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| **Child Screening & Assessment** |
| **1\***  | **2 \*\*** | **3 \*\*\*** | **4 \*\*\*\*** |
| Mandatory | Mandatory | Mandatory | Mandatory |
| Complete Ages and Stages Questionnaire on line for every SR child within 45 days of entering care and annually thereafter during birth month. C, D Families are provided results of ASQ screenings in writing. C, D | Meet 1\* requirements All SR children receive vision/hearing screening annually with follow up if necessary (with parent permission). D | Meet 2\*\* requirements.Administer TSG Gold SR on all SR children. D Screening results inform small and large group instruction. DAll families are provided results of all screenings & assessments in writing. DHas been in ASQ compliance for 12 months | Meet 3\*\*\* requirements.Screening/assessment results promote 1:1 instruction. D |
| Options |  | Accomplish 1 or more | Accomplish 2 or more |
|  |  | 1. Families get results of screenings/assessments in conference format (telephone or face to face). D2. Screening/assessment results promote 1:1 instruction. D | 1.Families get results of screenings/assessments in conference format (telephone or face to face)D2. Families and staff set goals for child and offer home activities. D3. Portfolio given to families to share. D |

**Notes:**

**\* Teaching Strategies Gold (TSG), AKA Gold SR, is the ELC Escambia choice of pre/post assessments and is required for the 3 & 4 Star rating.**

**Key: C = Contractual requirement noted to establish baseline, D = Documentation, O = Observed by Coalition staff**

**All providers on ELC probation will be lowered to a 1 star**

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| **Curriculum & Technology** |
| **1\***  | **2 \*\*** | **3 \*\*\*** | **4 \*\*\*\*** |
| Mandatory | Mandatory | Mandatory | Mandatory |
| Curriculum: Implement a curriculum from OEL approved curriculum list. C, DCurriculum is fully implemented in each classroom. O | Meet 1\* requirements.All Lead teachers have received a minimum of 4 hours of training on the adopted curriculum and/or a DAP approved course through the Coalition. DProgram has on site at least one computer with internet access for staff use. D | Meet 2\*\* requirements.All instructional staff employed 6 months or more have been trained on the use of adopted curriculum (min 4 hours). DLesson Plans are posted where parents can view them. D, O | Meet 3\*\*\* requirements.100% instructional staff completed five hours age-appropriate Literacy, Phonological Awareness and 4 hours early math/science. DAll classrooms have posted & implemented lesson plans aligned with developmentally appropriate ELG. D, O |
| Options |  | Accomplish 3 or more | Accomplish 4 or more |
|  |  | 1. 75% instructional staff completed 5 hours age-appropriate Literacy, Phonological Awareness and 4 hours early math/science. D2. Teachers ensure snack, mealtimes and outdoor play are learning times on the daily lesson plan. D, O3. Art and/or messy play is implemented 2 x per week on lesson plans. D, O4. Cameras are used throughout all classrooms to visually document children’s activities. D | 1. Cameras are used throughout all classrooms to visually document children’s activities. D2. Program offers website and other social media opportunities. D, O3. Teachers ensure snack, mealtimes and outdoor play are learning times on the daily lesson plan. D, O4. All instructional staff complete 4 hours enhanced curriculum training annually. D5. Art and/or messy play is implemented 3 x per week on lesson plans. D, O |

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| **Family Partnerships** |
| **1\*** | **2\*\*** | **3\*\*\*** | **4\*\*\*\*** |
| Mandatory | Mandatory | Mandatory | Mandatory |
| Provide Families with Rates and Fees List, Discrimination Policy and Attendance Policy. C | Meet 1\* requirements. Program has an orientation procedure. D, O (Note 1)Family Handbook provided to every family. D (Note 2)Post a Family Board that is updated at least monthly. O | Meet star 2\*\* requirements.Program has an enhanced orientation procedure for families. D (Note 3)Director and staff have been trained in SF model. D | Meet star 3\*\* requirements.Program has a Parent Client Support System, which includes checking in with new families after a few weeks. D (Note 4) |
| **Options** |  | **Accomplish 3 or more** | **Accomplish 5 or more** |
|  | .  | 1. Program provides one formal conference annually with family (telephonic, email, or face to face). D2. Program offers two family supports. D (Note 5)3. Publish a monthly newsletter. D4. Communicate regularly w/families using 2 or more modes of communication. D, O (Note 6)5. Host an annual event each year for families. D6. Director has trained in the Strengthening Families (SF) model. D7. At least 50% of families complete a program satisfaction survey annually. D (Note 7) | 1. Program provides two formal conferences annually with family of 4 year old children D2. Program offers two family supports. D (Note 5)3. Publish a monthly newsletter. D4. Program has a Family Advisory Board that meets 2 or more times a year. D5. Communicate regularly w/families using 3 or more modes of communication. D, O6. Director has trained in the Strengthening Families (SF) model. D7. Program offers one SF series annually. D8. At least 75% of families complete a program satisfaction survey annually. D (Note 7) |

**Family Partnership Notes:**

**1. Orientation procedures** include: providing parents with written information about center operations, schedule, fees, health requirements and discipline policy.

