

# TEXAS RISING STAR PROVIDER ASSESSMENT for CHILD CARE CENTERS

FOR USE WITH ALL AGES (INFANT THROUGH 12 YEARS)

## I. LICENSING COMPLIANCE

**Score one time for entire facility.**

<i><b>CRITERION:</b> The provider meets and maintains compliance with the applicable child care licensing procedures. For non-licensed centers, alternatively accredited facilities meet and maintain all licensing standards except governance.</i>				
<b>Information Source:</b> TDPRS License (licensed centers) <b>(R)</b> , Health Department certificate or license <b>(R)</b> , letter from the Health Department certifying that the applicable standards are met <b>(R)</b> . <i>For non-licensed centers:</i> observation <b>(R)</b> , job applications <b>(R)</b> , staff transcripts <b>(R)</b> , program policies <b>(R)</b> .				
<b>TOTAL MEASURES = 3</b> <b>Measures in shaded box <u>must</u> be met.</b>	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>
1. For <b>licensed centers</b> , current permanent license issued for the center is posted; <p style="text-align: center;"><b>or</b></p> For <b>alternatively accredited centers</b> , documentation that all licensing standards <u>except governance</u> are met.				
2. All non-compliances cited by Licensing were corrected within the designated timeframe.				
3. All conditions placed on the center during a probationary period were satisfactorily met.				

**TOTAL:**

**SCORING NOTES:**

**ALL MEASURES MUST BE MET FOR ASSESSMENT TO CONTINUE.**

**COMPLIANCE NOTE:**

If #2 and/or #3 are not applicable, count as met.

## II. DIRECTOR QUALIFICATIONS

Score one time for entire facility.

<i><b>CRITERION:</b> The provider hires a Director with the education and experience to provide a developmentally appropriate program for the ages served, and the ability to support caregiver staff in implementing the program goals and activities.</i>				
<b>Information Source:</b> Personnel folder of director (R), transcripts (R), job applications (R), provider's documentation or verification of education and/or experience (R).				
<b>TOTAL MEASURES = 1</b> <b>Measures in shaded box <u>must</u> be met.</b>	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>
1. The center director must meet TDPRS licensing minimum standards qualifications for On-Site Director, <i>without licensing waivers.</i>				

**TOTAL:**

**SCORING NOTES:**

THE MEASURE MUST BE MET FOR ASSESSMENT TO CONTINUE.

**COMPLIANCE NOTES:**

Refer to Appendix I, Child Care Licensing Director Qualifications, for the specific options for meeting director qualifications. Time frames for meeting the certification criteria are based on those used by TDPRS Licensing *Day Care Center Minimum Standards and Guidelines* (Minimum Standards) for phase-in of the new licensing director qualifications. The certification timeframes and requirements vary from those in the phase-in plan for the revised Minimum Standards. Please read the following certification guidelines carefully:

Directors of centers must meet Texas Rising Star Provider Certification Criterion II, Director Qualifications, *at the time of initial assessment.*

When a Texas Rising Star Provider loses its director a maximum hold harmless period of six months will be allowed for the provider to come into compliance with the applicable criteria. If the provider fails to comply within the six month period, the provider will lose its Texas Rising Star Provider status until it is again in compliance.

**Note:**

See Appendix I of these guidelines for TDPRS Licensing Minimum Standards qualifications for On-Site Director.

### III. CAREGIVER STAFF QUALIFICATIONS

Score one time for entire facility.

<i><b>CRITERION:</b> The facility has child care staff with an educational background and experience in providing developmentally appropriate programs for the age range served.</i>				
<b>Information Source:</b> Personnel folders of staff (R), transcripts, job applications (R), provider's documentation or verification of education and/or experience (R).				
<b>TOTAL MEASURES= 2</b> <b>Measures in shaded box <u>must</u> be met.</b>	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>
<b>1.</b> Not counting the center director, at least 30% of the total full-time caregiver staff, but no less than one full-time caregiver in a child care facility, <b>must meet either Option A, Option B, Option C, or Option D below.</b>				
<b>Option A, one of the following:</b> (1) a Child Development Associate (CDA) credential; <b>OR</b> (2) a Child Care Professional (CCP) credential; <b>OR</b> (3) other TWC-approved child-development credential; <b>OR</b> (4) an associate or higher degree in child development, early childhood education, or a related field. (See SCORING NOTES on page 57.)				
<b>Option B, both of the following:</b> (1) twelve completed semester hours in child development or early childhood education, <b>AND</b> (2) one year full-time paid experience working with children as a caregiver in a licensed or registered child care facility.				
<b>Option C:</b> (1) two years full-time paid experience with children as a caregiver in a licensed or regulated child care facility while working toward a CDA or CCP credential or other TWC-approved child development credential.				

Caregiver Staff Qualifications, cont.

<b>TOTAL MEASURES = 2</b> <b>Measure in shaded box <u>must</u> be met.</b>	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>
<b>Option D:</b> (1) two years paid experience working with children as a caregiver in a licensed or regulated child care facility while <b>under supervision of a staff person who has <u>either</u>:</b> (a) a CDA credential; <b>OR</b> (b) a CCP credential; <b>OR</b> (c) other TWC-approved child development credential <b>OR</b> ; (d) an associate or higher degree in child development; <b>OR</b> (e) a degree in early childhood education or a related field.				
<b>(INTENTIONALLY BLANK)</b>				
2. The provider must sign an assurance that the provider recognizes the value of well-trained staff and will work to achieve a goal of having 75% of the facilities full-time caregivers meeting the Texas Rising Star Provider criteria for staff qualification.				

**TOTAL:**

**SCORING NOTES:**

**BOTH MEASURES MUST BE MET FOR ASSESSMENT TO CONTINUE.**

**COMPLIANCE NOTES:**

When a Texas Rising Star Provider falls below the certification requirements for staff training due to turnover, a maximum hold harmless period of six months will be allowed for the provider to come into compliance with the applicable criteria. If the provider fails to comply within the six month period, the provider will lose its Texas Rising Star status until it is again in compliance

Examples of "related fields" include elementary education, child psychology, and recreation leadership.

With reference to option 1.D., some director credentials that focus on administration may enable the holder to meet the director qualification. These credentials may not meet requirements for training in child development that are necessary to meet the staff supervision requirements. This measure allows supervision by staff other than the director if that other staff meets the requirements in 1.D.

In measure #1, "no less than one caregiver" refers to staffing in a small center where 30% of a staff could be only one caregiver, or percentage-wise, less than one caregiver. Example: a provider has 2 caregiver staff. To meet the 30% requirement (2x.30) the provider would have .6 caregiver staff (round off to 1) meeting requirements.

Examples of related fields are elementary education, child psychology, and recreation administration.

## IV. STAFF ORIENTATION

Score one time for entire facility.

<i><b>CRITERION:</b> Staff and volunteers participate in orientation to improve their knowledge of the child care operation and their job responsibilities.</i>				
<b>Information Source:</b> Written training plan (R), training certificates (R), orientation plan (R), and Form 2401 Contact Visit Report (R).				
<b>TOTAL MEASURES = 6</b> <b>Measure in shaded box <u>must</u> be met.</b>	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>
<b>Before</b> beginning child care duties all caregiver staff receive documented orientation as follows:				
1. All orientation items specified in minimum standards for Day Care Centers.				
2. Personnel policies and specific job functions.				
3. TWC Child Care Certification Criteria for Texas Rising Star Providers.				
4. An overview of the developmental needs of assigned children.				
5. The planned daily activities of the facility.				
<b>(INTENTIONALLY BLANK)</b>				
6. Before beginning child care duties, all volunteers and substitute caregivers are provided orientation that defines the task to which they are assigned.				

**TOTAL:**

**SCORING NOTES:**

**ALL MEASURES EXCEPT FOR #5 MUST BE MET FOR ASSESSMENT TO CONTINUE.**

**FOR FOUR-STAR CERTIFICATION:** All 6 measures must be met.

**COMPLIANCE NOTES:**

All staff must have participated in/received orientation before beginning duties.

Orientation must be provided to each caregiver in all the areas described.

## V. STAFF TRAINING

Score one time for entire facility.

