



TEEI Center Visit Policy

TEEI representatives may visit an accredited center with or without notice. When a TEEI representative visits a center the following guidelines will apply;

TEEI reserves the right to

- conducted an unannounced visit during scheduled center hours
- schedule to meet with the center director prior to center hours
- review staff background checks/clearances
- review student records
- observe all programs offered at the center while students are present
- interview parents, student, and/or staff
- take a non-valid TEEI certificate

TEEI will

- be as unobtrusive to daily study as possible
- provide a written report to the center director regarding observations
- provide a plan of action to achieve Program Member status if not achieved after the first TEEI visit

Unannounced Evaluation Visits

Unannounced evaluation visits are conducted under the following circumstances;

- A center is within its first year of operation
- A center is within its first three years of operation
- A center is within a five year period of being visited
- A center is chosen randomly after it has achieved member status
- TEEI receives a legitimate complaint directly from parent, student, staff member, teacher, or legitimate complaint from another source
- DOE informs TEEI of legitimate complaint or concern other circumstances which warrant concern regarding a center

All unannounced visits are conducted either before and/or during hours of operation. Please note that TEEI’s center visit policy and unannounced visits are required and approved by the PA Department of Education.

I understand the accreditation procedures and agree to the terms and conditions as outlined.

Name of Center

Center Address

Center e-mail Center Phone

Owner Signature Date _____

Director Signature Date _____