

## Document Checklist for School Age Programs to prepare for your document review of 2019/2020 Evaluation Criteria

Effective January 1, 2019

The more you can organize and label these documents, the smoother the review can be for you and your Technical Consultant. *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)**
- Copy of most recent **Quality Improvement Plan (B.1.2)**
- Demonstration of **Developmentally Appropriate Environments (B.1.3)**
- **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 activities, one each, from the **Family Engagement (C.5.1-4)** following categories:
  - **family needs and feedback inform program,**
  - **communication,**
  - **collaborative activities with families, or**
  - **community resources and family support.**
- 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 activities, two each, from the **Family Engagement (C.5.1-4)** following categories:
  - **family needs and feedback inform program,**
  - **communication,**
  - **collaborative activities with families, or,**
  - **community resources and family support.**

## 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)
- Demonstration of activities, two each, from the **Family Engagement** (C.5.1-4) following categories:
  - **family needs and feedback inform program,**
  - **communication,**
  - **collaborative activities with families, or,**
  - **community resources and family support.**

## **For Optional Points**

- 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: