Effective January 1, 2019

The more you can organize and label these documents, the smoother the review can be for you and your 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

- **Program Profile** (A.1)
- Copy of most recent **Self Assessment** (B.1.1)
- Copy of most recent **Quality Improvement Plan** (B.1.2)
- Documentation 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 **evidence in at least one practice for Family Engagement** (C.5.1-4) in the following categories:
    - **communication,**
    - **family needs and feedback,**
    - **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 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)

For Optional Points

- Documentation of **curriculum alignment with SACF or 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 **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)
- 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** available to staff (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)

- o Evidence of use of **full-staff strategic planning for improved workplace standards(C.3.6)**
- o **Staff Benefits**
    - o Written policy and documentation showing that the program covers at least 25% of full time Counselors and Site Supervisor's **health insurance premiums** (C.4.1)
    - o Written policy and documentation showing that the program contributes to the full time Counselors and Site Supervisor's **retirement plans** (C.4.2)
    - o Written policy showing that full time Counselors and Site Supervisor receive at least **4.5 paid holiday, personal and/or sick days** and part time Counselors receive a prorated number of days off (C.4.3)
    - o Documentation showing that staff attend **monthly staff meetings** and Group Leaders have 2 hours per week of **paid planning time** (C.4.4)
- o Documentation of supporting **physical skill development and 90 minutes of healthy physical activity** (D.1.2)

Notes: