

CHECKLIST: DOCUMENTS FOR REQUIRED MEASURES

Please make documentation available for review on-site for each of the following items:

CATEGORY 1 – DIRECTOR AND STAFF QUALIFICATIONS AND TRAINING

All Facilities

- Career Lattice Level (submitted with Self-Assessment) (S-DQT-01)
- Volunteer and Substitute Caregiver Orientation (S-COTQ-02)
- Annual Caregiver Training Plans with Certificates (S-DQT-04; S-COTQ-03-07)

All Facilities (except RCCH)

- Caregiver Orientation (S-COTQ-01)

School-Age Only Programs

- Director Training Plan with Certificates (S-DQT-03)

CATEGORY 4 – NUTRITION AND INDOOR/OUTDOOR LEARNING ENVIRONMENT

All Facilities - Nutrition

- Program Nutrition Practices (S-N-01)
- Home Lunch Practices (S-N-02)
- Menu Planning (S-N-03)
- Breastfeeding Resources Available (S-N-04)

All Facilities - Indoor/Outdoor Learning Environment

- Checklist of Cleaning and Maintenance (found in Classroom Self-Assessment) (S-ILE-01)

CATEGORY 5 – PARENT EDUCATION AND INVOLVEMENT

All Facilities

- Written Policies and Procedures for Parent Education (S-PE-01)
- Written Policy/Process for Addressing Challenging Behaviors (S-PI-02)
- Community Resources (S-PI-04)

CHECKLIST: DOCUMENTS FOR POINT-BASED MEASURES

Please make documentation available for review on-site for each of the following items you would like to have contribute to the scoring of points-based measures:

CATEGORY 1 – DIRECTOR AND STAFF QUALIFICATIONS

All Facilities: Director Formal Education and Training Worksheet

- Diploma for Highest Education Attained
- Early Childhood Credentials
- College Coursework Transcripts
- Certificates for Clock Hours
- Work Experience – Resume

All Facilities: Caregiver Education and Training Worksheet

- Diploma for Highest Education Attained
- Early Childhood Credentials
- College Coursework Transcripts
- Certificates for Clock Hours
- Work Experience – Resume

CATEGORY 3 – CURRICULUM

All Facilities

- Lesson Plans and Curriculum

CATEGORY 5 – PARENT EDUCATION AND INVOLVEMENT

All Facilities

- Parent Orientation (P-PE-01)