



# Maryland Accreditation Program Improvement Plan

Program Name: J Frank Dent ES License # 16-1231 Date Created: November 10, 2025

Select all ages/grades that apply: ☒ Public Pre-K

## Directions:

- After completing the Initial Self-Appraisal, this form must be used to develop a Program Improvement Plan for indicators rated Partially Met (P) and Not Met (N).
- This form can also be used to meet Maryland EXCELS Standards ACR 3.3-3.5 if ECRS/CLASS goals and/or School Readiness goals are included.

	Indicator & Rating or Improvement Category	Improvement Strategies/Goals	Resources Needed	Person Responsible	Timeline & Completion Date <b>CANVAS DUE DATE</b>
1	School Readiness	According to the Statewide Readiness E-KRA Report for 2023–2024, 24% of kindergartners, or over 14,000 children, demonstrated emerging readiness and will require targeted support or interventions to succeed in kindergarten. In response, the Early Childhood Office of Prince George's County Public Schools provided several instructional tools and resources, including the Connect for Learning curriculum, the Cognitive ToyBox assessment, and the Hatch application to strengthen early learning outcomes and support school readiness for teachers to utilize. Developmentally appropriate methods for assessing young learners include observations, anecdotal notes, portfolios and work samples (no worksheets), teacher checklists, parent input or reports, videos, and photos.	ECH website Cognitive ToyBox Hatch Connect4Learning Curriculum	Dr. Love Ms. Metts	August 2025- June 2026

2	<b>1.1.2 Program Evaluation</b> (P)	Complete process for program evaluation, conduct annual program evaluation, and create goals for ongoing improvement	CLASS Teachstone	<b>Accreditation &amp; Licensing Office (OAL)</b>	<b>Oct 2025-January 2026</b>
3	<b>1.2.2 Staff Evaluation and Ongoing Supervision</b> (P)	Complete staff evaluation and ongoing supervision <ul style="list-style-type: none"> <li>• Copy of staff evaluation from the previous year</li> <li>• Copy of staff observation</li> </ul>	Staff Observations PDP Staff Annual Evaluation	<b>Principal Proctor</b>	<b>Oct 2025-December 2025</b>
4	<b>1.3.1 Transition and Continuity of Service <i>within the</i> program</b> (P)	Create a transition plan, including meetings and events between PreK and K.  Please upload agendas and minutes of transition meetings and provide more evidence of communication with families regarding the transition to the program. <ul style="list-style-type: none"> <li>• 3 sample transition cards from 2024-2025</li> <li>• Transition Night PowerPoint for Families</li> </ul>	Pedagogy Guide Transition Materials	<b>Dr. Love</b>	<b>January-May 2026</b>
5	<b>1.3.2 Transition and Continuity of Service <i>between</i> Childcare</b> (P)	Create a transition plan, including meetings and activities between PreK and local childcare/Head Start. Collect evidence of activities (sign-in sheets, emails, etc.)  Upload the following: <ul style="list-style-type: none"> <li>• Written transition plan and activities</li> <li>• Evidence of transition activities between Local Public School and Licensed Child Care/Head Start</li> <li>• PreK orientation PowerPoint</li> <li>• outreach to local daycares re: Prek enrollment</li> </ul>	Pedagogy Guide Transition Materials Prek enrolment forms	<b>Principal Proctor Registrar Dr. Love</b>	<b>January-May 2026</b>
6	<b>1.4.1 Reporting</b> (P)	Upon completion, schedule meetings to share the program evaluation with school staff and PTA. Staff meeting agenda/leadership team meetings include the accreditation topic. Please provide evidence that program evaluation, program Improvement Plan (PIP), and accreditation self-appraisal results were shared with staff, parents, and the governing body. <ul style="list-style-type: none"> <li>• Screenshot of Annual Program Evaluation results and Accreditation Self-Appraisal shared on ClassDojo and staff meetings.</li> </ul>	Agendas Sign-In Sheets Classdojo	<b>Principal Proctor Dr. Love</b>	<b>October - December 2025</b>

		<ul style="list-style-type: none"> <li>Principals link documents to the rolling staff agenda (staff)</li> <li>Add the Program Improvement Plan (PIP) and Program Evaluation Flyer to the SIT meetings</li> </ul>			
7	<b>2.1.1(a) Outdoor Learning Environment</b> (P)	Get work orders placed on the Accreditation Work Orders spreadsheet to address any issues with playground woodchips replenishment	Work Orders	<b>Accreditation &amp; Licensing Office (OAL) Principal Proctor</b>	<b>January - May 2026</b>
8	<b>3.1.1 Communication with Families</b> (P)	<ul style="list-style-type: none"> <li>Collect copies of Registration/Enrollment materials</li> <li>Copy of Parent/Family Handbook</li> <li>Screenshot of ongoing family communication through Classdojo</li> </ul>	Registration/ Enrollment materials	<b>Principal Proctor Registrar Dr. Love</b>	<b>January - May 2026</b>
9	<b>3.1.3 Communication of Assessment Information</b> (P)	<p>From November 11, 2025, Conferences, upload the following</p> <ul style="list-style-type: none"> <li>P/T sign-in sheet</li> <li>Screenshot of virtual conference</li> <li>3 samples of conference forms signed by parents showing strategies shared with parents (Strategies to support development on the form must be completed)</li> </ul>	CTB P/T conference form	<b>Dr. Love</b>	<b>November 2025</b>
10	<b>3.1.4 Family Engagement and Involvement</b> (P)	<p>Collect evidence of all school family engagement activities that include PreK:</p> <ul style="list-style-type: none"> <li>Agendas/sign-in sheets &amp; flyers for training/workshops provided for families (Family Nights, Transition to Kindergarten Night)</li> </ul>	Agendas Flyers Parent Sign-in Sheets Classdojo	<b>Principal Proctor Dr. Love</b>	<b>October 2025- April 2026</b>
11	<b>3.1.5 Community Engagement and Involvement</b> (P)	<p>Collect monthly school newsletters/communication providing information on community resources.</p> <ul style="list-style-type: none"> <li>Upload evidence that reflects partnerships between the school/prek and community programs and businesses (library, career day, food banks, churches, etc.), collect evidence (pictures, sign-in sheets, emails, etc.)</li> </ul>	PGCPS PGCMLS Parks & Rec Churches Food Banks	<b>Principal Proctor Dr. Love</b>	<b>October 2025- April 2026</b>

		<ul style="list-style-type: none"> <li>• Upload at least two announcements that contain information regarding community resources. (Classdojo)</li> </ul>			
12	<b>3.1.6 Evaluation</b> (P)	Collect parent surveys on program evaluation. <ul style="list-style-type: none"> <li>• Share Parent Survey results with: leadership team, SIT, Prek families</li> </ul>	Rolling agendas Classdojo	<b>Principal Proctor Dr. Love</b>	<b>November 2026</b>