



# ***Facility Assessment Record Form (School-Age)***



This icon indicates that documentation must be available for review during an on-site assessment.  
Use the document checklists provided to collect all necessary documents.

Facility: \_\_\_\_\_

Child Care Licensing #: \_\_\_\_\_

Texas Rising Star Assessor: \_\_\_\_\_

Date: \_\_\_\_\_

# CATEGORY 1


## Director and Staff Qualifications and Training

Director Qualifications and Training

Staff Qualifications and Training

## DIRECTOR QUALIFICATIONS AND TRAINING

### DIRECTOR QUALIFICATIONS AND TRAINING

Type	Standard	Measure	Scoring
School-Age Only Programs	<b>S-DQT-03</b>	<p><i>DIRECTOR TRAINING</i>                      Director has an individualized plan in the director’s file that provides for a minimum of 24 clock hours of training on an annual basis, to include a minimum of 6 hours in program administration, management, and supervision.</p> <p> <b>Director Training Plan with Certificates</b></p> <p><i>N/A allowed if director is a new hire or program is an initial applicant</i></p> <p><b><u>NOTES</u></b></p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET <input type="checkbox"/> N/A

## DIRECTOR QUALIFICATIONS AND TRAINING

Instructions: Use the staff education worksheet on page 19 to gather information for scoring the following measures, as applicable to facility type. See definitions on page 20.

### FORMAL EDUCATION SCORING (points-based)

#### SCHOOL-AGE ONLY PROGRAMS DIRECTOR


	Score of 0	Score of 1	Score of 2	Score of 3
<b>P-DEQT-03</b>	<input type="checkbox"/> None	<input type="checkbox"/> Valid child care administrator’s credential; or <input type="checkbox"/> More than 2 years and up to 4 years as a director in a TRS-certified program or TWC-recognized nationally accredited program	<input type="checkbox"/> Valid child care administrator’s credential from a community college with at least 15 college credit hours in ECE or related field and 3 college credit hours in management; <input type="checkbox"/> Valid CDA or CCP credential with 6 college credit hours in management; <input type="checkbox"/> 9 college credit hours in child development and 9 college credit hours in management; <input type="checkbox"/> 60 college credit hours with 9 college credit hours in ECE or a related field and 6 hours in management <input type="checkbox"/> More than 4 years and up to 8 years as a director in a TRS or TRS-recognized nationally accredited program; or <input type="checkbox"/> Non-expiring director’s certificate from CCR	<input type="checkbox"/> AA/AAS in ECE or closely related field with 6 credit hours in business management; <input type="checkbox"/> At least a BA/BS in a closely related field and 6 credit hours in business management; or <input type="checkbox"/> More than 8 years as a director in a TRS-certified program or TWC-recognized nationally accredited program

#### SCHOOL-AGE ONLY PROGRAMS DIRECTOR EXPERIENCE



	Score of 0	Score of 1	Score of 2	Score of 3
<b>P-DEQT-05</b>	<input type="checkbox"/> Less than 2 years of experience in after-school child care	<input type="checkbox"/> 2–3 years of experience in after-school child care	<input type="checkbox"/> 4–5 years of experience in after-school child care	<input type="checkbox"/> 6 or more years of experience in after-school child care

## STAFF QUALIFICATIONS AND TRAINING

### Staff Qualifications and Training

Type	Standard	Measure	Scoring
All Facility Types	<b>S-COTQ-01</b>	<p><i>STAFF ORIENTATION</i>                      Before beginning child care duties, <b>all teaching staff members</b> (to include volunteers or substitutes, if applicable) receive documented in-person interactive orientation with the director/administrator to improve knowledge of the child care operation, specific job responsibilities, and children’s needs.</p> <p>Orientation documentation is dated on/prior to the date the teacher starts working in the classroom, is observed in the teacher’s staff file, and includes the following topics:</p> <p>A. Texas Rising Star program and criteria                      B. Policies of the facility                      C. An overview of the developmental needs and expectations of children in the assigned age group                      D. The planned daily activities of the facility</p> <p> <b>Teacher Orientation and Facility Staff List</b></p> <p><u>NOTES</u></p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET <input type="checkbox"/> N/A

Category 1: Director and Staff Qualifications and Training  
**STAFF QUALIFICATIONS AND TRAINING**

