

South Carolina  
Church Weekday Education  
Self-Evaluation Guide



Set up a notebook with a section for administration, personnel, curriculum, environment, health, and safety. Place documentation in the notebook in the appropriate section to indicate achievement of each item checked in the Self-Evaluation Guide.

Share the contents of the notebook with the pastor prior to sending the request for recognition.

Signature of Pastor \_\_\_\_\_

Signature of Director \_\_\_\_\_

Date of Pastor/Director Notebook Sharing \_\_\_\_\_

Mail only the original Self-Evaluation Guide to:

South Carolina Baptist Convention  
Childhood Ministry Group  
190 Stoneridge Drive  
Columbia, SC 29210

A center is encouraged to complete a self-evaluation process every 2 years.

# Church Weekday Education Self-Evaluation Guide

The purpose of this self-evaluation guide is:

- To provide self-evaluation guidelines for part-day and full-day church weekday education programs.
- To assist a church weekday education administrator in evaluating a weekday education program as it relates to ministry in administration, personnel, curriculum, environment, health, and safety.
- To provide the criteria for a certificate of recognition for a church weekday education program.

## Certificate of Recognition

Level I (Advanced) ----- 60 Requirements Met

Level II (Superior) ----- 72 Requirements Met

Level III (Exemplary) ----- 84 Requirements Met

Check each item in the self-evaluation guide that is met by your church weekday education program. Determine the level of recognition attained by the church weekday education ministry as indicated below. The appropriate number in every category requires completion in order to qualify for the desired recognition.

**Administration (18)**

Advanced—13  
Superior—15  
Exemplary—17

**Personnel (17)**

Advanced—12  
Superior—14  
Exemplary—16

**Curriculum (15)**

Advanced—10  
Superior—12  
Exemplary—14

**Environment (16)**

Advanced—11  
Superior—13  
Exemplary—15

**Health (12)**

Advanced—7  
Superior—9  
Exemplary—11

**Safety (12)**

Advanced—7  
Superior—9  
Exemplary—11

### Total Items Required For Recognition

Circle the certificate of recognition requested

Advanced—60

Superior—72

Exemplary—84

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

Program Name \_\_\_\_\_

Program Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Program Phone \_\_\_\_\_ Fax \_\_\_\_\_

Church \_\_\_\_\_

# Administration

## \*Required for Certificate of Recognition

- \_\_\_\_\_ \*1. The church weekday education program currently participates in the South Carolina Association of Church Weekday Administrators' annual meeting.
- \_\_\_\_\_ 2. The *Weekday Early Education Administrative Guide* is used as an administrative resource for administering the weekday education program.
- \_\_\_\_\_ 3. There is an adopted, printed Mission Statement for the weekday education program.
- \_\_\_\_\_ 4. A weekday education committee with a rotating membership is elected by the church.
- \_\_\_\_\_ 5. A weekday education committee meets monthly to provide support and input to the program.
- \_\_\_\_\_ 6. The church carries adequate liability insurance for the weekday education program.
- \_\_\_\_\_ 7. Accident insurance is provided for weekday education staff and enrolled children.
- \_\_\_\_\_ 8. A written annual budget is prepared by the director, presented to the weekday education committee and adopted by the church.
- \_\_\_\_\_ 9. The director of the weekday education program meets regularly with the church staff for the purpose of correlating the weekday early education program with other church programs.
- \_\_\_\_\_ 10. Parents are provided written policies upon enrollment of a child.
- \_\_\_\_\_ 11. The weekday education program maintains current medical information on each child.
- \_\_\_\_\_ 12. The weekday education program maintains current enrollment information on each child.
- \_\_\_\_\_ 13. One parent meeting is scheduled during the year to provide parent orientation, education, fellowship or ministry.
- \_\_\_\_\_ 14. The weekday education program encourages participation of parents/families enrolled in the weekday education program in special church activities/events.
- \_\_\_\_\_ 15. The weekday education program provides information about church schedules and ministry opportunities to parents/families enrolled in the weekday education program.
- \_\_\_\_\_ 16. At least one annual church-wide event is planned to focus on families and staff of the weekday education program.
- \_\_\_\_\_ 17. The weekday education program actively works with the church to provide outreach to families enrolled in the weekday education program.
- \_\_\_\_\_ 18. The weekday education program provides the brochure "Parenting Tips" to families enrolled in the program.

# Personnel

## Director

- \_\_\_\_\_ 1. The director is a Christian and an active church member.
- \_\_\_\_\_ 2. The director receives at least 20 hours of weekday education training each year.
- \_\_\_\_\_ 3. The director is a member of a childhood education professional organization.
- \_\_\_\_\_ 4. The director meets the state guidelines for director qualifications.
- \_\_\_\_\_ 5. The director annually attends the South Carolina Baptist Convention Church Weekday Education Workshop or a weekday early education conference sponsored by LifeWay Christian Resources.

## Teachers

- \_\_\_\_\_ 6. Teachers are Christians and active church members.
- \_\_\_\_\_ 7. Teachers are at least eighteen years old and have a high school diploma or a GED certificate.
- \_\_\_\_\_ 8. Teachers meet state guidelines for working in a weekday education program.
- \_\_\_\_\_ 9. Teachers receive at least 15 hours of weekday education training each year.
- \_\_\_\_\_ 10. Teachers attend a regional or state conference each year sponsored by the South Carolina Baptist Convention.
- \_\_\_\_\_ 11. Written lesson plans based on unit themes from the *WEE Learn Curriculum Guide* are submitted by each teacher weekly/monthly as required by the weekday early education program.
- \_\_\_\_\_ 12. One parent/teacher conference is scheduled each year.

## Staff

- \_\_\_\_\_ 13. Each staff employee receives a copy of personnel policies for the weekday education program at the time of hiring which includes:
  - a) Job description
  - b) Designated supervisor
  - c) Requirements and conditions of employment
  - d) Benefits
- \_\_\_\_\_ 14. The director meets monthly with the weekday education staff for the purpose of planning and training.
- \_\_\_\_\_ 15. Each staff employee receives orientation prior to employment.
- \_\_\_\_\_ 16. *Teaching in Christian Weekday Early Education* is used as a resource in orientation and training of teachers.
- \_\_\_\_\_ 17. Each employee is evaluated annually and written documentation of the evaluation is placed in the employee's file.

# Curriculum

## \*Required for Certificate of Recognition

- \_\_\_\_\_ \*1. The *WEE Learn Curriculum* for the appropriate age group is used as a guide for planning, preparing and teaching.
  
- \_\_\_\_\_ 2. A *Read-to-Me Bible for Kids* is in every classroom and accessible to children.
  
- \_\_\_\_\_ 3. Teachers are trained in child development, positive guidance and appropriate learning environments for preschoolers.
  
- \_\_\_\_\_ 4. Curriculum plans provide a variety of hands-on experiences designed to promote social, emotional, physical, mental and spiritual growth.
  
- \_\_\_\_\_ 5. Learning centers - art, blocks, books, homeliving, music, science and nature, puzzles and manipulatives - are provided.
  
- \_\_\_\_\_ 6. Materials in learning centers are changed weekly.
  
- \_\_\_\_\_ 7. Creative expression is encouraged.
  
- \_\_\_\_\_ 8. Problem solving and thinking skills are encouraged.
  
- \_\_\_\_\_ 9. Large and small motor activities are included daily.
  
- \_\_\_\_\_ 10. Activities are provided daily for the development of a positive self concept.
  
- \_\_\_\_\_ 11. Bible stories, thoughts and verses are interwoven throughout the day.
  
- \_\_\_\_\_ 12. The daily schedule includes active and quiet activities.
  
- \_\_\_\_\_ 13. The daily schedule provides outdoor play.
  
- \_\_\_\_\_ 14. Parents are encouraged to observe or participate in the weekday education program.
  
- \_\_\_\_\_ 15. Teachers are sensitive to the special needs of children.

# Environment

## Indoor

- \_\_\_\_\_ 1. A minimum of 35 square feet per child is provided in each classroom.
- \_\_\_\_\_ 2. The following age-appropriate indoor equipment is provided:
  - Unit wooden blocks for 3's, 4's, 5's (50-70 blocks per child in the block center)
  - Blockbusters® for Toddlers & 2's
  - Dramatic play accessories
  - Puzzles and manipulatives
  - Creative art materials
  - Music-related equipment
  - Books and language enhancing materials
  - Science and nature items
  - Motor development equipment
- \_\_\_\_\_ 3. The use of tables and chairs is kept at a minimum, and they are the appropriate size of the children in that classroom.
- \_\_\_\_\_ 4. Shelf space for toys and supplies is accessible to and within easy reach of the children.
- \_\_\_\_\_ 5. Storage space for each child's personal belongings is provided.
- \_\_\_\_\_ 6. Adequate storage space is provided for materials and supplies.
- \_\_\_\_\_ 7. Classrooms are neat and orderly.
- \_\_\_\_\_ 8. An organized resource room with developmentally appropriate resources that support curriculum planning is available to all persons working with preschoolers.
- \_\_\_\_\_ 9. A designated staff person or committee works with organizations to determine guidelines for housekeeping personnel, schedules and needs.

## Outdoor

- \_\_\_\_\_ 10. At least 75 square feet per child is provided for outdoor play.
- \_\_\_\_\_ 11. A variety of developmentally appropriate outdoor equipment is provided to meet needs of age levels enrolled.
- \_\_\_\_\_ 12. A separate play area is provided for younger children.
- \_\_\_\_\_ 13. Outdoor equipment is placed to avoid collision and accidents while ensuring the safety of children.
- \_\_\_\_\_ 14. Fences (minimum four feet high) are erected to protect children from potentially hazardous areas.
- \_\_\_\_\_ 15. Staff supervise children in zones of the playground during outdoor play.
- \_\_\_\_\_ 16. Teachers interact with children while on playground.
- \_\_\_\_\_ 17. Equipment is checked regularly to ensure safety.

# Health

- \_\_\_\_\_ 1. Enrolled children have up-to-date physical exams and immunization records required by the city, county and state health departments.
- \_\_\_\_\_ 2. Staff members have a T.B. test at the time of employment.
- \_\_\_\_\_ 3. Staff members are certified in First Aid and C.P.R.
- \_\_\_\_\_ 4. Children who are ill are not admitted to the weekday education program.
- \_\_\_\_\_ 5. Children becoming ill at the weekday education program are isolated from the group and parents are called to pick up the child.
- \_\_\_\_\_ 6. Sanitary drinking water is provided indoors and outdoors.
- \_\_\_\_\_ 7. Staff are trained in hand washing procedures.
- \_\_\_\_\_ 8. Sanitation procedures are implemented in accordance with city, county and state regulations.
- \_\_\_\_\_ 9. Meals or snacks are provided for children in accordance with the state licensing requirements.
- \_\_\_\_\_ 10. Monthly meal/snack menus are posted.
- \_\_\_\_\_ 11. Children eat meals at tables and chairs appropriate for their age group with tableware that is suitable for their use.
- \_\_\_\_\_ 12. Teachers eat with the children, providing a relaxed and cheerful atmosphere.

# Safety

## \*Required for Certificate of Recognition

- \_\_\_\_\_ 1. Staff/child ratios are maintained according to state licensing requirements.
- \_\_\_\_\_ 2. Weekday education staff wear identification badges.
- \_\_\_\_\_ \*3. Criminal history background checks are completed on all weekday education employees.
- \_\_\_\_\_ 4. Children enrolled in the weekday education program are signed in and out each day.
- \_\_\_\_\_ 5. Two adults are in every classroom.
- \_\_\_\_\_ 6. Once every 3 months fire drills are held and documented.
- \_\_\_\_\_ 7. Indoor and outdoor environments are inspected monthly for safety.
- \_\_\_\_\_ 8. Fire extinguishers are installed and maintained.
- \_\_\_\_\_ 9. Smoke detectors are installed and maintained.
- \_\_\_\_\_ 10. All staff are trained in recognizing and reporting abuse.
- \_\_\_\_\_ 11. All staff are trained and follow policies for safe release of children.
- \_\_\_\_\_ 12. First Aid kits are available and checked regularly.







SOUTH CAROLINA  
BAPTIST CONVENTION

*Childhood Ministry Group*

190 Stoneridge Drive . Columbia, SC 29210-8254

(803) 765-0030 or (800) 723-7242

Website: [www.scbaptist.org/childhood](http://www.scbaptist.org/childhood)

This resource is made possible through the Cooperative Program ministry of your local church.