



Quality Committee Charter Mission and Goals 2013-2014

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Mission: The Quality Committee works with staff and families to ensure that the Center continually provides the highest quality early childhood care, after-school programs and summer camps available to families who live or work in the diverse communities of West Philadelphia and the surrounding areas. In addition, the Quality Committee holds the staff and administration of PIC accountable for maintaining the mission of the Center and meeting quality improvement goals.

Goals for 2013-2014:

- Facilitate and monitor the development and/or implementation of improvement plans for issues identified in the 2013 Family Satisfaction Survey, including:
 - Providing parents with a better understanding of and a voice in program development;
 - Innovations to the PPP program; and
 - Providing support during transitions (note that this continues to be an area of high concern for parents despite improvements from last year).
- Facilitate and monitor the development and implementation of improvement plans for issues identified in the 2013 Staff Satisfaction Survey, including:
 - Communication from and access to PIC's administrators; and
 - Evaluating teacher performance.
- Monitor PIC's Strategic Plan and prioritize action items requiring Quality Committee involvement (October 2013)
- Develop tools to assess satisfaction with school age programs (October 2013)
- Review the current process and survey tools for assessing Family and Staff satisfaction and revise tools as needed (February 2014)

- Monitor efforts to ensure that PIC's standards are continually maintained and that, at a minimum, PIC meets the standards and requirements of NAEYC, Keystone STARS, Council on Accreditation, and the School District of Philadelphia (ongoing)
- Work closely with Executive Director to ensure a smooth transition (ongoing)
- Develop and administer survey tool to determine need/desire for a licensed kindergarten at PIC (January 2014)
- Administer 2014 Family Satisfaction Survey (April 2014)
- Administer 2014 Staff satisfaction Survey (February 2014)

Work Load and Meeting Schedule: The Quality Committee meets approximately every other month. Meetings are scheduled on the following dates: August 15, 2013; October 24, 2013; December 19, 2013; February 20, 2014; and April 17, 2014. Committee members also communicate between meetings to further facilitate the work of the Committee.

Staff Support Required: The Quality Committee relies heavily on PIC administrators, teachers, and staff for membership and input. The Committee also relies on PIC staff to assist with meeting logistics and arranging child care.

Examples of Recent Committee Member Activities

- Develop and administer Parent Satisfaction Survey, 2012 and 2013
- Develop and administer Staff Satisfaction Survey, 2013
- Identify quality improvement goals based on results of Parent Satisfaction Survey, Staff Satisfaction Survey, surveys regarding PIC's summer camp programs, and PIC's Strategic Plan
- Monitor development and implementation of plan to ease classroom transitions.

Committee Members: The Quality Committee welcomes Administrators, Teachers, Families, Board members, and anyone else who has an interest in ensuring that PIC provides the best quality childcare.