



## Curriculum Review and Approval Process

### Step 1: Answer the following question

I have reviewed the Early Learning Coalition's (ELC) Approved Curriculum List and the curriculum my program is implementing is on the list? \_\_\_\_\_Yes \_\_\_\_\_No

If you answered yes (the curriculum you are implementing is on the list), please discontinue; there is no need to complete this process.

If you answered no (the curriculum you are implementing is NOT on the list), please continue this process. Print out the following forms and information from the ELC website:

- "Intent to Submit" Form
- "Documentation of Curriculum Components for Approval Process" (Form A)
- "Curriculum Review Documentation Checklist" (Form B)
- "Character Development Components in Early Childhood Programs"

Mail "Intent to Submit Form to:

Early Learning Coalition of Miami-Dade/Monroe  
Attention: Curriculum Review Committee  
2555 Ponce de Leon Blvd.  
Suite 500  
Coral Gables, FL 33134

You have 90 days from the time you mail in your "Intent to Submit Form" to complete this process.

Step 1 Complete



### Step 2: Gather Documentation

- Gather "Curriculum Manual" or other information related to the curriculum currently implemented in your program.
- If you do not have a 'Curriculum Manual', you will be creating one in this process. The Curriculum Manual will include all of your evidence, such as philosophy, descriptions, policies, samples, etc.
- The "Curriculum Manual" will be compiled in sequence with the "Documentation of Curriculum Components for Approval Process" (See Form A). Review this document to determine necessary components for this process.
- "Curriculum Manual" guidelines:
  - **All documents must be in *English***
  - Use typewritten 12 pt. font
  - The manual should be bound or placed in a 3-ring binder.
  - Pages can be double-sided
  - The manual should have a cover page that includes: The name of the curriculum, program (center) name, contact person's name, address (including zip code), and telephone number.

Step 2 Complete



### Step 3: Organization of Documentation

- Complete the “Documentation of Curriculum Components for Approval Process” (Form A) by placing a ✓ in each box to verify evidence. The evidence will be labeled (on the top of the page) with the same indicators that appear on this form. This form also has space for page numbers; however, this will be completed in Step 4 of this process.

For example, the description of philosophy, rationale/theory would be labeled this way:  
#1. Includes basic curriculum philosophy, rationale/theory and overview description.

- Indicator #s3-6 are broken down into age groups; place “NA” (Non-applicable) in the box if the program does not serve the specified age. For example, if the program only serves preschool age children, place “NA” in the boxes related to children birth to 2 years.
- If the submitter does not have the necessary evidence, then the required documentation will need to be composed and typed for inclusion in the manual. ALL documentation must be typed; hand written documents will *not* be accepted in this process.
- After evidence is gathered, place it in the “Curriculum Manual”. ALL evidence is placed in the “Curriculum Manual” in the same order that appears on Form A, “Documentation of Curriculum Components for Approval Process”.
- Number the pages in the manual in consecutive, sequential order. This may need to be accomplished by placing labels over any existing page numbers, (such as those from other resources), then writing in the numbers in the lower right-hand corner of each page. EVERY page should be numbered!

Step 3 Complete



### Step 4: Verification of Documentation

- After all evidence is gathered and placed in the “Curriculum Manual”, complete the “Curriculum Review Documentation Checklist” (Form B) to ensure that all required information has been included in the manual.
- Start on page 1 of your “Curriculum Manual” and flip through each page, placing a ✓ in each box on Form B to verify its inclusion in your manual.
- After verifying that all documentation is included in the “Curriculum Manual”, the page numbers need to be inserted on Form A. Record the page numbers in the appropriate space indicating where the evidence can be found in the manual. All spaces for page numbers need to be filled in on this form. ONLY EXCEPTION: The page numbers left blank for indicators #3-6, signifies that you do not serve the specified age in your program. For example if the program only serves preschool children, the spaces would be left blank for any developmental areas that address children birth to 2 years. “NA” should have already been placed in the box next to this item; as explained in Step 3.

Step 4 Complete



### Step 5: Submission of Curriculum Manual

- Send (or hand-deliver) 5 copies of the complete, bound “Curriculum Manual” to:

Early Learning Coalition of Miami-Dade/Monroe  
Attention: Curriculum Review Committee  
2555 Ponce de Leon Blvd.  
Suite 500  
Coral Gables, FL 33134

- A copy of the following documents should be included with each “Curriculum Manual”. (This means that you will need a total of 5 copies of each of these)
  - Completed “Documentation of Curriculum Components for Approval Process” Form A
  - Completed “Curriculum Review Documentation Checklist” Form B
- Remember to keep a copy of all documents!

Step 5 Complete



### **Step 6: Receipt of “Curriculum Manual”**

- All proposed curriculum will be reviewed in the order it is received by the ELC.
- Submitter will receive a letter from ELC acknowledging receipt of the “Curriculum Manual” with an estimated response time.
- Depending on the number of submissions, response time will vary from 3-6 months. Curriculum implementation continues while under review.
- If a response has not been received from the review committee within this time frame, the submitter should contact ELC for a status update.

Step 6 Complete



### **Step 7: Review of “Curriculum Manual”**

- Every Curriculum Manual will be reviewed by a Curriculum Review Committee composed of 3-4 individuals from the local early childhood community. Committee members have a baccalaureate degree in early childhood education or a related field and at least 5 years experience in the field.
- Each committee member will review submitted manuals independently and then they will meet as a group for final review and discussion.
- A decision will be made at this meeting and a letter drafted that informs the submitter of one of the following:
  1. Curriculum is approved....the program may continue implementation.
  2. Curriculum Manual must be revised and resubmitted.....submitter must complete requested revisions.
  3. Curriculum is not approved....An ELC approved curriculum must be selected by this program.
- If the submitter receives a letter stating approval of curriculum, this process is over. Retain the letter for program records.
- If the submitter receives a letter requesting revisions, continue to Step 8.
- If the submitter receives a letter stating non-approval of curriculum, continue to Step 9.



## Step 8: Revisions and Resubmissions (Go to Step 9 if you received a non-approval letter)

- If the submitter receives a notice to “revise and resubmit”, this means that the information provided was insufficient and further details are needed before a final decision can be made by the committee. There is only **ONE** opportunity to revise and resubmit.
- The submitter has **7 business days** to provide a typed-written response informing the committee that they will make the necessary revisions within **30 days** and resubmit the Curriculum Manual.
- Follow the process outlined in Step 5 to resubmit.
- Revisions will be reviewed by the committee as stated in Step 7.
- When revisions are submitted in the specified time (30 days), a decision will be made by the review committee within **45 days** of resubmission and a letter drafted that informs the submitter of one of the following:
  1. Curriculum is approved.....the program may continue implementation.
  2. Curriculum is not approved....An ELC approved curriculum must be selected by this program.
- If the submitter receives a letter stating approval of curriculum, this process is over. Retain the letter for program records and continue implementation of curriculum.
- If the submitter receives a letter stating non-approval of curriculum, continue to Step 9.
- If revisions are not submitted in the specified time (30 days), then this process is over and a program must select a curriculum on the ELC approved list. The submitter is NOT eligible for an appeal.



## Step 9: Appeal Process

- If a curriculum is not approved by the Curriculum Review Committee, the submitter may appeal to the Curriculum Appeal Committee composed of 3-4 individuals from the local early childhood community. Committee members have a baccalaureate degree in early childhood education or a related field and at least 5 years experience in the field. This committee is comprised of different members from the initial review committee.
- A submitter has 30 days to provide a typed-written letter stating the basis for their appeal of the review committee’s decision. Letters must be mailed or hand-delivered to:

Early Learning Coalition of Miami-Dade/Monroe  
Attention: Curriculum Review Appeal Committee  
2555 Ponce de Leon Blvd.  
Suite 500  
Coral Gables, FL 33134
- The Curriculum Appeal Committee will meet to review all documentation and a final decision will be made within 60 days.
- The submitter will be notified, in writing, by the Curriculum Appeal Committee with one of the following decisions:
  - Curriculum Appeal Committee agrees with the decision of the Curriculum Review Committee; therefore the program must select an ELC approved curriculum for immediate implementation.
  - Curriculum Appeal Committee will meet with the Curriculum Review Committee to discuss their findings and recommend reconsideration of decision.
- The final decision will be made in collaboration with both committees. The submitter will be notified, in writing, of approval or non-approval within 30 days.
  - If the submitter receives a letter stating approval of curriculum, this process is over. Retain the letter for program records and continue implementation of curriculum.
  - If curriculum is not approved, this process is over. The program must select an ELC approved curriculum for immediate implementation.