



UNITED METHODIST ASSOCIATION OF PRESCHOOLS

Application for UMAP Accreditation Standards Observation and Evaluation

Early Childhood Programs who complete and submit the below information will be issued the UMAP Standards Observation and Evaluation. The complete packet will contain the UMAP Self Evaluation Documents, and all other forms needed to complete the Accreditation process. The UMAP Standards for Accreditation can be downloaded free at www.umapfl.com.

*For programs located in Florida, receipt of the UMAP Accreditation packet **does not** change your status from General Member to Gold Seal Pending, and you **may not** register your school as "pending Gold Seal" with the state.*

Program Information: (Please print or type.)

Name of program _____

Church Name _____ Pastor _____

Address _____ City _____

State _____ Zip Code _____ Telephone _____

Director Information: (Please print or type.)

Name _____

Telephone _____ Email _____

Please answer yes or no:

_____ The Applicant Program is a General Member in good standing of The United Methodist Association of Preschools.

_____ A copy of General Membership and state issued DCF License is enclosed.

_____ The Accreditation Packet fee of \$150.00 is enclosed. Checks are to be made out to UMAP.

UMAP Accreditation Standards are available online at www.umapfl.com)

Signed: _____ Date _____
Director

Mail application to: Accreditation Coordinator
UMAP
P O Box 07506
Fort Myers, FL 33919

Steps to Accreditation

Eligibility

1. Early Childhood Programs seeking accreditation **must be licensed by the governing body of their state** as well as any other local licensing agency.
2. Early Childhood Programs seeking accreditation must offer a **Christian Curriculum** and be supported by a Christian Church.
3. Early Childhood Programs seeking accreditation **must be General Members** in good standing with the United Methodist Association of Preschools. General member applications are on our website: www.umapfl.com
4. Early Childhood Programs seeking accreditation may serve children birth through Pre-Kindergarten.
5. Early Childhood Programs seeking accreditation must be willing to prayerfully engage in the accreditation process.
6. Early Childhood Programs seeking accreditation must meet the United Methodist Association of Preschools Accreditation Standards.

Process

1. Early Childhood Programs that are General Members in good standing with the United Methodist Association of Preschools may **apply for the UMAP Accreditation Standards and Procedures Packet** at any time. Upon receipt of this application, **a mentor will be assigned to the school** to guide the school through the process.
2. The Early Childhood Program prayerfully engages in **a self-study** of their program.
3. The Early Childhood Program **makes any changes necessary** to meet the UMAP Accreditation Standards and Procedures.
4. The Early Childhood Program **completes all required paperwork and evaluations** required by UMAP Accreditation Standards and Procedures. This submission **MUST BE DONE DIGITALLY** – send a flash drive with all your information to: *UMAP, P O Box 07506, Fort Myers, FL 33919*
5. The Early Childhood Program **submits the Application for a UMAP Accreditation Validation Visit and fee.**
6. Upon receipt of the Application for a UMAP Accreditation Validation Visit, a **validator(s) will be assigned.** Arrangements for the visit will be coordinated between the Early Childhood Program administrator and the validator(s). At least 2/3s of the enrolled children must be present at the time of the validators' visit. The validation visit should be within 6 months of UMAP receiving your validation fee. A fee will be imposed if the validation visit is canceled by the director less than seven (7) days before scheduled date.
7. **The mission of the validator(s) is to validate the self-study and evaluation reports** completed by the Early Childhood Program. Validators do not decide on the outcome of Accreditation. It is vital that all components of the evaluation are complete **BEFORE** the validator(s) leaves the school.

Steps to Accreditation

1. The validator(s) submit all paperwork to the UMAP Accreditation Committee
2. The UMAP Accreditation committee will assign UMAP Accreditation Commissioners to review the Application for Accreditation and accompanying paperwork.
3. The UMAP Accreditation Commissioners will make their recommendation for Accreditation based on the paperwork submitted and using the scoring format approved by the UMAP Board of Directors.
4. The UMAP Board of Directors will meet at least four (4) times yearly (January, April, August and November) to confirm UMAP Accreditation Certificates. **Some accreditation decisions may be made digitally.**
5. The UMAP Accreditation Committee will issue a UMAP Accreditation Certificate to Early Childhood Programs that successfully demonstrate they meet the UMAP Accreditation Standards.

Maintaining UMAP Accreditation

1. UMAP Accreditation must be renewed every three (3) years by completing the accreditation process and demonstrating that UMAP Standards are maintained.
2. When a UMAP Accredited Early Childhood Program has a change of Administrator/Director during the three (3) year accreditation period the Application for Change of Director and required paperwork must be submitted within three (3) months of the change.
3. UMAP Accredited Early Childhood Programs must maintain their UMAP Membership by submitting yearly dues and the Annual Update form.
4. When a UMAP Accredited Early Childhood Program has a change of status with their local or state governing body regarding their program, the UMAP Accreditation must be notified.
5. Failure to meet any of the four (4) requirements of "Maintaining UMAP Accreditation" will result in a review by the UMAP Accreditation Committee and UMAP Board of Directors and may result in the suspension or termination of UMAP Accreditation.