Type	Standard	Measure	Scoring
School-Age-Only Programs	<b>S-COTQ-04</b>	<p><i>FULL-TIME STAFF TRAINING</i>  <i>An individualized written training plan that contains 20 clock hours of training on an annual basis is in the teacher’s staff file. Of the 20 hours, a minimum of 12 hours must be in school-age development and curriculum.</i></p>  <p><b>Annual Staff Training Plans with Certificates</b></p> <p><i>N/A allowed if program is an initial applicant.</i></p> <p><b><u>NOTES</u></b></p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET <input type="checkbox"/> N/A
School-Age-Only Programs	<b>S-COTQ-05</b>	<p><i>PART-TIME STAFF TRAINING</i>  <i>An individualized written training plan that contains 15 clock hours of training on an annual basis is in the teacher’s staff file. Of the 15 hours, a minimum of 10 hours must be in school-age development and curriculum.</i></p>  <p><b>Annual Staff Training Plans with Certificates</b></p> <p><i>N/A allowed if program is an initial applicant.</i></p> <p><b><u>NOTES</u></b></p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET <input type="checkbox"/> N/A

## STAFF QUALIFICATIONS AND TRAINING

Type	Standard	Measure	Scoring
School-Age-Only Programs	<b>P-CQT-02</b>	<p><i>TEACHER QUALIFICATIONS</i>  <i>Not counting the center director, all teacher staff must meet one of the following measures:</i></p> <ul style="list-style-type: none"> <li>A. Have a Child Development Associate (CDA) credential, or (CCP) credential or be working toward a CDA or CCP credential or an Associate’s in a related field</li> <li>B. Be working toward an Associate’s or Bachelor’s degree or have successfully completed 12 college credit hours at an accredited university</li> <li>C. Have 2 years paid experience in a school-age program</li> <li>D. Have 2 years paid experience working with children in a licensed child care program</li> <li>E. Have successfully completed 100 training clock hours within the last 5 years in child development, early childhood education, or a related field and 2 years of full-time paid experience as a teacher working with children in a licensed or registered child care facility</li> <li>F. Have a Bachelor’s or Associate’s degree</li> </ul>	<p><b>Scoring: # of teachers who meet one of the qualifications, divided by total number of teachers, x 100 = % of staff</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 0=Program meets less than 30% of staff</li> <li><input type="checkbox"/> 1= Program meets 30% of staff</li> <li><input type="checkbox"/> 2= Program meets more than 50% but less than 75% of staff</li> <li><input type="checkbox"/> 3= Program meets 75% or more of staff</li> </ul> <p><b><u>NOTES</u></b></p>

# CATEGORY 3

## Program Administration

Family Education


Family Involvement

Program Management




# FAMILY EDUCATION

## Family Education

Type	Standard	Measure	Scoring
All Facility Types	<b>S-FE-01</b>	<p><i>Parents are provided with <b>written policies and procedures</b> that include the following:</i></p> <ul style="list-style-type: none"> <li>• Program philosophy and goal</li> <li>• Curriculum goals</li> <li>• Family participation</li> <li>• Drop-off and pickup 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>• Withdrawal from program procedures (in case of an event that causes the center to no longer be able to provide care for a child)</li> <li>• Physical activity</li> <li>• Screen time policies</li> <li>• Nutrition education and procedures</li> <li>• Breastfeeding policies and resources (programs that serve infants ages 0–17 months)</li> <li>• Procedure to allow parents to update contact information at all times without staff assistance</li> </ul> <p><i>Policies are reviewed annually and updated if necessary.</i></p> <div style="display: flex; align-items: center;">  <p><b>Parent Orientation</b></p> </div> <p><b><u>NOTES</u></b></p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET

## FAMILY EDUCATION

Type	Standard	Measure	Scoring
<p>All Facility Types</p>	<p><b>P-FE-01</b></p>	<p><i>The program conducts an orientation with 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 the following:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A tour of the facility</li> <li><input type="checkbox"/> An introduction to the teaching staff</li> <li><input type="checkbox"/> A parent visit with the classroom teacher</li> <li><input type="checkbox"/> An overview of the parent handbook</li> <li><input type="checkbox"/> The policy for arrival and late arrival</li> <li><input type="checkbox"/> An opportunity for an extended visit in the classroom by both parent and child for a period of time to allow both to be comfortable</li> <li><input type="checkbox"/> An explanation of Texas Rising Star quality certification</li> <li><input type="checkbox"/> A statement encouraging parents to inform the facility of any elements related to their CCS enrollment that the program may be able to help with</li> <li><input type="checkbox"/> An overview of family support resources and activities in the community</li> <li><input type="checkbox"/> Information on child development and developmental milestones</li> <li><input type="checkbox"/> A statement informing parents of the significance of consistent arrival time, including the points that children should arrive before the educational portion of the program begins, to limit disruption, and that consistent routines prepare children for the transition to kindergarten</li> <li><input type="checkbox"/> A statement to parents regarding limiting technology use on-site (e.g., encouraging them to refrain from cell phone use). In order to facilitate better communication between the parents and the teacher and the parents and the child, it is best if parents are not distracted by use of electronic devices while at the center/home</li> <li><input type="checkbox"/> A statement to parents reflecting the role and influence of families</li> </ul> <p> <b>Parent Orientation</b></p> <p><b><u>NOTES</u></b></p>	<p>____ out of 13 items present in orientation.</p> <p><b>Score:</b> ____</p> <p><b>0</b>=Fewer than 50% (0–6 met) of the elements are included in the orientation</p> <p><b>1</b>= 50% (at least 7 met) of the elements are included in the orientation</p> <p><b>2</b>= 65% (at least 9 met) of the elements are included in the orientation</p> <p><b>3</b>= 85% (at least 11 met) of the elements are included in the orientation</p>

