

Document Checklist for Group 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 Technical Consultant and/or your Rater. You may not have all of these documents/records Please review the most current Evaluation Criteria for details regarding any of the following points.

Required Elements

Three Star Level

- o **Current Program Profile** (A.1)
- o Copy of most recent **Self Assessment** (B.1.1)
- o **Current year line-item budget** (C.2.1)
 - o Budget includes estimated income and expenses
 - o **Quality improvement goals** reflected in budget
- o Documentation of an annual **budget review** (C.2.1)
- o Documentation that program is **tracking income and expenses** (C.2.1)
- o Documentation that program is **tracking Meals and Snacks** including CACFP claims OR menus, meal/snack components, children served, time & date meals/snacks served(C.2.1) (D.1.1)
- o Copy of last 4 quarterly **941s** or **944s** (C.2.1)
- o Copy of last year's State **WT-7** OR **W3** (C.2.1)
- o Copy of last year's **Federal Income Tax Return** (Form 1065, Form 1120, Form 1120S or Form 990) (C.2.1)
- o 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:
 - o **transitions,**
 - o **family involvement,**
 - o **family communication strategies,**
 - o **family support strategies, or**
 - o **family/community connection strategies.**
- o Completion of **Self-Assessment and Quality Improvement Plan goals** for healthy nutrition and/or physical activity policies and practices (D.1.1)
- o Documentation of a policy which states the program will **supplement the meals, snacks, and beverages brought from home** if they do not meet the guidelines established by the CACFP (D.1.1)
- o Documentation of policies and procedures to address **children's allergies and accommodate dietary restrictions** even if there are no children in care with allergies or dietary restrictions (D.1.1)

Four Star Level

- o **All documents needed at the three star level**
- o **ERS score of at least 4**
- o Copy of current **policies/handbook** (C.2.2), which identify the following:
 - o Job descriptions
 - o Hiring practices
 - o Personnel policies
 - o Salary/benefit schedules
 - o Performance procedures
 - o Staff disciplinary policies
 - o Grievance procedures
 - o Program policies

Please note: These policy requirements have detailed segments and 6 of the 8 are required.
- o 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:
 - o **transitions,**
 - o **family involvement,**
 - o **family communication strategies,**
 - o **family support strategies, or**
 - o **family/community connection strategies.**

Five Star Level

- o **All documents needed at the three and four star levels**
- o **ERS score of at least 5**
- o Evidence of use of **full-staff strategic planning for improved workplace standards** (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 or SACF** (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 **implementation of developmental screening practices** (B.3.3)
- Documentation of **individual children's outcomes** being tracked (B.3.4)
- Copy of current **policies/handbook** which identify job descriptions, hiring practices, personnel policies, salary/benefit schedules, performance procedures, staff disciplinary policies, grievance procedures and program policies (C.2.2) (3 Star Only)
- Evidence of use of **full-staff strategic planning for improved workplace standards** (C.2.3) (3 & 4 Star Only)
- Professional Development
 - **Staff evaluations** that include professional development goal setting (**C.3.1**)
 - Income statement has a **line item for Professional Development** with amount spent and spending supports individual staff professional development goals (C.3.2)
 - **10 books, CD's, current magazines and other professional development materials** on-site (C.3.3)
 - **Record of active, current membership** in an early childhood-focused professional association (C.3.4)
 - Calculation of **staff turnover rate** for well-educated (AA or higher) lead teachers and program administration (over most recent 3-yr. period) (C.3.5)
- Staff Benefits
 - Written policy and documentation showing that the program covers at least 25% of full time Lead Teachers' and Director's **health insurance premiums** (C.4.1)
 - Written policy and documentation showing that the program contributes to the full time Lead Teachers' and Directors' **retirement plans** (C.4.2)
 - Written policy showing that full time Lead Teachers and Director receive at least **18 paid holiday, personal and/or sick days** and part time Lead Teachers receive a prorated number of days off (C.4.3)
 - Documentation showing that staff attend **monthly staff meetings** and Lead Teachers have 2 hours per week of **paid planning time** (C.4.4)
- Documentation of supporting **physical skill development and 90 minutes of healthy physical activity** (D.1.2)

Notes: