



Facility Assessment Record Form

(Center Based)



This icon indicates when documentation must be **available for review** during an on-site assessment. Use the Document Checklist provided to collect all necessary documents.


PROVIDER: _____

TRS ASSESSOR: _____

DATE: _____

CC LICENSING #: _____







DIRECTOR QUALIFICATIONS AND TRAINING (required)

MEASURE		MET/NOT MET
All facility types except school-age only programs	<p>S-DQT-02</p> <p>DIRECTOR TRAINING</p> <p>* TRS Director Certification Course Similar to model of Taking Charge of Change - TCC Leadership Academy can count towards annual CCL training hour requirements *Based on availability</p> <p>Note: The TRS Director Certification Course will be developed. Please mark N/A for this item until the course becomes available.</p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET <input type="checkbox"/> N/A
All facility types except school-age only programs	<p>S-DQT-04</p> <p>DIRECTOR RESPONSIBILITIES</p> <p>Ensure all caregiver staff have a written training plan.</p> <p> Annual Caregiver Training Plans with Certificates</p> <p><u>NOTES</u></p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET

Category 1: Director and Staff Qualifications and Training

DIRECTOR AND STAFF QUALIFICATIONS AND TRAINING

Instructions: Use the worksheet below (Part 1) to gather information for scoring Parts 2-7, as applicable. See definitions on page 4.

Part 1: Director Qualifications and Training FORMAL EDUCATION WORKSHEET (ALL AGES)		
Highest Education Level Achieved 	<input type="checkbox"/> High School / GED <input type="checkbox"/> Associate's degree <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> Doctorate	 Years of experience in ECE programs _____  Years of experience in school-age programs _____
Early Childhood Credentials 	<input type="checkbox"/> Valid Child Development Associate (CDA) Credential <input type="checkbox"/> Valid Child Care Professional (CCP) Credential <input type="checkbox"/> Valid Child Care Administrator's Credential	Years of experience as a director in TRS or for a TRS-recognized nationally accredited provider _____
College Coursework 	_____ Number of credit hours in early childhood education _____ Number of credit hours in business management	
Clock Hours 	_____ Number of clock hours in business management _____ Number of clock hours Infant, Toddler, and Three Year Old Early Learning Guidelines _____ Number of clock hours in Texas Pre-Kindergarten Guidelines	

Note: When assessing clock hours, use the hire date, and calculate total for the calendar year prior to the current calendar year.

Part 2: CENTER-BASED PROVIDERS FORMAL EDUCATION SCORING (points-based)

Center Based Only Programs

	SCORE OF 0	SCORE OF 1	SCORE OF 2	SCORE OF 3
P-DEQT-01	<input type="checkbox"/> None	<input type="checkbox"/> Valid child care administrator's credential; or <input type="checkbox"/> Over 2 years, up to 4 years, as a director in a TRS or currently recognized nationally accredited provider	<input type="checkbox"/> Valid Child Development Credential(CDA), or Child Care Professional (CCP) Credential with 6 college credit hours in business management; or <input type="checkbox"/> 9 college credit hours in ECE and 9 credit hours in business management; or <input type="checkbox"/> 60 college credit hours with 9 college credit hours in child development and 6 college credit hours in business management; or <input type="checkbox"/> A child care administrator's certificate from a community college with at least 15 college credit hours in child development and 3 college credit hours in business management, or <input type="checkbox"/> Over 4 years, up to 8 years as a director in a TRS or TRS-recognized nationally accredited provider	<input type="checkbox"/> AA/AAS in ECE or closely related field with 12 college credits in ECE and 6 credit hours in business management; or <input type="checkbox"/> At least a BA/BS with 12 hours college credit hours in ECE and 6 credit hours in business management; or <input type="checkbox"/> Over 8 years as a director in a TRS or currently recognized nationally accredited provider <input type="checkbox"/> Non-expiring director's certificate from CCL

DIRECTOR AND STAFF QUALIFICATIONS AND TRAINING

Part 4: DIRECTOR EXPERIENCE (All facilities except school-age only programs)

	SCORE OF 0	SCORE OF 1	SCORE OF 2	SCORE OF 3
P-DEQT-04	<input type="checkbox"/> None	<input type="checkbox"/> 2 years of experience in early childhood	<input type="checkbox"/> 3 years of experience in early childhood	<input type="checkbox"/> 4 or more years of experience in early childhood

Part 5: DIRECTOR TRAINING CERTIFICATES (Center-based providers only)

	SCORE OF 0	SCORE OF 1	SCORE OF 2	SCORE OF 3
P-DEQT-06	<input type="checkbox"/> None <input type="checkbox"/> N/A allowed if Director is a new hire or provider is an initial applicant	<input type="checkbox"/> Director has 36 hours, a minimum of 6 hours is in program administration, management and supervision	<input type="checkbox"/> Director has 36 hours, a minimum of 6 hours is in program administration and 3 hours is in Infant/Toddler or Pre-K guidelines	<input type="checkbox"/> Director has 36 hours, a minimum of 6 hours is in program administration and 6 hours is in Infant/Toddler or Pre-K guidelines

DEFINITIONS:

1. Director Experience:

The following types of experience may be counted as experience in a licensed child-care center:

- (1) Experience as a director, assistant director, or as a caregiver working directly with children, obtained in any CCL licensed child-care center, whether paid or unpaid;
- (2) Experience as a director, assistant director, or caregiver working directly with children, whether paid or unpaid, in a licensed child-care facility, registered child-care home, kindergarten or nursery school, schools: grades kindergarten and above, drop-in care center, or in a CCL alternatively accredited program; and
- (3) Experience as a director, assistant director, or caregiver working directly with children in a licensed or certified child-care center in another state or country.

The following types of experience may be counted as experience in a licensed or registered child-care home:

- (1) Experience as a primary caregiver or assistant caregiver working directly with children, whether paid or unpaid, in a CCL licensed or registered child-care home;
- (2) Experience as a director, assistant director, or caregiver working directly with children, whether paid or unpaid in a CCL licensed group day-care home; or
- (3) Experience as a primary caregiver of a CCL registered family home.

Reference: HHSC Child Care Licensing Minimum Standard §746.1021

2. Related Fields:

Related fields of Coursework:

Related Field coursework areas include: early childhood education, child growth and development, psychology, sociology, classroom management, child psychology, health and safety of children, elementary education related to pre- kindergarten through third grade




Reference: Child Care Licensing Minimum Standard §746.1027

3. Management Coursework:

Management coursework areas include: administration of a child-care facility, recreational leadership, accounting, goal and objective setting, performance planning and evaluation, management techniques, risk management and other administrative, management, or supervisory-related courses. Courses in office machines or computer training are not recognized as management

Reference: Child Care Licensing Minimum Standard §746.1029

CAREGIVER QUALIFICATIONS, ORIENTATION, AND TRAINING (required)

MEASURE		MET/NOT MET	
All facility types except RCCH	S-COTQ-01	<p>CAREGIVER ORIENTATION, 1 Before beginning child care duties all caregiver staff receives documented, in-person, interactive orientation with the director/administrator to improve knowledge of the child care operation, specific job responsibilities and needs of children.</p> <p>Orientation documentation is dated on/prior to the date the caregiver starts working in the classroom and is observed in the caregiver's staff file by the TRS assessor and includes the following topics: A. Texas Rising Star (TRS) program and criteria B. Policies of the facility C. An overview of the developmental needs/expectations of children in the assigned age group D. The planned daily activities of the facility</p> <p> Caregiver Orientation</p> <p>NOTES</p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
	S-COTQ-02	<p>CAREGIVER ORIENTATION, 2 Before beginning child care duties, all volunteers and substitute caregivers are provided orientation that defines the task to which they are assigned. Orientation documentation is observed in the caregiver's staff file by the TRS assessor. It is dated on/prior to the date the caregiver starts working in the classroom.</p> <p> Volunteer and Substitute Caregiver Orientation</p> <p>NOTES</p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET <input type="checkbox"/> N/A
Center-based programs serving 0-5 years	S-COTQ-03	<p>CAREGIVER STAFF TRAINING An individualized plan provides for a minimum of 30 clock hours of child care related training specific to the age of children in their care.</p> <p> Annual Caregiver Training Plans with Certificates</p> <p>NOTES</p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET

CAREGIVER QUALIFICATIONS, ORIENTATION, AND TRAINING (required)

MEASURE		MET/NOT MET
All facilities (except School-age only programs)	<p><i>CAREGIVER STAFF TRAINING</i> All child care staff participates in training according to the approved plan. The training certificates do align to the individualized written training plan.</p> <p> Annual Caregiver Training Plans with Certificates</p> <p>NOTES N/A allowed if provider is an initial applicant or has all new staff</p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET <input type="checkbox"/> N/A

CAREGIVER QUALIFICATIONS, ORIENTATION, AND TRAINING (points-based)

Complete one worksheet for each caregiver. For additional worksheets, make copies or download at www.TexasRisingStar.org.


Part 1: CAREGIVER QUALIFICATIONS AND TRAINING WORKSHEET	
Caregiver Name:	Date of Hire:
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <div> <p>Highest Education Level Achieved</p> <ul style="list-style-type: none"> <input type="checkbox"/> High School / GED <input type="checkbox"/> Associate's degree <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> Doctorate <input type="checkbox"/> Working towards Associate's or Bachelor's </div> </div>	<div style="display: flex; align-items: center; margin-bottom: 10px;"> <input type="checkbox"/> Completion of orientation </div> <p>_____ Years of experience </p>
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <div> <p>Early Childhood Credentials</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valid Child Development Associate (CDA) Credential <input type="checkbox"/> Valid Child Care Professional (CCP) Credential <input type="checkbox"/> Valid Child Care Administrator's Credential <input type="checkbox"/> Working towards Child Development Associate (CDA) </div> </div>	
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <div> <p>College Coursework</p> <p>_____ Number of credit hours in early childhood education</p> <p>_____ Number of credit hours in business management</p> </div> </div>	<p>Note: When assessing clock hours, use the hire date, and calculate total for the calendar year prior to the current calendar year.</p>
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <div> <p>Clock Hours</p> <p>_____ Number of clock hours in business management</p> <p>_____ Number of clock hours in child care related training</p> <p>_____ Number of clock hours Infant, Toddler, and Three Year Old Early Learning Guidelines</p> <p>_____ Number of clock hours in Texas Pre-Kindergarten Guidelines</p> </div> </div>	

Part 1: CAREGIVER QUALIFICATIONS AND TRAINING WORKSHEET	
Caregiver Name:	Date of Hire:
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <div> <p>Highest Education Level Achieved</p> <ul style="list-style-type: none"> <input type="checkbox"/> High School / GED <input type="checkbox"/> Associate's degree <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> Doctorate <input type="checkbox"/> Working towards Associate's or Bachelor's </div> </div>	<div style="display: flex; align-items: center; margin-bottom: 10px;"> <input type="checkbox"/> Completion of orientation </div> <p>_____ Years of experience </p>
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <div> <p>Early Childhood Credentials</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valid Child Development Associate (CDA) Credential <input type="checkbox"/> Valid Child Care Professional (CCP) Credential <input type="checkbox"/> Valid Child Care Administrator's Credential <input type="checkbox"/> Working towards Child Development Associate (CDA) </div> </div>	
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <div> <p>College Coursework</p> <p>_____ Number of credit hours in early childhood education</p> <p>_____ Number of credit hours in business management</p> </div> </div>	<p>Note: When assessing clock hours, use the hire date, and calculate total for the calendar year prior to the current calendar year.</p>
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <div> <p>Clock Hours</p> <p>_____ Number of clock hours in business management</p> <p>_____ Number of clock hours in child care related training</p> <p>_____ Number of clock hours Infant, Toddler, and Three Year Old Early Learning Guidelines</p> <p>_____ Number of clock hours in Texas Pre-Kindergarten Guidelines</p> </div> </div>	



CAREGIVER QUALIFICATIONS AND TRAINING (points-based)

MEASURE		SCORING
Center-Based programs only	<p>P-CQT-01</p> <p>CAREGIVER QUALIFICATIONS Not counting the center director, full-time caregiver staff must meet one of the following measures:</p> <ul style="list-style-type: none"> A. Have a Child Development Associate (CDA) credential, OR B. Have a Certified Child Care Professional (CCP) credential, OR C. Working towards an Associate’s or Bachelor’s degree or have successfully completed twelve college credit hours in child development, early childhood education or related field and two years of full time paid experience as a caregiver working with children in a licensed or registered facility; OR D. Have two years full-time paid experience working with children as a caregiver in a licensed or registered child care facility while presently working toward a CDA or a CCP credential; OR E. Have successfully completed 150 training clock hours within the last 5 years in child development, early childhood education or related field and two years of full time paid experience as a caregiver working with children in a licensed or registered facility; OR F. Have a Bachelor’s or Associate’s degree; OR G. Ten years of full time paid experience as a caregiver in a TRS or TRS-recognized nationally accredited center 	<p>Scoring: # of caregivers who meet one of the qualifications, divided by total number of caregivers, x 100 = % of staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 0=Provider meets less than 30% of staff <input type="checkbox"/> 1= Provider meets 30% of staff <input type="checkbox"/> 2= Provider meets more than 50% but less than 75% of staff <input type="checkbox"/> 3= Provider meets 75% or better of staff <p>NOTES</p>
All facility types except Homes	<p>P-CQT-03</p> <p>CAREGIVER STAFF TRAINING Caregiver training topics are aligned with core competencies</p> <p>NOTES</p>	<p>Scoring: # of training topics aligned with core competencies, divided by total number of training topics, x 100 = % of training aligned.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 0= Less than 50% of the training is aligned with core competencies <input type="checkbox"/> 1= 50% of the training topics aligned with core competencies <input type="checkbox"/> 2= 65% of the training topics aligned with core competencies <input type="checkbox"/> 3= 80% of the training topics aligned with core competencies

NUTRITION (required measures)


MEASURE		MET/NOT MET
All facility types	<p>S-N-01</p> <p> Program Nutrition Policies</p> <p>PROGRAM PRACTICES Written policies include the following:</p> <ul style="list-style-type: none"> a) liquids and food hotter than 110 degrees F are kept out of reach. b) All staff are educated on food allergies and they take precautions to ensure children are protected. c) on days that providers serve meals, prepared food that is brought into the program to be shared among children is commercially prepared OR prepared in a kitchen that is inspected by local health officials. d) that healthy snacks (as listed by the Texas Department of Agriculture) are available for school aged children as children arrive. e) on days that providers serve meals, milk, fresh fruit and vegetables are available for children who bring lunches from home. <p>NOTES</p> <p>N/A allowed for (c), (d), and (e) if provider has specific policy about not providing any meals or snacks</p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
All facilities except school-age only programs	<p>S-N-02</p> <p>HOME LUNCH PRACTICES</p> <ul style="list-style-type: none"> a) Include in written policies/procedures to ensure the safety of food brought from home, including refrigeration or other means to maintain appropriate temperatures. b) Programs have policies in place outlining strategies to educate children and their parents on nutrition. c) Programs provide parents with information about foods that may cause allergic reactions. d) Providers provide sample menus of healthful lunches for parents whose children bring food from home. Parents are encouraged to provide meals with adequate nutritional value. <p>NOTES</p> <p>N/A allowed if the provider has a specific policy that does not allow for home lunches</p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET <input type="checkbox"/> N/A

NUTRITION (required measures)


MEASURE		MET/NOT MET
All facility types	S-N-03	
	<p>MENU PLANNING The provider documents one of the following options: A. 12 months of menus that have been reviewed and approved by: A1. a dietitian licensed by the Texas State Board of Examiners of Dietitians http://www.dshs.state.tx.us/dietitian/dt_roster.shtm A2.a certified child care health consultant (healthy child care Texas); OR A3. an individual with a Bachelor’s or graduate degree with major in human nutrition, food and nutrition, nutrition education, dietetics, or food systems OR</p> <p>B. Provider menu policies are structured to provide children with a variety of foods with different colors and textures to include whole grains, fresh fruits and vegetables; less processed items; and foods that meet the Dietary Guidelines for Americans guidelines established by the USDA. Sample menus must be provided. OR</p> <p>C. The Provider is participating in and in good standing with Child and Adult Care Food Program (CACFP).</p> <p> Menu Planning</p> <p>NOTES N/A allowed if provider has specific policy about not providing any meals or snacks</p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET <input type="checkbox"/> N/A
All facility types that serve Infants	S-N-04	
	<p>BREASTFEEDING EDUCATION Policies specify that, upon request, a compilation of breastfeeding education and support resources in the community is provided to parents.</p> <p> Breastfeeding Resources Available</p> <p>NOTES N/A allowed if provider does not serve Infants (0-17 months)</p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET <input type="checkbox"/> N/A

Category 5: Parent Education and Involvement

PARENT EDUCATION (required)



MEASURE		MET/NOT MET	
All facility types	S-PE-01	<p>Parents are provided with written policies and procedures which include:</p> <ul style="list-style-type: none"> • Program philosophy and goal • Curriculum goals • Family participation • Drop off/pick up procedures • Parent conferences • Fee structure • Late payments and refund information • Absences • Clothing guidelines • Inclement weather policy • Separation procedures • Physical activity • Screen time policies <p>Procedure in place to allow parents to update contact information at all times without staff assistance Policies are reviewed annually and updated if necessary.</p> <p> Parent Orientation</p> <p><u>NOTES</u></p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
	S-PE-02	<p>The program has systems in place for communication between the facility and parents.</p> <p><u>NOTES</u></p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET

PARENT EDUCATION (points-based)

MEASURE		SCORING	
All facility types	P-PE-01	<p>The provider conducts an orientation to the family at enrollment. A signed and dated copy of the content of the orientation is kept in the child's file. The orientation includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tour the facility <input type="checkbox"/> Introduction to teaching staff <input type="checkbox"/> Parent visit with the classroom teacher <input type="checkbox"/> Overview of parent handbook <input type="checkbox"/> Policy for arrival & late arrival <input type="checkbox"/> Opportunity for an extended visit in the classroom by both parent and child for a period of time to allow both to be comfortable <input type="checkbox"/> An explanation of Texas Rising Star Quality Certification is provided. <input type="checkbox"/> Encouraging parents to inform the center/provider of any elements related to their CCS enrollment that the provider may be of assistance. <input type="checkbox"/> An overview of family support resources and activities in the community <input type="checkbox"/> Child development and developmental milestones provided <input type="checkbox"/> Parents are informed of the significance of consistent arrival time. Children should arrive before the educational portion of the program begins to limit disruption. Consistent routines prepare children for the transition to kindergarten. <input type="checkbox"/> Statement is shared with parents regarding limiting technology use on-site (e.g. refrain from cell phone use). In order to facilitate better communication between the parents and caregiver and the parents and child, it is best if parent are not distracted by use of electronic devices while at the center/home. <input type="checkbox"/> Statement is shared with parents reflecting the role and influence of families. <p> Parent Orientation</p>	<p>_____ out of 13 items present in orientation.</p> <p>Score: _____</p> <p>0=Fewer than 50% (0-6 met) of the elements are included in the orientation.</p> <p>1= 50% (at least 7 met) of the elements are included in the orientation</p> <p>2= 65% (at least 9 met) of the elements are included in the orientation</p> <p>3= 85% (at least 11 met) of the elements are included in the orientation</p> <p>NOTES</p>
	P-PE-02	<p>The provider provides families with opportunities to better understand the child's growth and development.</p> <p>NOTES</p>	<p>Score: _____</p> <p>0= Not met</p> <p>1= Posting of parent resources within the community.</p> <p>2= Score of 1, plus: Written communication such as articles, handouts, newsletters, etc. are given out to parents a minimum of four times a year quarterly. Parents are referred to other professionals and local community resources when needed.</p> <p>3= Score of 2, plus: A resource area with parent education materials is available. Parent Education opportunities are documented and offered at least annually and could be offered during program events, such as holiday programs, open house, etc.</p>