## FAMILY EDUCATION

*The program provides families with opportunities to better understand the child's growth and development.*

**NOTES**

All  
Facility  
Types

**P-FE-02**

Score: \_\_\_\_\_

**0**= Not met



**1**= Posting of parent resources within the community

**2**= Score of 1, plus: Written communication such as articles, handouts, and newsletters are given out to parents a minimum of 4 times a year = quarterly. Parents are referred to other professionals and local community resources when needed.

**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 and open houses.

# FAMILY INVOLVEMENT

## Family Involvement

Type	Standard	Measure	Scoring
All Facility Types	<b>S-FI-02</b>	<p><i>Director/Parent/Teacher Collaboration Regarding Challenging Behavior</i></p> <p><i>Program has a written policy/process for addressing challenging behaviors of children. The policy/process includes teacher and/or director having 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 of their child’s progress.</i></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
All Facility Types	<b>S-FI-03</b>	<p><i>The director and teachers 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 a parent communication log.</i></p> <p><b><u>NOTES</u></b></p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
All Facility Types	<b>S-FI-04</b>	<p><i>Information about community resources is available to the parent/family.</i></p> <p> <b>Community Resources</b></p> <p><b><u>NOTES</u></b></p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET

Category 3: Program Administration

## FAMILY INVOLVEMENT

Type	Standard	Measure	Score of 0	Score of 1	Score of 2	Score of 3
All Facility Types	<b>P-FI-01</b>	<p><i>Parents have structured opportunities to provide input that may influence the program.</i></p> <p><b><u>NOTES</u></b></p>	<input type="checkbox"/> No opportunities are provided.	<input type="checkbox"/> Director seeks out parent suggestions either verbally or in writing and can provide evidence.	<input type="checkbox"/> The center/home has an ongoing process to receive and review suggestions and recommendations from the parents.	<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.
		<hr/>				
All Facility Types	<b>P-FI-02</b>	<p><i>Parent/teacher conferences are held. Conferences can be held in person or by phone.</i></p> <p><b><u>NOTES</u></b></p>	<input type="checkbox"/> No opportunities are provided.	<input type="checkbox"/> Parent/teacher conferences are available upon parent request.	<input type="checkbox"/> A scheduled conference is offered to parents to exchange information a minimum of <b>1</b> time per year. Children’s progress and overall development are discussed. Documentation of the conference is made, dated, and signed by the parent and teacher, 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 <b>2</b> times a year. A system is in place to share information with parents on an ongoing basis. Information from teacher observations and written assessment is shared.
		<hr/>				
All Facility Types	<b>P-FI-03</b>	<p><i>Families are invited to participate in program-related activities.</i></p> <p><b><u>NOTES</u></b></p>	<input type="checkbox"/> No opportunities are provided.	<input type="checkbox"/> Families are invited to and encouraged to attend 1 event.	<input type="checkbox"/> Families are invited to and encouraged to attend 2 events.	<input type="checkbox"/> Families are invited to and encouraged to attend 3 or more events.
		<hr/>				

## PROGRAM MANAGEMENT

### Program Management

Type	Standard	Measure	Scoring
All Facility Types	<b>S-PM-01</b>	<p><i>Program supports families and children who may need additional accommodations, to include home language, special needs/differing abilities, and cultural backgrounds.</i></p> <p><b>NOTES</b></p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET

#### Points-based measures

Type	Standard	Measure	Score of 0	Score of 1	Score of 2	Score of 3
All Facility Types	<b>P-PM-01</b>	<p><i>Program offers staff formal compensatory supports to encourage staff retention</i></p> <p><b>NOTES</b></p>	<input type="checkbox"/> No additional supports are offered.	<input type="checkbox"/> 1 additional support is offered.	<input type="checkbox"/> 2 additional supports are offered.	<input type="checkbox"/> 3 or more additional supports are offered.

