



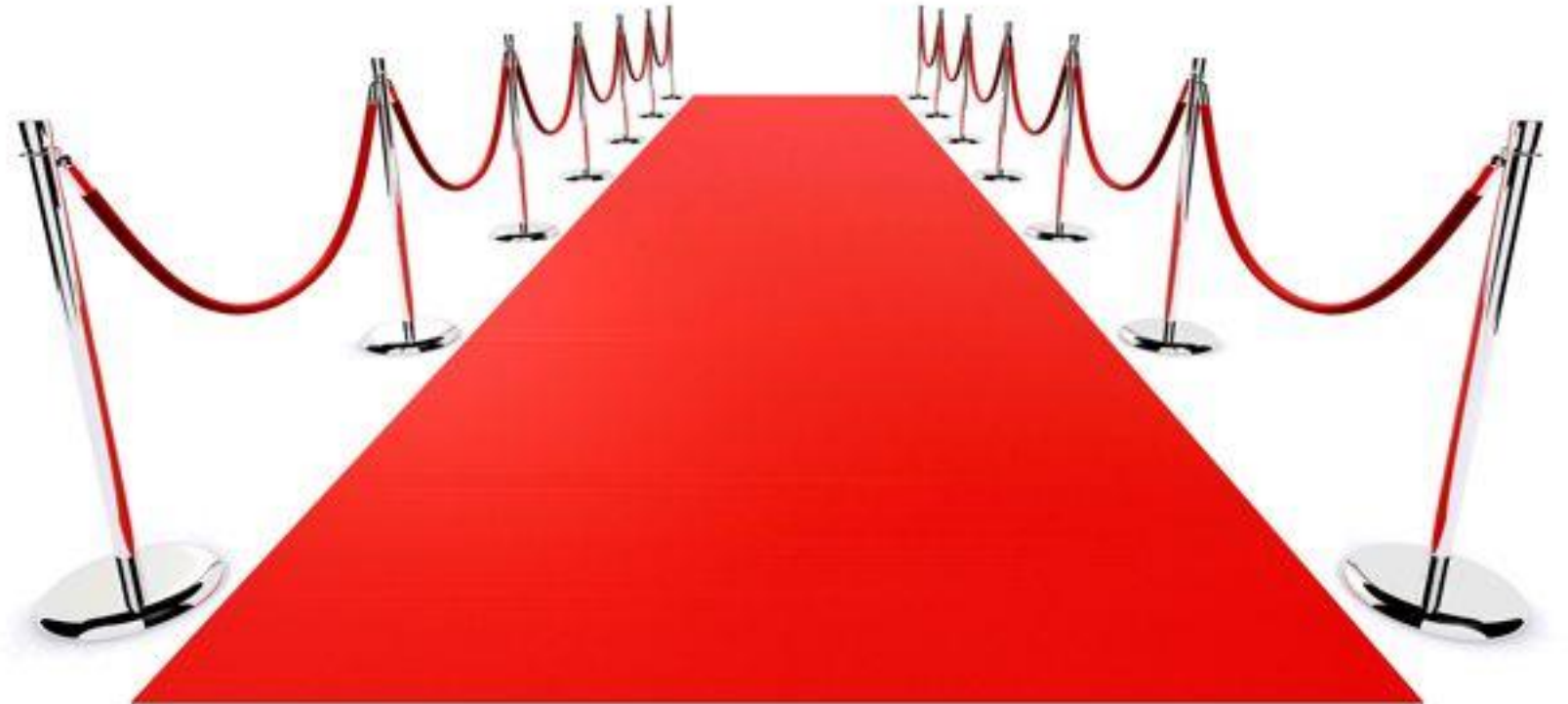
# NLSA EC TRAINING PART 3: PLANNING FOR AND SCHEDULING THE VISIT

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# HOSPITALITY:

Hospitality is important when you are preparing for, during, and after a visit.

You should “roll out the red carpet” for your team members.



# 60 DAYS PRIOR TO VISIT:

- ❖ Hotel Reservations
  - ❖ Send final document to consultant for a final read-through
  - ❖ Transportation reservations (if necessary)
  - ❖ Secure funding for meals and other items as needed
  - ❖ Establish a hospitality committee (look within congregation for help with this)
  - ❖ Create schedule for visit (SEE SAMPLE SCHEDULES)
  - ❖ Arrange meetings with all stakeholders and send them an invitation
  - ❖ Book/ Secure meeting spaces
  - ❖ Plan for who will host the campus tour (note: Student Leadership or auxiliary might be nice choices)
  - ❖ Finalize document and documentation if this hasn't been done previously
- Remind your team captain you will need a copy of immunizations from each of the team members**

# 30 DAYS PRIOR TO VISIT:

- ❖ Final document must be sent to the entire validation team: Your consultant should have already read the whole document and signed off on your visit
- ❖ Send schedules to validation team and other stakeholders
- ❖ Have funding approved and ready to distribute:

*You will need money for: Hotel reservations, continental breakfast, snacks, lunch, dinner, and welcome reception (and maybe a party after the visit)*

- ❖ Fill out the licensing self-evaluation tool (CA) or other tool to look for licensing violations
- ❖ Go over staffing needs: Director will need to be available, so best to not be in ratio, if possible. Teachers will also need time to meet with team, so subs may be needed

# 7 DAYS PRIOR TO VISIT:

- ❖ Finalize documentation. Check to make sure all files are in order, both on your Google Drive and hard copy files (IE Licensing Files or Board Manuals)
- ❖ Have a set of fresh eyes take a look at your entire facility (hint: look for licensing issues you may have not noticed)
- ❖ Put goodie bags together for visiting team
- ❖ Remind teachers of expectations and schedules (this should be communicated all along...there may be some overtime here)
- ❖ Gather supplies: Pens, Notepads, Clipboards, Post-It Notes, etc...
- ❖ Tech Support: Make sure Wi-Fi is working
- ❖ Mileage forms ( you want to pay people back right away)

# THE DAY OF THE VISIT:

- ❖ Pray! This is the most important thing you can do as a staff throughout the accreditation process!
- ❖ Set out all hospitality (make sure to refresh throughout as well/ your hospitality team should be available throughout the visit)
- ❖ Maps of your campus should be available
- ❖ Greeting committee should be ready and review how they will give the tour of the campus
- ❖ Final walk through of all classrooms and facilities (including playground)

The fun begins!

# DURING THE VISIT

- ❖ Validation team will need to look at employee files and children's files. Please be prepared for this.
- ❖ If a member of the validation team recommends you fix or change something, please be prepared to do it right away.
- ❖ Make sure you have invited the Pastor, Principal, Steering Committee, school staff, and other stakeholders to your exit interview.
- ❖ Make sure that the Validation Team Members are seeing what you want them to see. If they have missed something important, please let them know. While they probably won't get to see every classroom, they will do their best to try!

# AFTER THE VISIT

- ❖ Celebrate! Shout it from the rooftops! You made it!
- ❖ Submit your **Final School Action Plan** to your Team Leader and to the District Office within 30 days of your visit.
- ❖ Don't put this on a shelf and not look at it. Make plans to use this action plan as your guide for the next 5-6 years!
- ❖ This will be a blessing!



# SCHEDULE FOR THE VISIT:

Things to consider:

1. When will your stakeholders be available?
2. Are there any times that are “non-negotiables” at your facility?

IE: Church services on a Sunday morning

3. What will make your Validation Team feel the most welcome, and help them to get the most out of their time for the visit?
4. **What are the preferences of your Team Captain?**
5. When will the Validation Team be able to best see what you are trying to show them? Tell a story!

# SAMPLE SCHEDULE:

## VISITING COMMITTEE SCHEDULE

Sample Lutheran School

EDITED WITH EC VT ADDITIONS

### Sunday

1:30 p.m. Visiting Committee Meets for Orientation and Discussion

3:00 p.m. Meet with school principal/director for a tour

3:45 p.m. Meet with Focus Group A: Organization for Student Learning

4:30 p.m. Meet with Board of Directors

5:15 p.m. Dinner (V.C., Faculty, Leadership Committee)

6:15 p.m. Meet with the Leadership Committee  
Dinner and individual and group work

### Monday

8:00a.m. Faculty Devotions

8:20-8:45 a.m. Start of school and Monday morning assembly-  
Observation

8:00 – 12:00 EC Observation of Drop-off, Classrooms EC VT  
Chair to meet with Director during the morning

9:00 a.m. VC Chair meet with Principal EC VT Chair  
may attend

9:15 - 12:00 noon Gathering of Evidence and Observation of  
Classes

12:00 noon Lunch in Visiting Committee Room

1:00- 3:00 p.m. Gathering of Evidence and Observation of  
Classes

1:00 – 3:00 EC Observations continue

3:00- 3:20 p.m. End of School - Observation

3:30 p.m. Meet with the Faculty & Staff

3:30pm Meet with EC Teachers as available

4:30 p.m. Meet with Focus Group B: Curriculum and Instruction

4:30pm EC Report Writing

Dinner and individual and group work as needed

# SAMPLE SCHEDULE:

## Tuesday

8:00 a.m. Faculty Devotions  
8:20 a.m. VC Chair meet with Principal  
8:30 a.m. Meet with Parent Group EC Parents Included  
9:30am – 12:00 EC Observations Continue  
9:30 a.m. Meet with Leadership Committee EC VT Representative  
9:30- 11:30 a.m. Gathering of Evidence and Observation of Classes  
11:00 a.m. Meet with Pastor EC VT Representative  
12:00 noon Lunch in Visiting Team Room  
12:30- 3:00 p.m. Gathering of Evidence and Observation of Classes  
12:30 – 3:00 Final Observations as needed – Report Writing  
2:15 p.m. Meet with Student Group  
3:00 p.m. Meet individually with faculty or staff  
3:15 p.m. Meet with NLSA Focus Group EC VT  
4:00 p.m. Meet with the Focus Group C: Student Personal & Academic Growth  
4:00 pm EC Report Writing  
4:45 p.m. Meet with Focus Group O: Resource Management and Planning  
Dinner and individual and group work as needed

## Wednesday

8:00 a.m. Faculty Devotions  
8:20 a.m. VC Chair meet with Principal  
8:40 a.m. School Chapel EC VT Attending  
9:15- 12:00 noon Visiting Committee Meeting: Completion of Draft Report  
12:00 noon Lunch with the Leadership Committee to discuss and clarify findings of visit and Visiting Committee Report  
1:30- 3:30 p.m. Closure and Revisions of Draft Report, Completion of the Recommendation for a Term of Accreditation and the Confidential Summary  
3:30 p.m. Visiting Team Oral Report to the school representatives and others invited by the school administration