

Parent Aware Rating Tool Quality Documentation Packet for Family Child Care

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

Business name:

DHS License # _____

Date _____

List all persons named on the license:

Name of your lead provider, if applicable (see definition, below):

Definition of "lead provider":

The highest qualified person working with the children at least half time (20 hours), or at least 50% of the program's operating hours if it is a part-day family child care program.

Primary contact name and address:

First name

Last name

Address

City, State, ZIP

Business phone number

Cell or other

E-Mail address of license holder

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



A. Business information

1. Please provide the following licensing information:

1a. Child care license number: _____

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

1b. Have you received a maltreatment determination in the past year?

No

Yes

If Yes, please describe the circumstances: _____

Note: 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. Have you 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: 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. Are you accredited by one of the following accrediting agencies?

- National Association for Family Child Care
- National Association for the Education of Young Children
- Council on Accreditation
- National Early Childhood Program Accreditation
- American Montessori Society
- Association of Montessori International-USA

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, do not complete this form. Instead request a Quality Documentation Packet for accredited programs from the Parent Aware office.

3. How many hours each week do you operate? _____

3a. Do you operate year-round?

No

Yes

If No, how many weeks do you operate annually? _____

4. What age groups of children do you serve?

Infants

Toddlers

Preschoolers

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

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

B. Family partnerships

1. Do you have a formal process for collecting feedback from the families you serve?

- No
- Yes

If Yes, attach documentation on how you solicit opinions, ideas and responses from families participating in your program? (for example: a copy of your survey tool and one that has been filled out, a picture of a suggestion box or bulletin board, minutes from an advisory committee meeting, etc)

2. Do you 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. (for example: a copy of a completed plan for how you used parent suggestions to make an improvement)

3. Do you have strategies for communicating with families?

- No
- Yes

If Yes, attach documentation of up to four strategies used for communicating with families. (for example: a newsletter, a picture of a parent bulletin board, a printout of your webpage, daily reports, etc)

4. Do you 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. (for example: enrollment forms that are unique to your program – not state required health or immunization forms or food program forms –and intake checklist signed by both you and the parent)

5. Do you 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 such as a flyer from the school district.

6. Do you provide written plans for children transitioning between milestones – for example a plan for toilet learning or transitioning from a bottle to a cup and transitioning to kindergarten – such as lesson plans or field trips that help prepare children for Kindergarten?

- No
- Yes

If Yes, attach a transition plan for one child with identifying information removed.

7. Do you have a formal process for communicating about transitions with client families?

- No
- Yes

If Yes, please attach a description of how you communicate with client families about transitions and attach documentation such as a completed conference record signed by both you and the parent.

C. Teaching materials and strategies

Infants and toddlers (ages 0-3)

1. Do you 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 daily lesson plans for each age group that demonstrate how you implement 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?

Choose only one option.

I use daily activities aligned with the “Early Childhood Indicator of Progress”.

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

I use a bundle of commercially available, published curriculum.

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

I use an approach, such as Montessori or Project Approach.

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

I use a locally-developed curriculum.

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

I use the following approved commercially available, published curriculum:

Creative Curriculum for Infants and Toddlers

High/Scope for Infants and Toddlers

Program for Infant/Toddler Care (PITC)

High Reach

Montessori

1b. Have you received at least eight hours of training on use of the curriculum or approach used for infants and toddlers?

No

Yes

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

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

2. Do you use a curriculum for preschool-age children?

- No (skip to Section D)
- Yes

If Yes, answer the following questions and attach at least three daily lesson plans that demonstrate how you implement 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-age children?

Choose only one option

- I use 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”.

- I use a bundle of commercially available, published curriculum.

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

- I use an approach, such as Montessori or Project Approach.

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

- I use a locally developed curriculum.

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

- I use the following approved commercially available, published curriculum:

- Creative Curriculum for Preschoolers
- High/Scope for Preschoolers
- Opening the World of Learning (OWL)
- High Reach
- Core Knowledge
- Montessori
- Sprouts
- Everyday Mathematics
- Project Early Kindergarten (PEK) curriculum for family child care
- Project Early Kindergarten (PEK) bundle of curricula for centers (includes PEK manual, Everyday Mathematics and Doors to Discovery)

2b. Have you received at least eight hours of training on use of the curriculum or approach used in your program for preschool-age children?

- No
- Yes

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

D. Tracking learning

Infants and toddlers (ages 0-3)

1. Do you chart children's progress 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?

I use 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 (developed for infants and toddlers)

I use 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.

I use an informal method for tracking children's learning that.

Please attach a written description of your method. Include a sample.

1b. Have you received at least eight hours training on use of the instructional child assessment used for infants and toddlers?

No

Yes

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

2. Do you share assessment results with families in your program?

No

Yes

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

3. Do you 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 have used the results to design goals for individual children and to guide instruction, such as one child's record with identifying information removed.

Preschool-age children (ages 3-5)

4. Do you 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?

- I use 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
 - Work Sampling, Developmental Guidelines, Preschool 3 and 4

I use 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.

I use an informal method for tracking children's learning.
Please describe on an attached sheet. Include a sample.

4b. Have you received at least eight hours of training on use of the instructional child assessment tool used in your program for preschool-age children?

- 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 have communicated 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 that you have used the results to design goals for individual children and to guide instruction, such as one child's record with identifying information removed.

E. Training and education

Documentation of 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 you and/or the appropriate individuals in your program. Points will be awarded based on the step(s) achieved on the Career Lattice.

1. Do you work at least half time (20 hours) (or at least 50 percent of the program's operating hours if it is a part-day family child care program)?

No

Yes

If Yes, please attach your Minnesota Registry Certificate of Achievement, reflecting your step.

1a. If you answered yes, do you have a professional development plan?

No

Yes

If Yes, please attach a copy of your professional development plan.

2. Does anyone else whose name is on your family child care license work at least half time (20 hours) (or at least 50 percent of the program's operating hours if it is a part-day family child care program)?

No *If no, you do not need to ask this person to complete the practitioner application with the Minnesota Registry.*

Yes

If Yes, please attach the Minnesota Registry Certificate of Achievement, reflecting this person's step.

2a. If you answered yes for question 2, does the other person on your license have a professional development plan?

No

Yes

If Yes, please attach a copy of his or her professional development plan.

F. Certification

By signing this form, you, the applicant, certify that the information provided is true, correct and reliable for purposes of assessing your 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: _____