<i><b>CRITERION:</b> Staff participates in training to enhance knowledge of child development and improve skills in working with children and families.</i>				
<b>Information Source:</b> Written training plan (R), training certificates (R), orientation plans (R), interviews with staff (I), bulletin board postings of training opportunities (O), other documentation maintained by the provider (R).				
<b>TOTAL MEASURE = 8</b> <b>Measures in shaded box <u>must</u> be met.</b>	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>
1. The provider has a written training plan.				
2. The plan was approved by Child Care Contractor staff.				
3. The plan is based on the Child Development Associate competencies.				
4. The plan provides for a minimum of 20 clock hours of child care related training for all child care staff.				
5. The plan provides for a minimum of 25 clock hours of training for directors, including a minimum of 6 clock hours in program administration, management and supervision.				
6. The plan provides for TWC approved training on acceptance of diversity.				
7. All child care staff participates in training according to the approved plan.				
8. The provider arranges or provides the designated training activities.				

**TOTAL:**

**SCORING NOTES:**

**MEASURES #1 AND #3 MUST BE MET FOR ASSESSMENT TO CONTINUE.**

**FOR FOUR STAR CERTIFICATION:** 7 or 8 measures must be met.

**FOR THREE STAR CERTIFICATION:** 5 or 6 measures must be met.

**FOR TWO STAR CERTIFICATION:** 4 measures must be met.

**DEFERRED STATUS:** If less than 4 measures met.

**FOR CHILD CARE CENTERS SERVING SCHOOL-AGE CHILDREN (AGES 6-12):** Staff who work part-time and only with school-age children may meet the same requirements as part-time staff who work in school-age programs, which is:

"For **part-time** staff, the plan provides for a minimum of 15 clock hours of training, with a total of 10 clock hours related to school-age development and curriculum."

*Staff Training, cont.*

**COMPLIANCE NOTES:**

The training plan must include specific opportunities for staff working with school-age children to participate in training that addresses school-age development and curriculum.

On measure #3, the training plan must address all areas specified in the CDA competencies.

Only three hours of independent reading are counted.

No hours of CPR or First Aid are counted.

On measure #4, all new staff must receive six hours of training during their first six weeks.

***\* Independent reading refers to a caregiver reading books or articles. Independent study refers to study done at home, through television study programs or self-study programs that have written goals and objectives, a curriculum, pre- and post-testing and a recognition of achievement at the close of the study program. The Texas Child Care Quarterly self study guides are considered independent studies, as is viewing of TWC-approved video tapes. Independent study hours are not limited.***

**VI. GROUP SIZE**  
**Applies to age-related groups**

Score one time per group.

Group #/name \_\_\_\_\_

<i><b>CRITERION:</b> The group size is small enough that every child has adequate opportunity for individualized activities for growth and development.</i>				
<b>Information Source:</b> Observation (O), documentation of attendance (R), children's records to determine ages (R), (I) if necessary.				
<b>TOTAL MEASURES = 1</b> Measure in shaded box <u>must</u> be met.	<b>Met</b>	<b>Not Met</b>	<b># in group</b>	<b>Action Needed/Comments</b>
1. The following maximum <b>age-related</b> group sizes are maintained for children in care.				
Age 0 through 12 months: Maximum group size 10				
Age 13 through 17 months: Maximum group size 12				
Age 18 through 23 months: Maximum group size 14				
Age 24 through 35 months: Maximum group size 14				
Age 3: Maximum group size: 18				
Age 4: Maximum group size: 21				
Age 5: Maximum group size: 25				
Age 6 through 8 years: Maximum group size 25				
Age 9 through 12 years: Maximum group size 30				

**TOTAL:**

**VI. GROUP SIZE**  
**Applies to mixed-age groups**

Score one time for each group.

Group #/name \_\_\_\_\_

TOTAL MEASURES = 1 Measures in shaded box <u>must</u> be met.	Met	Not Met	# in group	Action Needed/Comments
1. The following maximum mixed-age group sizes are maintained for children in care.				
Age 0 through 17 months: Maximum group size 10				
Age 13 through 23 months: Maximum group size 12				
Age 2 and 3 year olds: Maximum group size 16				
Age 3 and 4 year olds: Maximum group size 18				
Age 3, 4 and 5 years: Maximum group size 18				
Age 4 and 5 year olds: Maximum group size 21				
Age 5 through 8 year olds: Maximum group size 25				
Age 9 through 12 years: Maximum group size 30				

**TOTAL:**

**SCORING NOTES:**

**FOR THREE AND FOUR-STAR CERTIFICATION LEVELS:** Measure must be met for each group

**FOR TWO-STAR CERTIFICATION:** Must be met or have a waiver with a plan of action for meeting within specified timeframe.

