

# GREEN APPLE ACCREDITATION

## What to Expect During An Onsite Visit

### What to Expect During the Validation Visit

The Visiting Committee will provide the program with every opportunity to demonstrate that its policies and/or procedures are in compliance with the Accreditation standards. It is important for the program to demonstrate to the Visiting Team how it complies with the requirements of the standards within its unique culture and service environment. In order to determine compliance, several layers of questions may be asked of the program.

### Entrance Meeting

The Entrance Meeting is the formal “kickoff” of the site visit. This is when the team is introduced to your Director/Principal, members of your governing body, executive staff, and other relevant staff who will be involved in the site visit. During this meeting, the Lead Inspector/Validator will review what can be expected over the site visit.

### Walk-thru

The walk-thru is where the visiting committee will tour the program’s facility from the front door to the playground. The visiting committee will observe the facility for compliance with standards which are to be included in the physical plant of the facility.

### Document Records Review

The site visit will include a document review of the program, employee, and student records. The validators are looking to evaluate each record to make sure the program is compliance with

accreditation standards. The purpose is to verify documents previously submitted through the Self Study Phase.

### Classroom Observations

The visiting committee will conduct classroom observations to determine if the learning objectives are being met.

### Interviews

Interviews will be conducted with students, family (if possible), and/or personnel. The intent of interviews is to determine satisfaction with services, to determine if written policies and procedures are adhered to, and to help the visiting committee get a feel for the overall culture of the organization or individual’s practice.

### Exit Meeting

The Exit Meeting is intended to provide you with some initial general feedback and to assure all key staff and board members understand what to expect next. This also allows you to bring closure to this part of the process. The program staff will be provide a written copy of the inspection report and an opportunity to sign for the inspection report. Specific detail about how to make comments on the inspection report, and deadline for making corrections/comments, will be provided during the exit meeting.

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