

October, 2013

Dear Director,

I hope you are off to a great start to the school year! It's hard to believe that October is beginning and fall is here—bright colored leaves, pumpkins and cooler weather. It sounds wonderful!

According to our North Georgia Conference certification records, it is time for your school to be recertified in April 2014. Please read the enclosed procedures and guidelines carefully. It is never too early to review your changes over the past three years and begin to document them. You might also want make extra copies now for your recertification; this will save you valuable time throughout the school year.

This year I am chairing recertification for the North Georgia Conference Directors Association. Please be aware that your recertification documentation may be sent to me any time before **February 21, 2014**. This documentation should include any changes or improvements to your program. **Please be aware that the board of the North Georgia Conference Directors Association has updated and rewritten the guidelines for recertification. An updated checklist is enclosed.**

If you choose to recertify your school for the next three years, please let me know by **October 25, 2013**. There is a **recertification fee of \$15** (check made out to North Georgia Conference Directors Association) that is to be included when you send your recertification application to me.

If you have questions, please call me at 770-418-1730 or email me at cwaite@johnscreekumc.org. I will be happy to assist you in any way.

Sincerely,

Cathy Waite

North Georgia Conference Directors Association

Recertification

Recertification takes place three years after certification. For instance, if your school was certified in the spring of 2008, it would recertify in spring 2011.

Level II recertification is done on the third renewal or nine years after the original certification. A level II recertification requires the school to go through the certification process again.

Recertification Procedure

- 1) A letter will be sent to the schools to be recertified in the spring. An application for recertification as well as a checklist for recertification will also be included with the letter.
- 2) Mail the application and a check for \$15 made out to the North Georgia Conference Directors Association by October 25, 2013 to:

Cathy Waite
Johns Creek United Methodist Church Preschool
11180 Medlock Bridge
Johns Creek, GA 30097

- 3) Receipt of the application will be acknowledged by email.
- 4) Between October 25, 2013 and February 21, 2014, mail or hand deliver a notebook to the same address containing the following sections:
 - a. Copy of the original certification checklist
 - b. Statement of areas improved over the past three years (photos appreciated)
 - c. Statement of changes made in the program (size, staffing, etc.)
 - d. Statement of curriculum changes
 - e. Long term goals for the program
 - f. Short term goals for the program
- 5) Questions can be directed to Cathy Waite at 770-418-1730 or cwaite@johnscreekumc.org.
- 6) The recertification notebook must be received by February 21, 2014. Receipt of the notebook will be acknowledged by email.
- 7) If needed, an on site visit will be scheduled.
- 8) By April 4, 2014 your school will be notified regarding recertification status.
- 9) At the April meeting of the North Georgia Conference Directors Association, schools receiving recertification will be recognized as "A Program of Excellence for Young Children".
- 10) Recertification is good for three years.

North Georgia Conference Directors Association
Recertification Application

Date: _____

Please enroll our school in the Recertification Process of the North Georgia Conference Directors Association.

Official Name of School: _____

School Address: _____

Director's Name: _____

Phone: School _____ Cell _____

Email Address: _____

Mail or fax to:

Cathy Waite
Johns Creek UMC Preschool
11180 Medlock Bridge
Johns Creek, GA 30097
Fax: 770-418-0578
Email: cwaite@johnscreekumc.org

Processing Fee: \$15 (Check should be made out to N. GA. Conference Directors Assn.)

Remember: The deadline to apply for recertification is October 25, 2013. The recertification chairperson will email the director to acknowledge receipt of application and payment.