**MEASURE MUST BE MET OR WAIVER MUST BE IN PLACE FOR ASSESSMENT TO CONTINUE.**

**COMPLIANCE NOTES:**

A group is the number of children assigned to a caregiver or team of caregivers, including designated caregivers, occupying an individual classroom or well-defined physical space within a larger room. Groups of children may be age-determined or multi age. See page 61 for age-related group sizes.

For school-age children only (ages 6 and older), group composition may change or be combined as long as each child is assigned to a designated caregiver who knows at all times where each child is, and as long as child-staff ratio required by TDPRS Minimum Standards is not exceeded.

**For mixed age groups, the size of the group is determined by the age of the youngest child in the group.** If it is necessary to mix groups in a wider age range than categories listed, and the youngest child in the group is younger than 18 months, the oldest child in the group must not be more than 18 months older than the youngest child. Refer to TDPRS Minimum Standards for other exceptions. All Minimum Standards must be met.

**VII. CURRICULUM/ACTIVITIES**  
**Sub-Section A: Curriculum**

**Score one time for entire facility.**

<i><b>CRITERION:</b> An overall curriculum is provided which is developmentally appropriate for the age range served and provides activities planned to meet the individual interests and developmental needs of each enrolled child, and activities which present various cultures, ethnicities, genders and levels of ability in a positive manner.</i>				
<b>Information Source:</b> Caregiver's daily plans (O), schedule of activities (O), observations (O), Individual Development Plan for each child with disabilities (R).				
<b>TOTAL MEASURES = 9</b> <b>Measure in shaded box <u>must</u> be met.</b>	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>
1. A written curriculum plan is maintained.				
<b>The curriculum plan includes goals and objectives related to:</b>				
2. Creative Expression.				
3. Positive Self-esteem.				
4. Social Skills.				
5. Cognitive Skills.				
6. Communication Skills.				
7. Health/Safety Habits.				
8. Physical Development.				
9. Acceptance of Diversity.				

**TOTAL:**

**SCORING NOTES:**

**MEASURE #1 MUST BE MET FOR ASSESSMENT TO CONTINUE.**

**FOR FOUR STAR CERTIFICATION:** 7 to 9 measures must be met.

**FOR THREE STAR CERTIFICATION:** 5 to 6 measures must be met.

**FOR TWO STAR CERTIFICATION:** 4 measures must be met.

**DEFERRED STATUS:** If less than 4 measures met.

**COMPLIANCE NOTES:**

"Diversity" includes: cultural background, ethnicity, gender, level of ability, and character of families of the children enrolled.

## VII. CURRICULUM/ACTIVITIES

### Sub-section B: Activities

Score one time for each care group.

Group #/name \_\_\_\_\_

TOTAL MEASURES = 21 Measures in shaded box <u>must</u> be met.	Met	Not Met	Info Source	Action Needed/Comments
1. Staff plans are based on curriculum goals for ages of children involved.				
<b>Planned daily activities:</b>				
2. Are developmentally appropriate.				
3. Allow direct involvement of children.				
<b>Planned daily activities achieve the following:</b>				
4. Creative Expression.				
5. Positive Self-esteem.				
6. Social Skills.				
7. Cognitive Skills.				
8. Communication Skills.				
9. Health/Safety Habits.				
10. Physical Development.				
11. Appreciation of diversity.				
<b>Materials available to children are:</b>				
12. Developmentally appropriate.				
13. Supportive of at least 6 of the 8 planned activities in #4 through #11.				
14. Encourage hands-on manipulation of real objects.				
<b>The daily schedule reflects a balance among the following types of activities:</b>				
15. Indoor/Outdoor.				
16. Quiet/Active.				
17. Individual/Small Group/Large Group.				
18. Large Muscle/Small Muscle.				
19. Child Initiated/Caregiver Initiated.				
<b>(INTENTIONALLY BLANK)</b>				
20. Routine and transition times are used as opportunities for incidental learning.				
21. Transition times are planned to avoid frequent disruption of children's activities and long waits between activities.				

**TOTAL:**

*Curriculum/Activities, cont.*

**SCORING NOTES:**

**MEASURES #2, #3, and #12 MUST BE MET FOR ASSESSMENT TO CONTINUE.**

**FOR FOUR STAR CERTIFICATION:** 17 to 21 measures must be met in each group.

**FOR THREE STAR CERTIFICATION:** 13 to 16 measures must be met in each group.

**FOR TWO STAR CERTIFICATION:** 11 to 12 measures must be met.

**DEFERRED STATUS:** If less than 11 measures met.

**COMPLIANCE NOTES:**

"Diversity" includes: cultural background, ethnicity, gender, level of ability, and character of families of the children enrolled.

## VIII. CAREGIVER-CHILD INTERACTION

Score one time for each care group.

Group #/name \_\_\_\_\_

<i><b>CRITERION:</b> Caregivers foster the child's understanding of self and others through frequent positive interactions characterized by warmth, respect, acceptance of differences and responsiveness to the individual child.</i>				
Information Source: Observation (O).				
<b>TOTAL MEASURES = 6</b> <b>Measure in shaded box <u>must</u> be met.</b>	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>
1. Caregivers interact frequently during the day with each child.				
2. All staff respond to each child in a positive manner appropriate to the child's age and developmental level.				
3. Caregivers use positive guidance techniques.				
4. Caregivers encourage developmentally appropriate social behavior.				
5. Caregivers recognize and accept each child's feelings and help the child deal with those feelings.				
6. All children are treated equally, with respect and consideration, by all caregivers.				

**TOTAL:**

**SCORING NOTES:**

**MEASURES #1 AND #2 MUST BE MET FOR ASSESSMENT TO CONTINUE.**

**FOR FOUR STAR CERTIFICATION:** 5 to 6 measures must be met for each group.

**FOR THREE STAR CERTIFICATION:** 4 measures must be met for each group.

**FOR TWO STAR CERTIFICATION:** 3 measures must be met for each group.

**DEFERRED STATUS:** If less than 3 measures met.

Use an individual score sheet for each group. When a group has more than one caregiver, use a grid to differentiate between caregivers. Average individual caregiver scores for group score.

**COMPLIANCE NOTES:**

"Equal treatment" includes respect for individual children's, staff, and parent's ethnicity, religion, culture, gender, levels of abilities, and family character.

## IX. INDOOR PHYSICAL ENVIRONMENT

Age Range: 0 through 17 months

Score one time for each care group.

Group #/name \_\_\_\_\_

<i><b>CRITERION:</b> The indoor and outdoor environments contain sufficient quantity and variety of developmentally appropriate equipment and materials for the number of children and age range served.</i>					
Information Source: Observation (O).					
<b>TOTAL MEASURES: 22</b> Measure in shaded box <u>must</u> be met.	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>	
<b>Indoor equipment and materials are:</b>					
1. Complete.					
2. Clean.					
3. In good repair.					
4. Appropriately sized for infants.					
5. Sufficient to sustain play in each group. *					
<b>Equipment and materials provide for:</b>					
6. Accessibility to equipment and materials so that children may select and return items easily.					
7. An orderly, uncluttered atmosphere.					
8. Visual and/or auditory supervision in all areas.					
9. Separation of active and quiet play.					
10. Traffic patterns that avoid disruption of activities/interest areas.					
<b>(INTENTIONALLY BLANK)</b>					
11. Equipment and materials are rotated regularly or as the children show lessening interest.					
<b>Equipment for sleeping, diapering and feeding are:</b>					
12. Sufficient.					
13. Accessible.					
<b>(INTENTIONALLY BLANK)</b>					
14. Diapering area includes items that enhance cognitive and communication skills.					

*Indoor Physical Environment, cont.*

<b>TOTAL MEASURES: 22</b> <b>Measures in shaded box <u>must</u> be met.</b>	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>
15. Equipment and materials for play and learning activities are developmentally appropriate.				
<b>Equipment and materials encourage these types of play activities:</b>				
16. Experiencing environment through all five senses.				
17. Interaction with real objects.				
18. Social interaction.				
19. Music/movement.				
<b>Developmentally appropriate materials and equipment:</b>				
20. Portray people in a manner that is non-stereotypical.				
21. Provide activities that are culturally sensitive.				
<b>(INTENTIONALLY BLANK)</b>				
22. There are at least 100 square feet of open space free of furniture.				

**TOTAL:**

**SCORING NOTES:**

**MEASURES #4 AND #15 MUST BE MET FOR ASSESSMENT TO CONTINUE.**  
**\* MEASURE #5 MUST BE MET FOR THREE OR FOUR-STAR CERTIFICATION.**

**FOR FOUR STAR CERTIFICATION:** 18 to 22 measures must be met for each group.  
**FOR THREE STAR CERTIFICATION:** 14 to 17 measures must be met for each group.  
**FOR TWO STAR CERTIFICATION:** 11 to 13 measures must be met for each group.  
**DEFERRED STATUS:** If less than 11 measures met.

## IX. INDOOR PHYSICAL ENVIRONMENT

Age Range: 18 months through 5 years

Score one time for each care group.

Group #/name \_\_\_\_\_

<i><b>CRITERION:</b> The indoor and outdoor environments contain sufficient quantity and variety of developmentally appropriate equipment and materials for the number of children and age range served.</i>					
Information Source: Observation (O).					
<b>TOTAL MEASURE = 24</b> Measure in shaded box <u>must</u> be met.	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>	
<b>Indoor equipment and materials are:</b>					
1. Complete.					
2. Clean.					
3. In good repair.					
4. Appropriately sized for age of children in group.					
5. Developmentally appropriate for the age of children in the group.					
6. Available to support the curriculum.					
7. Encourage hands-on manipulation of real objects.					
<b>(INTENTIONALLY BLANK)</b>					
8. Indoor equipment and materials are arranged in interest areas.					
<b>Indoor materials and equipment provide for:</b>					
9. Accessibility to equipment and materials so that children may select and return items easily.					
10. An orderly, uncluttered atmosphere.					
11. Visual and/or auditory supervision in all areas.					
12. Separation of active and quiet play.					
13. Traffic patterns that avoid disruption of activities/interest areas.					
<b>(INTENTIONALLY BLANK)</b>					

*Indoor Physical Environment, cont.*

<b>TOTAL MEASURES = 24</b> <b>Measures in shaded box <u>must</u> be met.</b>	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>
14. Equipment and materials are rotated regularly or as the children show lessening interest.				
<b>Equipment and materials are sufficient in quantity to accommodate sustained play in each of these interest areas:</b>				
15. Blocks/Construction Play.				
16. Dramatic Play.				
17. Manipulatives.				
18. Stories/Language.				
19. Music.				
20. Arts.				
21. Discovery/Science.				
<b>Developmentally appropriate materials and equipment:</b>				
22. Portray genders in a manner that is non-stereotypical.				
23. Provide activities that are culturally sensitive.				
<b>(INTENTIONALLY BLANK)</b>				
24. A minimum of 30 square feet of classroom space is provided for each child in the group.				

**TOTAL:**

**SCORING NOTES:**

**MEASURES #5 AND #8 MUST BE MET FOR ASSESSMENT TO CONTINUE.**

**FOR FOUR STAR CERTIFICATION:** 18 to 24 measures must be met for each group.

**FOR THREE STAR CERTIFICATION:** 14 to 17 measures must be met for each group.

**FOR TWO STAR CERTIFICATION:** 11 to 13 measures must be met for each group.

**DEFERRED STATUS:** If less than 11 measures met.

## IX. INDOOR PHYSICAL ENVIRONMENT

Age Range: 6 through 12 years

Score one time for each care group.

