

## Document Checklist for Family Child Care Programs to prepare for your document review of 2017/2018 Evaluation Criteria

Effective October 1, 2016

The more you can organize and label these documents, the smoother the review can be for you, your Consultant/Rater. *You may not have all of these documents/records.*

### Required Elements

#### Three Star Level

- Copy of most recent **Self Assessment** (B.1.1)
- **Annual budget** which includes line-item estimated income and expenses (C.2.1)
- **Line-item comparison** which compares your *estimated* income/expenses to your *actual* income/expenses (C.2.1)
- Completed **tax documents** for the most recent completed tax year (C.2.1)
- Records of **income received** (C.2.1)
- Record of **hours worked caring for children** (C.2.1)
- Records of **hours worked in the home supporting your business** (C.2.1)
- Demonstration of **five written policy or evidence of practices for in Tier A or B of Family Engagement** (C.5.1-5) in the following categories:
  - **transitions,**
  - **family involvement,**
  - **family communication strategies,**
  - **family support strategies, or**
  - **family/community connection strategies.**
- Completion of **Self-Assessment and Quality Improvement Plan goals** for healthy nutrition and/or physical activity policies and practices (D.1.1)
- Documentation of a policy which states the program will supplement the **meals, snacks and beverages when brought from home** if they do not meet the guidelines established by CACFP. (D.1.1)
- Documentation of policies and procedures to address **children's allergies and dietary restrictions** (D.1.1)

#### Four Star Level

- **All documents needed at the three star level**
- Copy of current **policies/handbook**, which identify policies for vacation, holidays, staff/provider time off, procedures for sick provider days, parent procedures for sick days, and related family questions (C.2.2)
- Copy of **current contract** with parents (C.2.2)
- Demonstration of **ten written policy or evidence of practices for in Tier A or B of Family Engagement** (C.5.1-5) in the following categories:
  - **transitions,**
  - **family involvement,**
  - **family communication strategies,**
  - **family support strategies, or**
  - **family/community connection strategies.**

#### Five Star Level

- **All documents needed at the three and four star levels**
- Policies which **reduce risk**; this could be located in handbook (C.2.3)
- Copy of current **emergency drill record** (C.2.3)
- Proof of Insurance that reduces the risk of doing business in the home (**liability insurance**) (C.2.3)
- Records of intentional **program planning** (C.2.3)
- Records of any **increase in fees/tuition** (C.2.3)
- Policies/proof of practices which support **sound financial planning** (C.2.3)
- Policies/proof of practices which support **adequate cash flow** (C.2.3)

### For Optional Points

- Copy of most recent **Quality Improvement Plan** (B.1.2),
- Documentation of **developmentally appropriate practices** (B.1.3)
- Documentation of **curriculum alignment with WMELS** (B.2.2)
- Documentation of **Child portfolios** (B.3.1)
- Documentation of **intentional planning through lesson plans and child assessments** (B.3.2)
- Documentation of **developmental screenings** performed for each child (B.3.3)
- Documentation of **individual children's outcomes** being tracked (B.3.4)
- Copy of current **Professional Development Plan** (C.3.1)

- Copy of **employment policies and procedures**, including job descriptions (C.3.2)
- Policies/proof of practices which support **access to accurate and timely information on program finances** for appropriate parties (C.3.3)
- Record of **active, current membership** in an early childhood-focused professional association (C.3.4)
- Professional development resources on-site (books, current ECE magazines, etc.) (C.3.5)
- Proof of **health insurance** for the past 12 months for self and dependent children (C.4.1)
- Proof of **contracted days off**, including any which are paid (C.4.2)
- Record of **retirement plan contribution** made in the last 12 months (C.4.3)
- Documentation of supporting **physical skill development and 90 minutes of healthy physical activity** (D.1.2)

Notes: