

Parent Aware Rating Tool

Quality Documentation Packet for Child Care Centers

Please use this packet to submit documentation for the Parent Aware Rating Tool Process.

Business name (as it appears on your child care license):

Contact name and address:

First name

Last name

Address

City, State, ZIP

Return this form along with requested documentation to your resource specialist at the
Minnesota Child Care Resource & Referral Network, 380 Lafayette Rd, Ste 103
St. Paul, MN 55107

Form #QP-012



A. Business information

1. Please provide the following licensing information:

1a. Child care license number: _____

Note that the Minnesota Department of Human Services, Licensing Division, will be contacted to verify licensing information.

1b. Has your program received a maltreatment determination in the past year?

- No
 Yes

If Yes, please describe the circumstances: _____

Note that programs that have received maltreatment determinations in the past year are not eligible to receive more than one star through Parent Aware. Maltreatment determinations issued against individual staff do not apply.

1c. Has your program received a negative action in the past six months? Negative actions include: Temporary Immediate Suspension, Suspension, Conditional License and Fines.

- No
 Yes

If Yes, please describe the circumstances: _____

Note that programs that have received a negative action in the past six months are not eligible to receive more than 1 star through Parent Aware.

2. Is your child care program accredited?

- No
 In process of becoming accredited or re-accredited

2a. If in process, with which accrediting body are you working? _____

2b. If in process, when do you anticipate achieving accreditation? _____

- Yes

If Yes, please answer the following questions:

2c. What is the accrediting body? _____

Attach a copy of your accreditation certificate to the application.

2d. What date was your program most recently accredited? ____/____/____

3. How many hours each week does your program operate? _____

3a. Does your program operate year-round?

- No
 Yes

If No, how many weeks does your program operate annually? _____

4. What age groups of children does your program serve?

- Infants
 Toddlers
 Preschoolers

5. Complete a program philosophy statement. *Attach copy of philosophy statement.*

6. Complete the health and safety checklist. *Attach copy of completed checklist.*

B. Family partnerships

1. Does your program have a formal process for collecting feedback from families participating in your program?
- No
 - Yes

If Yes, attach documentation on how you solicit opinions, ideas and responses from families participating in your program?

2. Does your program have a written plan for how family feedback will be used?
- No
 - Yes

If Yes, attach documentation you use for feedback from families to make improvements.

3. Does your program have strategies for communicating with families?
- No
 - Yes

If Yes, attach documentation of up to four strategies used for communicating with families.

4. Does your program have a formal intake process?
- No
 - Yes

If Yes, attach documentation that your program meets with each family upon enrollment to discuss the children's entrance into the program, share program policies and obtain information about children's/families' needs and preferences, including those related to families' cultures.

5. Does your program share information with parents about preschool screening?
- No
 - Yes

If Yes, attach a written description of how you share information about preschool screening with parents. Attach any supporting documentation if available.

6. Does your program provide written plans for children transitioning between milestones and to kindergarten?
- No
 - Yes

If Yes, attach a sample of a transition plan with identifying information removed.

7. Does your program have a formal process for communicating about transitions with client families?
- No
 - Yes

If Yes, please attach a description of how your program communicates with client families about transitions and attach documentation if available.

C. Teaching materials and strategies

Infants and toddlers (ages 0-3)

1. Does your program use a curriculum for infants and toddlers?

- No (skip to Section C, Number 2a)
- Yes

If Yes, please answer the following questions and attach at least three samples of lesson plans for each age group that demonstrate how your program implements the curriculum, approach or daily activities aligned with the Early Childhood Indicators of Progress.

1a. Which of the following best describes your curriculum or daily activities for infants and toddlers?

