

# Parent Aware Rating Tool

## Quality Documentation Packet for Child Care Centers

Use this form to provide the information needed to establish your program's quality rating. Please fill out this form completely. Each time you answer "yes" to a question in this form you will need to provide samples showing us how the practice is implemented in your program. Use the Documentation Binder to submit these samples.

**Date:** \_\_\_\_\_

**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.

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

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 year? Negative actions include: Temporary Immediate Suspension, Suspension, Conditional License and Fines.

- No
- Yes

Note that programs that have received a negative action in the past year are not eligible to receive more than one 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, 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 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. Which service delivery models does your program provide?

- Part-day preschool
  - If part-day, how many hours per week does an individual child attend the program: \_\_\_\_\_
- Full-day child care
- Both

6. Complete a program philosophy statement:

## 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 ways in which your program is unique
- The learning activities and play spaces in your program

Limit, 150 words.

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

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If you use a specific curriculum or approach, complete this sentence:

We use the \_\_\_\_\_ (circle one: curriculum / approach) to plan for and support children's early learning in our program.

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

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Contact name \_\_\_\_\_

7. Complete the health and safety checklist:

## Health and Safety Checklist

### 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 more information.

## B. Family partnerships

1. Does your program have a formal process for collecting feedback from families participating in your program?  
 No  
 Yes
2. Have you written a plan summarizing how you will use the feedback received from families?  
 No  
 Yes
3. Does your program have strategies for communicating with families?  
 No  
 Yes
4. Does your program have a formal intake process to obtain information about families' preferences, including those related to culture?  
 No  
 Yes
5. Does your program share information with parents about preschool screening?  
 No  
 Yes
6. Does your program provide written plans for children transitioning between classrooms and to kindergarten?  
 No  
 Yes
7. Does your program have a formal process for communicating about classroom and kindergarten transitions with client families?  
 No  
 Yes

## C. Teaching materials and strategies

### Infants and toddlers (ages 0-3)

1. Does your program use a curriculum or daily activities for infants and toddlers?
  - No (skip to Section C, Number 2)
  - Yes
- 1a. If yes, which of the following best describes your curriculum or daily activities for infants and toddlers?

*Choose only one option.*

  - My program uses daily activities aligned with the Early Childhood Indicators of Progress.
  - My program uses a bundle of commercially available, published curriculum.
  - My program uses an approach, such as Montessori or Project Approach.
  - My program uses a locally-developed curriculum.
  - My program uses the following approved commercially available, published curriculum:
    - Creative Curriculum for Infants and Toddlers*
    - HighScope for Infants and Toddlers*
    - Program for Infant and Toddler Care (PITC)*
    - HighReach Learning*
    - North American Montessori Center (NAMC) 0 - 3*
- 1b. Have the program director **or** the education coordinator (if your program has one), **and** at least half of your lead infant and toddler teachers received at least eight hours of training on use of the curriculum or approach used for infants and toddlers? (At least 50 percent of lead teachers must receive training. In centers with nine classrooms or more, 30 percent of lead teachers must receive training. It is assumed that the teachers who received training returned to the program and trained the other teaching staff.) *Note that training must have occurred at least 3 weeks before the submission deadline for your program's cohort.*
  - No
  - Yes

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

2. Does your program use a curriculum or daily activities for preschool-age children?
  - No (skip to Section D)
  - Yes
- 2a. Which of the following best describes your curriculum or daily activities for preschool-age children?
  - My program uses daily activities aligned with the Early Childhood Indicators of Progress.
  - My program uses a bundle of commercially available, published curriculum.
    - The approved Project Early Kindergarten (PEK) bundle of curricula (includes PEK manual, Everyday Mathematics and Doors to Discovery), or
    - My program uses a different bundle of curriculum
  - My program uses an approach, such as the Project Approach.
  - My program uses the Montessori approach, and all lead teachers have earned Montessori teaching certificates.
  - My program uses a locally developed curriculum.
  - My program uses the following approved commercially available, published curriculum:
    - Creative Curriculum for Preschoolers*
    - HighScope for Preschoolers*
    - Opening the World of Learning*
    - North American Montessori Center (NAMC) 3 - 6*
    - Core Knowledge*
    - HighReach Learning*

2b. Have the program director **or** the education coordinator (if your program has one), **and** your lead preschool teachers 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.) *Note that training must have occurred at least 3 weeks before the submission deadline for your program's cohort.*

No

Yes

## 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
- 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*
    - HighScope 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.
  - My program uses an informal method for tracking children's learning.
- 1b. Have the program director **or** the education coordinator (if your program has one), **and** your lead infant and toddler teachers received at least eight hours of 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.) Note that training must have occurred at least 3 weeks before the submission deadline for your program's cohort.
  - No
  - Yes
2. Does your program share assessment results with families in your program?
  - No
  - Yes
3. Does your program use the results from these assessments to design goals for individual children and to guide instruction?
  - No
  - Yes

### 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
- 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*
    - HighScope Preschool Child Observation Record (COR), Second Edition*
- 4b. Have the program director **or** the education coordinator (if your program has one), **and** your lead preschool teachers received at least eight hours of training on use of the instructional child assessment tool used 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.) Note that training must have occurred at least 3 weeks before the submission deadline for your program's cohort.
  - No
  - Yes

5. Does your program share assessment results with families?

- No
- Yes

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

- No
- Yes

## 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

### Teaching staff

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

- No
- Yes

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](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.

## Infant and Toddler Teacher Training Worksheet

Provide the following information for each of the lead teachers in your infant and toddler classrooms. Note that at least 50 percent of lead teachers must have at least eight hours of training in the curriculum used and at least eight hours of training in the assessment used in order to receive points for these items. In centers with nine or more classrooms, at least 30 percent of lead teachers must be trained. It is assumed that lead teachers with training have trained in and mentored the other teachers in the center.

<p>Name:</p> <p>Position:</p> <p>Step on the Career Lattice:</p> <p>Curriculum training:</p> <p><input type="checkbox"/> Has not received training</p> <p><input type="checkbox"/> Has received training</p> <p>Name of curriculum:</p> <p>Assessment training:</p> <p><input type="checkbox"/> Has not received training</p> <p><input type="checkbox"/> Has received training</p> <p>Name of assessment:</p>	<p>Name:</p> <p>Position:</p> <p>Step on the Career Lattice:</p> <p>Curriculum training:</p> <p><input type="checkbox"/> Has not received training</p> <p><input type="checkbox"/> Has received training</p> <p>Name of curriculum:</p> <p>Assessment training:</p> <p><input type="checkbox"/> Has not received training</p> <p><input type="checkbox"/> Has received training</p> <p>Name of assessment:</p>
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## Preschool Teacher Training Worksheet

Provide the following information for each of the lead teachers in your preschool classrooms. Note that at least 50 percent of lead teachers must have at least eight hours of training in the curriculum used and at least eight hours of training in the assessment used in order to receive points for these items. In centers with nine or more classrooms, at least 30 percent of lead teachers must be trained. It is assumed that lead teachers with training have trained in and mentored the other teachers in the center.

<p>Name:</p> <p>Position:</p> <p>Step on the Career Lattice:</p> <p>Curriculum training:</p> <p><input type="checkbox"/> Has not received training</p> <p><input type="checkbox"/> Has received training</p> <p>Name of curriculum:</p> <p>Assessment training:</p> <p><input type="checkbox"/> Has not received training</p> <p><input type="checkbox"/> Has received training</p> <p>Name of assessment:</p>	<p>Name:</p> <p>Position:</p> <p>Step on the Career Lattice:</p> <p>Curriculum training:</p> <p><input type="checkbox"/> Has not received training</p> <p><input type="checkbox"/> Has received training</p> <p>Name of curriculum:</p> <p>Assessment training:</p> <p><input type="checkbox"/> Has not received training</p> <p><input type="checkbox"/> Has received training</p> <p>Name of assessment:</p>
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## 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: \_\_\_\_\_