## PROGRAM MANAGEMENT

Type	Standard	Measure	Score of 0	Score of 1	Score of 2	Score of 3
All Facility Types	<b>P-PM-02</b>	<p><i>HEALTH AND NUTRITION PRACTICES</i></p> <p><i>Program demonstrates health and nutrition policies for children and parents that are structured to ensure the program supports whole child development</i></p> <p><b><u>NOTES</u></b></p>	<input type="checkbox"/> Program has no evidence to support planning for the nutritional and health needs of the children they serve.	<input type="checkbox"/> Program has minimal evidence (1–2 items) to support planning for the nutritional and health needs of the children they serve.	<input type="checkbox"/> Program has moderate evidence (3–4 items) to support planning for the nutritional and health needs of the children they serve.	<input type="checkbox"/> Program consults with a professional at least annually regarding providing children with nutritional and health activities that support whole child development or has consistent evidence (5 or more items) to support planning for the nutritional and health needs of the children they serve.
		<p><i>Program uses a developmentally appropriate curriculum that aligns with early learning guidelines/standards</i></p> <p><b><u>NOTES</u></b></p>	<input type="checkbox"/> 0–25% of age groups use curriculum when planning.	<input type="checkbox"/> 26–50% of age groups use curriculum when planning.	<input type="checkbox"/> 51–75% of age groups use curriculum when planning.	<input type="checkbox"/> 76–100% of age groups use curriculum when planning.
All Facility Types	<b>P-PM-03</b>	<b><u>NOTES</u></b>				

Category 3: Program Administration

**PROGRAM MANAGEMENT**

Type	Standard	Measure	Score of 0	Score of 1	Score of 2	Score of 3
All Facility Types	<b>P-PM-04</b>	<i>Program provides support to teachers for curriculum planning</i>	<input type="checkbox"/> No evidence of additional supports, or administrative staff completes lesson plans for the teachers.	<input type="checkbox"/> 1 support is provided consistently.	<input type="checkbox"/> 2–3 supports are provided consistently.	<input type="checkbox"/> At least 4 supports are provided consistently.
		<b><u>NOTES</u></b>				



## **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**

- Staff Orientation (S-COTQ-01)
- Annual Staff Training Plans with Certificates (S-DQT-03-04; S-COTQ-03-08)

### **CATEGORY 3—PROGRAM ADMINISTRATION**

#### **All Facilities**

- Written Policies and Procedures for Family Education (S-FE-01)
- Written Policy/Process for Addressing Challenging Behaviors (S-FI-02)
- Community Resources (S-FI-04)
- Written Policy/Process for Accommodating Families and Children (S-PM-01)

## 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: Staff 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 toward a CDA or an Associate's or Bachelor's Degree

### CATEGORY 3—PROGRAM ADMINISTRATION

#### All Facilities

- Parent Orientation (P-FE-01)
- Employee Handbook (P-PM-01 through P-PM-06)
- Compensatory Supports (P-PM-01)
- Health and Nutrition Practices (P-PM-02)
- Curriculum Practices and Supports (P-PM-03 and P-PM-04)



# Texas Rising Star Program Staff Education Worksheet

## KEY EXAMPLES/DEFINITIONS FOR COLUMNS ON STAFF EDUCATION SHEET

### Highest Level of Education

- High school diploma/GED
- Associate's degree
- Bachelor's degree
- Master's degree

### Early Childhood Credentials

- Valid Child Development Associate (CDA) credential
- Valid Child Care Professional (CCP) credential
- Valid child care administrator's credential

### Number of training hours last year

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

### Director Experience:

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

- (1) Experience as a director or assistant director or as a teacher working directly with children, obtained in any CCL licensed child care center, whether paid or unpaid
- (2) Experience as a director, assistant director, or teacher working directly with children, whether paid or unpaid, in a licensed child care facility, registered child care home, kindergarten, or nursery school, in schools for grades kindergarten and above, in a drop-in care center, or in a CCL alternatively accredited program
- (3) Experience as a director, assistant director, or teacher 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 teacher or assistant teacher 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 teacher working directly with children, whether paid or unpaid, in a CCL licensed group day care home; or
- (3) Experience as a primary teacher of a CCL registered family home.

*Reference: HHSC Child Care Licensing Minimum Standard §746.1021*

### 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, and elementary education related to pre-kindergarten through third grade. *Reference: HHSC Child Care Licensing Minimum Standard §746.1027*

### 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*

### College Coursework

- Number of hours in early childhood education
- Number of hours in business management

### Working toward Higher Education

- Currently enrolled in CDA program
- Currently enrolled in associate's degree plan
- Currently enrolled in bachelor's or master's degree plan