staff files, etc.)
- 1:00 p.m. Reviewers observes Mid-Day Kindergarten program
- 2:00 p.m. Reviewers continues on-site paperwork review  
On-Site and Remote Reviewer Conference Call
- 2:30 p.m. Reviewers introduced to remaining After School Program staff & begin observing after-school program / conducts interviews
- 5:00 p.m. Reviewers continue documentation review & prepare for Advisory Board / PQI Team Meeting
- 5:45 p.m. Advisory Board / PQI Team Meeting
- 6:45 p.m. Reviewers leaves program, and
- Reviews ratings
  - Debriefs
  - Prepares for second day of visit
  - Prepares necessary documentation of visit
  - Reviewer Conference

#### Wednesday, May 28, 2008

- 6:00 a.m. Reviewers arrive and observe the Before School program / conducts interviews
- 8:00 a.m. As necessary, Reviewers may have clarification questions for the Director
- 8:30 a.m. Reviewers do a final review and completion of paperwork  
Reviewer Conference
- 9:00 am. Reviewers meet with Director and other program representatives (including the program Administrator) for the Exit Conference.
- 10:00 a.m. Reviewers leave program and complete documentation, finalize accreditation recommendations, and completes Rating Sheets. **Within 24 hours the Reviewers will send all necessary documentation to COA.**

COA will make the final determination of the number of Endorsers and length of the site visit.

Revised: March 28, 2011