

Quality Committee: Charter 2017-2018

Committee Chair: Nancy Rimmer (nancy.rimmer@gmail.com)

PIC Staff Members: School-Age Program Director: Anjali Gallup-Diaz (agallupdiaz@parentinfantcenter.org)
Infant/Toddler Program Coordinator: Kharma Hicks (Khicks@parentinfantcenter.org)

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 and Timeline for 2017-2018:

- Facilitate and monitor the development and implementation of improvement plans for issues identified in the 2016-17 annual Family and Staff Feedback Surveys. (started June 2017; ongoing)
- Help draft response to the community about the results of the Family Feedback Surveys. (June 2017)
- Administer the kindergarten survey (Fall 2017)
- Review the current process and survey tools for assessing Family and Staff satisfaction and revise tools as needed. (March 2018)
- 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)
- Review updates from the PPP Task Force and support its efforts to develop and implement improvements to the PPP program as needed. (ongoing)
- Review updates from the committee/task force designated to help draft PIC's next Strategic Plan and support its efforts as needed. (Fall 2017, Spring 2018)
- Administer 2017-18 Family Feedback Survey (April/May 2018)
- Administer 2017-18 Staff Feedback Survey (April/May 2018)
- Administer 2017-18 School-Age Program Survey (April/May 2018)

Work Load and Meeting Schedule: The Quality Committee meets on a schedule that aligns with the goals identified above. The total time commitment varies by month, depending on the nature of the committee's work. The proposed dates for upcoming meetings are:

Thursday, October 12, 2017

Thursday, January 11, 2018

Thursday, April 12, 2018

Thursday, June 7, 2018

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 Activities:

- Develop and administer annual Family Feedback Survey 2012-2017
- Develop and administer annual Staff Feedback Survey 2013-2017
- Identify quality improvement goals based on results of Family and Staff Feedback

Surveys, surveys regarding PIC's summer camp programs, PIC's school age programs and PIC's Strategic Plan

- Assess demand for Kindergarten program at PIC
- Review PIC's 2012-17 Strategic Plan and ensure that all action items designated to the Quality Committee had been completed
- 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.