

Document Checklist for School Age 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**

- **Current Program Profile** (A.1)
- Copy of most recent **Self Assessment** (B.1.1)
- **Current year line-item budget** (C.2.1)
 - Budget includes estimated income and expenses
 - **Quality improvement goals** reflected in budget
- Documentation of an annual **budget review** (C.2.1)
- Documentation that program is **tracking income and expenses** (C.2.1)
- 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)
- Copy of last 4 quarterly **941s** or **944s** (C.2.1)
- Copy of last year's State **WT-7** OR **W3** (C.2.1)
- Copy of last year's **Federal Income Tax Return** (Form 1065, Form 1120, Form 1120S or Form 990) (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 the CACFP (D.1.1)
- 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

- **All documents needed at the three star level**
- **ERS score of at least 4**
- Copy of current **policies/handbook** (C.2.2), which identify the following:
 - Job descriptions
 - Hiring practices
 - Personnel policies
 - Salary/benefit schedules
 - Performance procedures
 - Staff disciplinary policies
 - Grievance procedures
 - Program policies
- Please note: These policy requirements have detailed segments and 6 of 8 are required.
- 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**
- **ERS score of at least 5**
- Evidence of use of **full-staff strategic planning on 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 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 and 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) Group Leaders and Site Supervisor (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 Group Leaders' and Site Supervisor's **health insurance premiums** (C.4.1)
 - Written policy and documentation showing that the program contributes to the full time Group Leaders' and Site Supervisor's **retirement plans** (C.4.2)
 - Written policy showing that full time Group Leaders and Site Supervisor receive at least **18 paid holiday, personal and/or sick days** and part time Group Leaders receive a prorated number of days off (C.4.3)
 - Documentation showing that staff attend **monthly staff meetings** and Group Leaders 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: