



Facility Assessment Record Form

(School-age)



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 #: _____

Category 1: Director and Staff Qualifications and Training







DIRECTOR AND STAFF QUALIFICATIONS AND TRAINING

MEASURE		MET/NOT MET
School-age only programs	<p>S-DQT-03</p> <p>DIRECTOR TRAINING</p> <p>Certificates contain 24 clock hours of training on an annual basis (of the 24 hours, a minimum of 6 hours need to be in program administration, management and supervision) in the director's file.</p> <p> Director Training Plan with Certificates</p> <p>NOTES</p> <p>N/A allowed if Director is a new hire or provider is an initial applicant</p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET <input type="checkbox"/> N/A

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. Parts 6 and 7 apply to school-age only programs. See definitions on page 3.

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.

DIRECTOR AND STAFF QUALIFICATIONS AND TRAINING

Part 6: SCHOOL-AGE ONLY PROGRAMS FORMAL EDUCATION SCORING

	SCORE OF 0	SCORE OF 1	SCORE OF 2	SCORE OF 3
P-DEQT-03	<input type="checkbox"/> None	<input type="checkbox"/> Valid Child Care Administrator's Credential	<input type="checkbox"/> Valid Child Care Administrator's Credential certificate from a community college with at least 15 college credit hours in ECE or related field and three college credit hours in management; or <input type="checkbox"/> Valid CDA or CCP credential with six college credit hours in management; or <input type="checkbox"/> Nine college credit hours in child development and nine college credit hours in management; or <input type="checkbox"/> Sixty college credit hours with nine college credit hours in ECE or a related field and 6 hours in management	<input type="checkbox"/> AA/AAS in ECE or closely related field with 6 credit hours in business management; or <input type="checkbox"/> At least a BA/BS in a closely related field and 6 credit hours in business management

Part 7: SCHOOL-AGE ONLY PROGRAMS DIRECTOR EXPERIENCE

	SCORE OF 0	SCORE OF 1	SCORE OF 2	SCORE OF 3
P-DEQT-05	<input type="checkbox"/> None	<input type="checkbox"/> 1 year of experience in afterschool child care	<input type="checkbox"/> 2 years of experience in afterschool child care	<input type="checkbox"/> 3 or more years of experience in afterschool child care

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	<p>S-COTQ-01</p> <p><i>CAREGIVER ORIENTATION, 1</i> 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
All facility types except RCCH	<p>S-COTQ-02</p> <p><i>CAREGIVER ORIENTATION, 2</i> 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







CAREGIVER QUALIFICATIONS, ORIENTATION, AND TRAINING (required)

MEASURE		MET/NOT MET
School-age Only Programs	<p>S-COTQ-04</p> <p><i>FULL -TIME CAREGIVER STAFF TRAINING</i> An individualized written training plan that contains 20 clock hours of training on an annual basis (of the 20 hours, a minimum of 12 hours need to be in school-age development and curriculum) was in the caregiver’s staff file.</p> <p> Annual Caregiver Training Plans with Certificates</p> <p><u>NOTES</u></p>	<p><input type="checkbox"/> MET</p> <p><input type="checkbox"/> NOT MET</p>
	<p>S-COTQ-05</p> <p><i>PART-TIME CAREGIVER STAFF TRAINING</i> An individualized written training plan that contains 15 clock hours of training on an annual basis (of the 15 hours, a minimum of 10 hours need to be in school-age development and curriculum) is in the caregiver’s staff file.</p> <p> Annual Caregiver Training Plans with Certificates</p> <p><u>NOTES</u></p>	<p><input type="checkbox"/> MET</p> <p><input type="checkbox"/> NOT MET</p>







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:	
	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 <input type="checkbox"/> Working towards Associate's or Bachelor's	<input type="checkbox"/> Completion of orientation  _____ Years of experience 
	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 <input type="checkbox"/> Working towards Child Development Associate (CDA)	
	College Coursework	_____ Number of credit hours in early childhood education _____ Number of credit hours in business management	Note: When assessing clock hours, use the hire date, and calculate total for the calendar year prior to the current calendar year.
	Clock Hours	_____ Number of clock hours in business management _____ Number of clock hours in child care related training _____ Number of clock hours Infant, Toddler, and Three Year Old Early Learning Guidelines _____ Number of clock hours in Texas Pre-Kindergarten Guidelines	



Part 1: CAREGIVER QUALIFICATIONS AND TRAINING WORKSHEET

Caregiver Name:		Date of Hire:	
	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 <input type="checkbox"/> Working towards Associate's or Bachelor's	<input type="checkbox"/> Completion of orientation  _____ Years of experience 
	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 <input type="checkbox"/> Working towards Child Development Associate (CDA)	
	College Coursework	_____ Number of credit hours in early childhood education _____ Number of credit hours in business management	Note: When assessing clock hours, use the hire date, and calculate total for the calendar year prior to the current calendar year.
	Clock Hours	_____ Number of clock hours in business management _____ Number of clock hours in child care related training _____ Number of clock hours Infant, Toddler, and Three Year Old Early Learning Guidelines _____ Number of clock hours in Texas Pre-Kindergarten Guidelines	

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

MEASURE		SCORING
School-age only programs	<p>P-CQT-02</p> <p>CAREGIVER QUALIFICATIONS Not counting the center director, all 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 (CCP) credential, or working toward a CDA/CCP credential or AA in a related field; or B. Working toward an Associate's or Bachelor's degree or have successfully completed twelve college credit hours at an accredited university; or C. Have two years paid experience in a school-age program; or D. Have two years paid experience working with children in a licensed program; 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 <p><u>NOTES</u></p>	<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 <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
All facility types except Homes	<p>P-CQT-03</p> <p>CAREGIVER STAFF TRAINING Caregiver training topics are aligned with core competencies</p> <p><u>NOTES</u></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 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> Program Nutrition Policies</p> <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 facility types	<p>S-N-03</p> <p>MENU PLANNING The provider documents one of the following options:</p> <p>A. 12 months of menus that have been reviewed and approved by:</p> <ul style="list-style-type: none"> 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>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</p> <p>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



Category 5: Parent Education and Involvement

PARENT EDUCATION (required)

MEASURE		MET/NOT MET
All facility types	<p style="text-align: right; margin-right: 10px;">S-PE-01</p> <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> <div style="display: flex; align-items: center; margin-top: 10px;"> <p>Parent Orientation</p> </div> <p><u>NOTES</u></p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
	<p style="text-align: right; margin-right: 10px;">S-PE-02</p> <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

Category 5: Parent Education and Involvement

PARENT INVOLVEMENT (required)

MEASURE		MET/NOT MET	
All facility types	S-PI-02	<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><u>NOTES</u></p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
	S-PI-03	<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><u>NOTES</u></p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
	S-PI-04	<p>Information about community resources is available to the parent / family.</p> <p> Community Resources</p> <p><u>NOTES</u></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-COTQ-04 & 05)

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)
- Menu Planning (S-N-03)

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)

- Daily Schedule

CATEGORY 5 – PARENT EDUCATION AND INVOLVEMENT

All Facilities

- Parent Orientation (P-PE-01)