- My program uses daily activities aligned with the "Early Childhood Indicators of Progress".
Attach a copy of your completed alignment chart for the "Early Childhood Indicators of Progress".
- My program uses a bundle of commercially available, published curriculum.
Attach a copy of your completed Form for Submitting Curriculum for Review.
- My program uses an approach, such as Montessori or Project Approach.
Attach a copy of your completed Form for Submitting Curriculum for Review.
- My program uses a locally-developed curriculum.
Attach a copy of your completed Form for Submitting Curriculum for Review.
- My program uses the following approved commercially available, published curriculum:
 - Creative Curriculum for Infants and Toddlers*
 - High/Scope for Infants and Toddlers*
 - Program for Infant and Toddler Care (PITC)*
 - High Reach*

1b. Have the teaching staff in your program received at least eight hours of training on use of the curriculum or approach used in your program for infants and toddlers? (50 percent of lead teachers may receive training and provide training and coaching for the other teaching staff. In centers with nine classrooms or more, 30 percent of lead teachers must be trained.)

- No
- Yes

If Yes, attach copies of documentation that training has been completed.

Preschool-age children (ages 3 – 5 yrs):

2. Does your program use a curriculum for preschool-age children?

- No (skip to Section D)
- Yes

If Yes, answer the following questions and attach at least three samples of lesson plans that demonstrate how your program implements the curriculum, approach or daily activities aligned with the "Early Childhood Indicators of Progress".

2a. Which of the following best describes your curriculum or daily activities for preschool-aged children?

- My program uses daily activities aligned with the "Early Childhood Indicators of Progress".

Attach a copy of your completed alignment chart for the "Early Childhood Indicators of Progress".

- My program uses a bundle of commercially available, published curriculum.

Attach a copy of your completed Form for Submitting Curriculum for Review.

- My program uses an approach, such as Montessori or Project Approach.

Attach a copy of your completed Form for Submitting Curriculum for Review.

- My program uses a locally developed curriculum.

Attach a copy of your completed Form for Submitting Curriculum for Review.

- My program uses the following approved commercially available, published curriculum:

- Creative Curriculum for Preschoolers*
- High/Scope for Preschoolers*
- Opening the World of Learning*
- Sprouts*
- Core Knowledge*
- High Reach*

2b. Have the teaching staff in your program received at least eight hours of training on use of the curriculum or approach used in your program for preschool-aged children? (50 percent of lead teachers may receive training and provide training and coaching for the other teaching staff. In centers with nine classrooms or more, 30 percent of lead teachers must be trained.)

- No
- Yes

If Yes, attach copies of documentation that training has been completed.

D. Tracking learning

Infants and toddlers (ages 0-3)

1. Does your program track children's learning at least twice per year?

- No (skip to Section D, Number 4)
- Yes

If Yes, answer the following questions and *attach one child's record from the 0-3 age range with identifying information removed.*

1a. Which of the following best describes your approach to tracking children's learning?

- My program uses the following approved commercially available, published instructional child assessment tool:
 - Creative Curriculum for Infants, Toddlers & Twos: Developmental Continuum Assessment Toolkit*
 - High/Scope Child Observation Record (COR) for Infants and Toddlers*
 - The Ounce Scale*

- My program uses an instructional child assessment tool that is not currently included on the approved list.
Attach a copy of your completed Form for Submitting Child Assessments for Review.

- My program uses an informal method for tracking children's learning.
Please attach a written description of your method. Include a sample.

1b. Have the teaching staff in your program received at least eight hours training on use of the instructional child assessment used in your program for infants and toddlers? (50 percent of lead teachers may receive training and provide training and coaching for the other teaching staff. In centers with nine classrooms or more, 30 percent of lead teachers must be trained.)

- No
- Yes

If Yes, *attach copies of documentation that training has been completed.*

2. Does your program share assessment results with families in your program?

- No
- Yes

If Yes, *attach a sample copy of evidence, including how you are communicating the results for one family with identifying information removed.*

3. Does your program use the results from these assessments to design goals for individual children and to guide instruction?

- No
- Yes

If Yes, *attach a description and evidence you are using the results to design goals for individual children and to guide instruction.*

Preschool-aged children (ages 3-5)

4. Does your program track children's learning at least twice per year?

- No (skip to the next section)
- Yes

If Yes, please answer the following questions and attach one child's record from the 3-5 age range with identifying information removed.

4a. Which of the following best describes your approach to tracking children's learning?

- My program uses the following approved commercially available, published instructional child assessment tool(s):
 - Creative Curriculum for Preschool: Developmental Continuum Assessment Tool for Ages 3 - 5*
 - High/Scope Preschool Child Observation Record (COR), Second Edition*
 - The Work Sampling Checklist, Preschool 3 and 4*

- My program uses an instructional child assessment tool that is not currently included on the approved list.
Attach a copy of your completed Form for Submitting Child Assessments for Review.

- My program uses an informal method for tracking children's learning.
Please describe on an attached sheet. Include a sample.

4b. Have the teaching staff in your program received at least eight hours of training on use of the instructional child assessment tool used in your program for preschool-aged children? (50 percent of lead teachers may receive training and provide training and coaching for the other teaching staff. In centers with nine classrooms or more, 30 percent of lead teachers must be trained.)

- No
- Yes

If Yes, attach copies of documentation that training has been completed.

5. Does your program share assessment results with families?

- No
- Yes

If Yes, attach a sample copy of evidence, including how you are communicating the results for one family with identifying information removed.

6. Does your program use the results from these assessments to design goals for individual children and to guide instruction?

- No
- Yes

If Yes, attach a description and evidence you are using the results to design goals for individual children and to guide instruction.

E. Teacher training and education

Education coordinator

1. Does your program have an education coordinator (the director may be the education coordinator)?
- No
 - Yes

Definition of "education coordinator":

In many centers the director serves as the education coordinator. However, this could also be another staff person or a lead teacher who also has duties related to helping the program implement the curriculum consistently across classrooms and any other practices related to helping children become ready for school. This is often the staff person who approves the child care program plan as required by Licensing in Rule 3.

- 1a. If your program has an education coordinator, does the person in this position hold a bachelor's degree in early childhood education or related field?
- No
 - Yes
- If Yes, please attach a copy of their degree and transcript.*

Teaching staff

2. Do the lead teachers in your program have professional development plans on file?
- No
 - Yes
- If Yes, please attach copies of their professional development plans.*

3. Teacher training and education

Documentation of teacher training and education is collected by the Minnesota Center for Professional Development Registry (<http://www.mncpd.org/registry.html>). The Registry staff will establish the step in the Career Lattice (http://www.mncpd.org/career_lattice.html) achieved by the lead teachers in your program. Points will be awarded based on the step(s) achieved on the Career Lattice.

Please complete the following Teacher Training and Education Worksheet for the lead teachers in your program. *Attach copies of their Minnesota Registry Certificate of Achievement, reflecting the steps achieved for each of your lead teachers.*

Definition of "lead teacher":

A lead teacher is the highest qualified teacher in each classroom. Individuals who split their time between teaching and administrative duties can be considered lead teachers if they work in this capacity at least half time (see rule below).

Teachers must be at least a half time employee (20 hours per week) or for programs operating part-day programs, teachers must work at least 50 percent of the program's operating hours in order to be considered a lead teacher and have their professional development counted toward this score.

Teacher Training and Education Worksheet

Provide the following information for each of the lead teachers in your program.

Name, Position, Date of hire, Classroom name, Step	Name, Position, Date of hire, Classroom name, Step
Name: Position: Date of hire: Classroom name: Step on the Career Lattice:	Name: Position: Date of hire: Classroom name: Step on the Career Lattice:
Name: Position: Date of hire: Classroom name: Step on the Career Lattice:	Name: Position: Date of hire: Classroom name: Step on the Career Lattice:
Name: Position: Date of hire: Classroom name: Step on the Career Lattice:	Name: Position: Date of hire: Classroom name: Step on the Career Lattice:
Name: Position: Date of hire: Classroom name: Step on the Career Lattice:	Name: Position: Date of hire: Classroom name: Step on the Career Lattice:
Name: Position: Date of hire: Classroom name: Step on the Career Lattice:	Name: Position: Date of hire: Classroom name: Step on the Career Lattice:

F. Certification

By signing this form, you, the applicant, certify that the information provided is true, correct and reliable for purposes of assessing your program's star rating for Parent Aware. You understand that the submission of inaccurate or misleading information may be grounds for elimination of a star rating.

Signature: _____ Printed name: _____

Title: _____ Date: _____