

Parent Aware Rating Tool

Quality Documentation Packet for Accredited Programs

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

Date _____

Program Type (check one) Family Child Care___ Child Care Center___

Hours of Operation_____

Operate Year Round yes___ no___ if no how many weeks does your program operate annually? _____

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

DHS License Number _____

Contact name and address:

County_____

Primary Phone_____

Secondary Phone_____

Fax_____

Please complete this form in the next 10 days and return it to Jennifer LaMotte by fax: 651-290-9785, or by mail: 380 Lafayette Road, Suite 103, St. Paul, MN 55107.

Form# QP-1A



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 - if no, please do not complete this packet. Call the Parent Aware office to see if you are eligible to apply for a full rating.
- In process of becoming accredited or re-accredited, if you checked this box, please call the Parent Aware office to determine your eligibility for a rating at this time.

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. What age groups of children does your program serve?

- Infants
 Toddlers
 Preschoolers

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

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

Additional information

The following questions are for informational purposes and will not affect your Parent Aware rating. Your answers to these questions will help us improve the Parent Aware program and serve you better. This section is not optional.

6. Is your program open to the general public?

- Yes
- No

If no, please describe the specific population your program serves (ex: company based-employees only or only children with special needs) _____

7. What percentage of the children in your program receives county child care assistance?

- Less than 25 percent
- About 25 – 50 percent
- About 51 – 75 percent
- About 76 – 100 percent

8. Does your program use a formal, written curriculum?

For infants and toddlers?

- Yes
- No

If Yes, what curriculum do you use? _____

For preschoolers?

- Yes
- No

If Yes, what curriculum do you use? _____

9. If your program uses a formal, written curriculum, do you and/or the staff in your program have at least 8 hours of formal training on use of the curriculum used in your program?

For infants and toddlers?

- Yes
- No

For preschoolers?

- Yes
- No

10. Does your program use a formal child assessment tool to track children's progress?

For infants and toddlers?

- Yes
- No

If Yes, what assessment tool do you use? _____

For preschoolers?

- Yes
- No

If Yes, what assessment tool do you use? _____

11. If your program uses a formal child assessment tool, do you and/or the staff in your program have at least 8 hours of formal training on use of the assessment tool used in your program?

For infants and toddlers?

- Yes
- No

For preschoolers?

- Yes
- No

12. If you answered that your staff do not currently have training on a formal curriculum or assessment tool, are you interested in receiving information about training opportunities and discounts available for future trainings?

- Yes
- No

13. What is the total number of teachers and assistant teachers in your program? _____

Using the chart below, please enter the number of teachers and assistant teachers who have attained the following as their **highest level of education**. Please count each teacher or assistant teacher in only one of the categories below.

	Bachelor's degree or higher in <i>early childhood education</i> or a related field	Bachelor's degree or higher in another field	Associate's degree or higher in <i>early childhood education</i> or a related field	Associate's degree or higher in another field	College credits in <i>early childhood education</i> but has not yet attained a degree	High school diploma or GED
Teachers						
Assistant teachers						

14. How many teachers in your program have attained a National CDA Credential? _____

15. How many assistant teachers in your program have attained a National CDA Credential? _____

16. Does your program have an education coordinator (the director may be the education coordinator)?

- Yes
- No

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.

17. Do the teachers in your program have professional development plans on file?

- Yes
- No

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: _____

Philosophy Statement Form

Use this form to submit your program's philosophy statement. The statement you submit will be provided for families along with your rating when it is posted on the Parent Aware Web site. Write your program's philosophy statement in the space below, or attach it to this form.

The purpose of a philosophy statement is to provide information about:

- The characteristics of your program that you think would be important to highlight
- The activities used in your program and the environment & learning/play spaces created in your program

Limit 150 words.

(Your program name) _____ helps children learn and develop by:

We use the _____ curriculum, which is a tool we use to create our teaching plans and strategies.

Our program is unique . . . (example: in that we offer loving care which focuses on the child's needs.)

Contact name _____

Health and Safety Checklist

Child Care Centers

Health and safety policies

Child care centers may voluntarily adopt health and safety practices that exceed Minnesota licensing requirements.

Check all that apply.

- Your policy or procedure for checking children in and out of your program includes checking IDs of anyone you do not recognize who is picking up children and verifies that with written authorization you have on file of those who may pick up particular children.
- Your child care health consultant has received training that aligns with the National Child Care Health and Safety Standards.

The publication, *Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs, Second Edition*, is a compilation of standards for child care health and safety endorsed and published by the American Academy of Pediatrics, the American Health Association, and the U.S. Department of Health and Human Services, Maternal and Child Health Bureau.

Visit <http://nrc.uchsc.edu/CFOC/index.html> for child care health and safety endorsed and published by the American Academy of Pediatrics, the American Health Association, and the U.S. Department of Health and Human Services, Maternal and Child Health Bureau.

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