

NAEYC LIAISON

The NAEYC Liaison works closely with the Director, teachers, and each class liaison to ensure that Bunker Hill is meeting the NAEYC requirements needed to maintain NAEYC accreditation. You will work with Director on the following tasks to help keep our school within the NAEYC regulations:

- Familiarize yourself with the NAEYC materials and regulation information for the NAEYC accreditation and review the NAEYC accreditation report. You will receive this from the Director.

- Meet with Director to prepare annual NAEYC report that is to be submitted to the NAEYC by mail. This report is due by November 1st and must be mailed on time.

- Once the report is received back, make a list of the improvements and recommendations made by the NAEYC and list what the improvements are for. Provide your list to the Director.

- Begin working on the areas that are in need of improvement. Be sure to track and keep together all documentation as proof of improvements for reaccreditation. This includes pictures of all improvements and the criteria that each improvement meets. Place all of these into the accreditation binders.

- Present a list of the improvements that were both completed and not completed to the Director and Board. The items that were not completed will serve as a guide for the following year.

- Return any and all documents to the NAEYC binders located at Bunker Hill.

- Once a month, join the teacher meeting to discuss emergent curriculum projects and NAEYC required projects such as Science, art, etc.

--Complete any other tasks that the Director may need done.

--Connect with the class liaisons and inform them of upcoming projects and help with any questions.

The NAEYC Liaison works closely with the director, Kelly Bower. Please contact her directly (Kelly.bower@sbcglobal.net; 650-238- 8067) to discuss any questions, concerns, or specific needs.