**2. Family handbook** includes written information about center operations, schedule, fees, health and discipline policies. It would include attendance procedures/policies with a holiday schedule of program closures.

**3. Enhanced orientation procedures** include: a guided tour, introduction to the appropriate classroom teachers, and an opportunity to ask questions of the Director

**4. A Parent Client Support System** requires concrete evidence such as written policy and procedures; family orientation checklist; written two way communication logs. It also involves multiple participants and defined process of accountability.

**5. Family supports** include lending library for adults and/or children, social functions for families, information on supportive services regarding family/child issues, child care during family conferences, provisions for food or clothing donations for program community or community at large, Strengthening Families or other family workshops with child care included.

**6. Documented modes of communication** include: TSG case notes/reports for parents, periodic family meetings, newsletters, mailed and email letters, daily reports, phone calls and website.

**7. Program satisfaction/evaluation** incorporates a feedback loop that might be a suggestion box, message book or an informal questionnaire where the data is used to develop a written plan for program improvement.

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| **Program Operations** |
| **1\*** | **2\*\*** | **3\*\*\*** | **4\*\*\*\*** |
| Mandatory | Mandatory | Mandatory | Mandatory |
| Meets DCF requirements for type of child care facility and program. C | Meet 1\* requirements.Program has less than 8 findings of contractual noncompliance in previous 12 months. DProgram cannot be a High Risk as result of Tier 2 monitoring DProgram is not on ELC probationProgram has employee handbook and written personnel policies. D | Meet 2\*\* requirements.Program has a current year budget including revenue and expenses. DProgram has a written business/strategic plan. DProgram has less than 6 findings of contractual noncompliance in previous 12 months. DProgram has not been on ELC probation during past 6 monthsCenters:Written annual performance appraisal conducted by Director or Owner. DConduct monthly staff meetings with agenda or notes documenting discussion. DHomes/FCCH:Written annual performance appraisals with subs. DMeet with professional association monthly (min. 8/year). D  | Meet 3\*\*\* requirements.Program has no Class 1 violations or ELC contract probation in past year. DProgram has less than 4 findings contractual noncompliance in previous 12 months. DProgram has not been on ELC probation during the past 12 months DCenters:Written annual performance appraisal include goals and professional development targets for next year. DConduct monthly staff meetings with agenda or notes and occasional training with evaluations. D |

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| **Professional Development** |
| **1\***  | **2\*\*** | **3\*\*\*** | **4\*\*\*\*** |
| Mandatory | Mandatory | Mandatory | Mandatory |
| All new staff have completed 40 hours DCF mandated training within 90 days required. C Experienced staff have 10 hours in service annually. CAll staff employed over 90 days have enrolled in 40 hour course. CAll staff employed over 1 yearmaintain annual 10 hours of in-service training. | Meet 1\* requirements.All staff successfully complete DAP 5 hour literacy. D | Meet 2\*\* requirements.20 hours in-service for 50% center staff and FCCH provider & sub. DFCCH provider or Center Director and one teacher in each age group complete one inclusion workshop annually. D25% staff have DCF staff credential or higher and FCCH provider has a DCF staff credential | Meet 3\*\*\* requirements.50% center staff have DCF staff credential or higher. D 50% center staff and FCCH sub have appropriate ELG standards training. D |
| **Options** | **Accomplish**  | **Accomplish 3 or more** | **Accomplish 2 or more** |
|  |  | 1. 50% center staffAnd FCCH sub completed Core Competency training. D2. 50% center staff and FCCH sub have appropriate ELG standards training. D3. All classroom staff and FCCH sub completed one inclusion workshop annually. D4. 50% center staff have DCF staff credential or higher (AA, etc.). D | 1. FCCH completes Second Helping Training. D2. All classroom staff and FCCH sub completed two inclusion workshops annually. D3. Core Competencies for all staff, directors and FCCH provider & sub. D4. All center staff and FCCH provider and sub have 20 hours in-service or more. D |

ELG = Early Learning Guidelines (0-3 Developmental Standards or 4 year old Standards)