

PROGRAM APPEAL PROCESS

APPEALING GOVERNING COUNCIL DECISION REGARDING ACCREDITATION

Overview

The Moderator reviews all of the information processed, scores the application for accreditation based on established ACCAP Standards and provides a report to Governing Council with an accreditation status recommendation. Once Governing Council reviews the Moderator's report, the Moderator's score and the Moderator's recommendation they will either confer or deny accredited status, and will inform the AELCS Executive Director of their decision. In turn, the Executive Director of AELCS sends a registered letter to the program informing them of Governing Council's decision.

In the event that the Governing Council should deny accreditation the reasons for the decision will be included in the letter.

Programs that are denied accreditation may have the right to appeal the decision of the Governing Council relating to accreditation on the basis of bias, human error or anonymity compromise.

Step One

A program can seek a review of the decision of Governing Council in writing to the Executive Director within five (5) working days of the date of the letter informing the program of the decision.

The written request for review should contain:

- a) the reasons why the claimant believes there was bias, human error or anonymity compromise
- b) remedy sought
- c) other relevant information and supporting documents.

Step Two

Once the request for review is received by the AELCS office, the Executive Director shall:

- a) begin a numbered appeals file for the service (if one has not been started earlier).
- b) inform the Chair or Vice-chair of the Board that a request for appeal has been submitted.
- c) select a three member Decision Review Committee from Governing Council members.

The Decision Review Committee, in making a decision may only consider whether there was:

- a) bias (real or perceived);
- b) human error; or
- c) anonymity compromise which affected the Moderator's report.

Step Three

The Decision Review Committee will meet in a closed session to make a decision on the review according to majority vote. No new information may be introduced at this session. All members present will be bound by the requirement of confidentiality.

The Decision Review Committee will review the material collected, consider whether there has been bias (real or perceived), human error or anonymity compromise and determine whether any of these grounds affected the Moderator's recommendation.

The Decision Review Committee will then render a decision to either:

- a) refer the information collected from the validation process to a different Moderator for rescoreing; or
- b) confirm the decision made by Governing Council with respect to the program's application for accreditation.

The Decision Review Committee's decision and supporting reasons should be communicated in writing to the program and the AELCS Executive Director within seven (7) working days of the Decision Review Committee's decision. In the case of a minority dissenting vote, the minority may, if it wishes, give written reasons for its dissent.

The decision of the Decision Review Committee is final.

GLOSSARY OF TERMS

Governing Council

The Governing Council of the Alberta Association for the Accreditation of Early Learning and Care Services (AELCS) is the decision-making body through which AELCS policies and practices are established. It is responsible for the final review and accreditation of applicant programs. The Moderator's recommendation is submitted to AELCS, whose Governing Council reviews the documentation and makes the decision on accreditation status.

Executive Director

The Executive Director of the Alberta Association for the Accreditation of Early Learning and Care Services (AELCS)

Field Coordinator

Among other duties, the Field Coordinator of AELCS facilitates the planning of the site visit and management of the documentation.

Validator

The role of the validator is to conduct site visits of applicant programs on behalf of AELCS to objectively record samples of evidence and present the findings to the Moderator.

Validation Team

The Validation team consists of a Lead Validator and a Peer Validator.

Moderator

The Moderator reviews the documents presented by the validation team and recommends whether the program is accredited or not.

Program

Child care program (day care centre, family day home agency or out-of-school care program) that has applied for accreditation.

Director

The director of the applicant service.

Accreditation Team

The group of people the program has identified as those coordinating and participating in the self-study and accreditation of their organization.