

July 30, 2007

Dear Child Care Center Director,

The Center for Early Childhood Professional Development (CECPD) would like to announce an upcoming change in the Environment Rating Scale assessment scheduling procedure. The change will begin *January 1, 2008*.

To more effectively serve you we are implementing a new scheduling system. We will schedule a three-week window of time with each facility for its Environment Rating Scale assessment. Each facility has the opportunity to choose **five blackout dates** during the three-week window of time. *Blackout dates* are dates that your facility's assessment **will not** be conducted. As a courtesy, the assessor will call you the afternoon before your assessment.

***Example:***

It has been almost four years since ABC Child Care Center's last Environment Rating Scale assessment. The director calls CECPD to schedule the assessment. CECPD informs the ABC Child Care Center director that the assessment will take place during the three-week time period of January 7, 2008 – January 25, 2008. CECPD asks for five blackout dates. The director selects January 7, 11, 14, 18, and 21 as the blackout dates. Visits will not be scheduled for these dates. The assessor calls the center the afternoon of January 15<sup>th</sup> and informs the director the assessment visit will be on January 16<sup>th</sup>.

We believe that this change will better serve you and more effectively support the *Reaching for the Stars* program.

If you have any questions, please contact Dawn Tull at [dtull@ou.edu](mailto:dtull@ou.edu), 405-799-6383, extension 226 or 888-446-7608, extension 226.

Sincerely,

Susan J. Kimmel, Ph.D.  
Interim Director: Center for Early Childhood Professional Development  
CCE, The University of Oklahoma  
(405) 799-6383