



# ***Facility Assessment Record Form***

*(Licensed or Registered Homes)*



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><b>S-DQT-02</b></p> <p><b>DIRECTOR TRAINING</b></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><b>S-DQT-04</b></p> <p><b>DIRECTOR RESPONSIBILITIES</b></p> <p>Ensure all caregiver staff have a written training plan.</p> <p> <b>Annual Caregiver Training Plans with Certificates</b></p> <p><b>NOTES</b></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 <b>FORMAL EDUCATION WORKSHEET (ALL AGES)</b>		
<b>Highest Education Level Achieved</b> 	<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	 <b>Years of experience in ECE programs</b> _____   <b>Years of experience in school-age programs</b> _____
<b>Early Childhood Credentials</b> 	<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 _____
<b>College Coursework</b> 	_____ Number of credit hours in early childhood education  _____ Number of credit hours in business management	
<b>Clock Hours</b> 	_____ 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 3: LCCH and RCCH PROVIDERS FORMAL EDUCATION SCORING (points-based)

### LCCH and RCCH Only Programs

	SCORE OF 0	SCORE OF 1	SCORE OF 2	SCORE OF 3
<b>P-DEQT-02</b>	<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 3 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 6 college credit hours in child development and 3 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"/> 72 clock hours of training in child development and 30 clock 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 6 college credits in ECE and 3 credit hours in business management; or  <input type="checkbox"/> At least a BA/BS with 12 hours college credit hours in ECE and 3 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

### 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><b>S-COTQ-01</b></p> <p><i>CAREGIVER ORIENTATION, 1</i>                      Before beginning child care duties <b>all caregiver staff</b> 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> <b>Caregiver Orientation</b></p> <p><b>NOTES</b></p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
All facilities except RCCH	<p><b>S-COTQ-02</b></p> <p><i>CAREGIVER ORIENTATION, 2</i>                      Before beginning child care duties, <b>all volunteers and substitute caregivers</b> 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> <b>Volunteer and Substitute Caregiver Orientation</b></p> <p><b>NOTES</b></p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET <input type="checkbox"/> N/A
All facilities (except School-age only programs)	<p><b>S-COTQ-06</b></p> <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> <b>Annual Caregiver Training Plans with Certificates</b></p> <p><b>NOTES</b></p> <p>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 (required)

MEASURE		MET/NOT MET
RCCH and LCCH Facilities Only	<p><b>S-COTQ-07</b></p> <p><i>CAREGIVER STAFF TRAINING</i> Primary Caregiver has 36 hours of documented training, with a minimum of 12 clock hours of instructor-led training.</p> <p> <b>Annual Caregiver Training Plans with Certificates</b></p> <p><b>NOTES</b> N/A allowed if provider is an initial applicant</p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET <input type="checkbox"/> N/A
RCCH and LCCH Facilities Only	<p><b>S-COTQ-08</b></p> <p><i>CAREGIVER STAFF TRAINING</i> If applicable, caregivers have 30 hours of documented training, with a minimum of 12 clock hours of instructor-led training (not including director-led training).</p> <p> <b>Annual Caregiver Training Plans with Certificates</b></p> <p><b>NOTES</b> N/A allowed if provider is an initial applicant and/or does not have additional caregiving 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](http://www.TexasRisingStar.org).

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



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

**NUTRITION (required measures)**

MEASURE		MET/NOT MET
All facility types	<p>S-N-01</p> <p><b>PROGRAM PRACTICES</b> Written policies include the following:</p> <ul style="list-style-type: none"> <li>a) liquids and food <b>hotter than 110 degrees F</b> are kept out of reach.</li> <li>b) All staff are <b>educated on food allergies</b> and they take precautions to ensure children are protected.</li> <li>c) on days that providers serve meals, prepared food that is brought into the program to be shared among children is <b>commercially prepared OR</b> prepared in a kitchen that is <b>inspected by local health officials</b>.</li> <li>d) that <b>healthy snacks</b> (as listed by the Texas Department of Agriculture) are available for <b>school aged children as children arrive</b>.</li> <li>e) on days that providers serve meals, <b>milk, fresh fruit and vegetables</b> are available for children who bring lunches from home.</li> </ul> <p> <b>Program Nutrition Policies</b></p> <p><b>NOTES</b> 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><b>HOME LUNCH PRACTICES</b></p> <ul style="list-style-type: none"> <li>a) Include in written policies/procedures to <b>ensure the safety of food brought from home</b>, including refrigeration or other means to maintain appropriate temperatures.</li> <li>b) Programs have policies in place outlining <b>strategies to educate</b> children and their parents on nutrition.</li> <li>c) Programs <b>provide parents with information</b> about foods that may cause allergic reactions.</li> <li>d) Providers provide <b>sample menus of healthful lunches</b> for parents whose children bring food from home. Parents are encouraged to provide meals with adequate nutritional value.</li> </ul> <p><b>NOTES</b> 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><b>MENU PLANNING</b>                      The provider documents one of the following options:  <b>A. 12 months of menus that have been reviewed and approved by:</b>                      A1. a dietitian licensed by the Texas State Board of Examiners of Dietitians  <a href="http://www.dshs.state.tx.us/dietitian/dt_roster.shtm">http://www.dshs.state.tx.us/dietitian/dt_roster.shtm</a>                      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>B. Provider menu policies</b> 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 <b>Child and Adult Care Food Program (CACFP)</b>.</p> <p> <b>Menu Planning</b></p> <p><b>NOTES</b>                      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><b>BREASTFEEDING EDUCATION</b>                      Policies specify that, upon request, a compilation of breastfeeding education and support resources in the community is provided to parents.</p> <p> <b>Breastfeeding Resources Available</b></p> <p><b>NOTES</b>                      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	<p style="text-align: right; margin-right: 10px;">S-PE-01</p> <p>Parents are provided with <b>written policies and procedures</b> which include:</p> <ul style="list-style-type: none"> <li>• Program philosophy and goal</li> <li>• Curriculum goals</li> <li>• Family participation</li> <li>• Drop off/pick up procedures</li> <li>• Parent conferences</li> <li>• Fee structure</li> <li>• Late payments and refund information</li> <li>• Absences</li> <li>• Clothing guidelines</li> <li>• Inclement weather policy</li> <li>• Separation procedures</li> <li>• Physical activity</li> <li>• Screen time policies</li> </ul> <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><b>Parent Orientation</b></p> </div> <p><b><u>NOTES</u></b></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 <b>communication between the facility and parents.</b></p> <p><b><u>NOTES</u></b></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> <b>Written Policy/Process for Addressing Challenging Behaviors</b></p> <p><b><u>NOTES</u></b></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><b><u>NOTES</u></b></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> <b>Community Resources</b></p> <p><b><u>NOTES</u></b></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><b>NOTES</b></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><b>NOTES</b></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><b>NOTES</b></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 (except RCCH)

- Caregiving Staff Orientations (S-COTQ-01)
- Volunteer and Substitute Caregiver Orientation (S-COTQ-02)

### All Facilities

- Annual Caregiver Training Plans with Certificates (S-DQT-04; S-COTQ-06-08)

## 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)