Category 5: Parent Education and Involvement

PARENT INVOLVEMENT (required)

MEASURE		MET/NOT MET
All facility types	<p>S-PI-02</p> <p><i>Director/Parent/Caregiver Collaboration Regarding Challenging Behavior.</i> Provider has a written policy/process for addressing challenging behaviors of children. The policy/process includes caregiver and/or Director have ongoing conversations with parents to express concerns and discuss strategies in addressing challenging behaviors. Conversations are framed around the objective of the program. Parents are kept informed as to their child's progress.</p> <p> Written Policy/Process for Addressing Challenging Behaviors</p> <p>NOTES</p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
	<p>S-PI-03</p> <p>The director and caregivers should be able to provide evidence that they are working together with the parents about decisions regarding the child's experience, which may include written reports for children and parent communication log.</p> <p>NOTES</p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
	<p>S-PI-04</p> <p>Information about community resources is available to the parent / family.</p> <p> Community Resources</p> <p>NOTES</p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET

Category 5: Parent Education and Involvement

PARENT INVOLVEMENT (points-based)

		MEASURE	SCORE 0	SCORE 1	SCORE 2	SCORE 3
All facility types	P-PI-01	<p>Parents have structured opportunities to provide input that may influence the program.</p> <p>NOTES</p>	<input type="checkbox"/> Not met	<input type="checkbox"/> Director seeks out parent suggestions either verbally or written and can provide evidence.	<input type="checkbox"/> The center/home has an on-going process to receive and review suggestions and recommendations from the parents (e.g. suggestions box, parent meetings).	<input type="checkbox"/> Parents are offered an annual written evaluation and/or survey. Suggestions and evaluation results are integrated into the program operation when applicable.
	P-PI-02	<p>Parent/caregiver conferences are held. Conferences can be held in person or by phone.</p> <p>NOTES</p>	<input type="checkbox"/> Not met	<input type="checkbox"/> Parent/caregiver conferences are available upon parent request.	<input type="checkbox"/> A scheduled conference is offered to parents to exchange information a minimum of one time per year. Children’s progress and overall development are discussed. Documentation of the conference is made, dated, and signed by the parent and caregiver , and a copy is kept in the child’s file.	<input type="checkbox"/> A scheduled conference is offered to parents to exchange information a minimum of 2 times a year. System in place to share information with parents on an ongoing basis. Information from caregiver observations and written assessment is shared.
	P-PI-03	<p>Parents are invited to participate in program related activities, including but not limited to, birthdays, holidays, or other special occasions.</p> <p>NOTES</p>	<input type="checkbox"/> Not met	<input type="checkbox"/> Parents are invited and encouraged to attend one event.	<input type="checkbox"/> Parents are invited and encouraged to attend two events.	<input type="checkbox"/> Parents are invited and encouraged to attend 3 or more events, special occasions, parent meetings, support group or other program-related activities.

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

- Volunteer and Substitute Caregiver Orientation (S-COTQ-02)
- Annual Caregiver Training Plans with Certificates (S-DQT-04; S-COTQ-03-08)

All Facilities (except RCCH)

- Caregiver Orientation (S-COTQ-01)

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 (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 POINTS-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
- Evidence of working towards a CDA, Associate's, or Bachelor's Degree

CATEGORY 3 – CURRICULUM

All Facilities (classroom assessment)

- Lesson Plans and Curriculum

CATEGORY 5 – PARENT EDUCATION AND INVOLVEMENT

All Facilities

- Parent Orientation (P-PE-01)