Group #/name \_\_\_\_\_

<i>CRITERION: The indoor and outdoor environments contain sufficient quantity and variety of developmentally appropriate equipment and materials for the number of children and age range served.</i>					
Information Source: Observation (O).					
<b>TOTAL MEASURES = 29</b> <b>Measure in shaded box <u>must</u> be met.</b>	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>	
<b>Indoor equipment and materials are:</b>					
1. Complete.					
2. Clean.					
3. In good repair.					
4. Appropriately sized for school-age children.					
5. Available to support the curriculum.					
6. Developmentally appropriate for school-age children.					
7. Encourage hands-on manipulation of real objects.					
<b>(INTENTIONALLY BLANK)</b>					
8. Indoor equipment and materials are arranged in interest areas.					
9. Indoor program space is available so the environment can be prepared before children's arrival.					
<b>Interest areas provide for:</b>					
10. Accessibility to equipment and materials so that children may select and return items easily.					
11. An orderly, uncluttered atmosphere.					
12. Visual and/or auditory supervision in all areas.					
13. Separation of active and quiet play areas.					
14. Traffic patterns that avoid disruption of activities/interest areas.					
<b>(INTENTIONALLY BLANK)</b>					
15. Equipment and materials are rotated regularly or as the children show lessening interest.					
A <b>minimum</b> of four of the following interest areas are available daily and offer sufficient developmentally appropriate materials/supplies in sufficient quantities					
16. Blocks/Construction Toys/ Woodworking.					
17. Dramatic Play/Theater.					

*Indoor Physical Environment, cont.*

<b>TOTAL MEASURES = 29</b> <b>Measure in shaded box <u>must</u> be met.</b>	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>	
18. Manipulatives/Table Games/Puzzles.					
19. Stories/Language/Creative Writing.					
20. Music/Listening.					
21. Arts/Crafts/Creative Expression.					
22. Discovery/Science/ Computer Centers.					
<b>Sufficient space is provided on a daily basis for the following:</b>					
23. Active group games.					
24. Interest centers for individual and small group projects/activities.					
25. An area for quiet activities such as reading and homework.					
26. Storage of children's personal items.					
<b>Developmentally appropriate materials and equipment:</b>					
27. Portray people in a manner that is non-stereotypical.					
28. Provide activities that are culturally sensitive.					
<b>(INTENTIONALLY BLANK)</b>					
29. A minimum of 30 square feet is provided for each child in the group.					

**TOTAL:**

**SCORING NOTES:**

**MEASURES #6 AND #8 MUST BE MET FOR ASSESSMENT TO CONTINUE.**

**FOR FOUR STAR CERTIFICATION:** 25 to 29 measures must be met in each group.

**FOR THREE STAR CERTIFICATION:** 18 to 24 measures must be met in each group.

**FOR TWO STAR CERTIFICATION:** 14 to 17 measures must be met in each group.

**DEFERRED STATUS:** If less than 14 measures met.

**COMPLIANCE NOTES:**

Seven interest areas are listed (measures 16 through 22), with a requirement for a minimum of 4 to be available daily. All seven must be available during the course of each week, with a written plan showing how and when they will be used.

If school-age groups include kindergarten (5 year old) and/or prekindergarten (4 year old) children, the youngest children should be included on this assessment form. Interest areas must be available that meet the developmental needs of 4- and 5-year-old children, such as age-appropriate manipulatives, books, dramatic play equipment and supplies, discovery materials, and creative expression supplies.

## IX. OUTDOOR PHYSICAL ENVIRONMENT

Score one time for each plan area.

Play Area: \_\_\_\_\_

<i><b>CRITERION:</b> The outdoor environment contains sufficient quantities and varieties of developmentally appropriate equipment and materials for the number of children and age range served.</i>					
Information Source: Observation (O).					
<b>TOTAL MEASURES = 23</b> Measure in shaded box <b>must</b> be met.	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>	
<b>Outdoor equipment and materials are:</b>					
1. Complete.					
2. Clean.					
3. In good repair.					
4. Developmentally appropriate for the ages and sizes of all children using the equipment.					
5. Available in sufficient quantities to support the curriculum. *					
<b>The arrangement of outdoor equipment and materials provides for:</b>					
6. Accessibility to equipment and materials so children may select and return items easily.					
7. An orderly uncluttered atmosphere.					
8. Visual and auditory supervision in all areas.					
9. Separation of active and quiet play areas.					
10. Traffic patterns that avoid disruption of activity areas.					
<b>(INTENTIONALLY BLANK)</b>					
11. Outdoor play areas are appropriate for ages of children using the areas.					
<b>Outdoor play areas include:</b>					
12. A variety of surfaces.					
13. Climbing and other active play items and structures.					
14. Adequate storage for equipment and materials.					
15. Partial shade.					
16. Quiet private spaces.					
17. Open areas for riding equipment, push toys, running and games as developmentally appropriate.					

*Outdoor Physical Environment, cont.*

<b>TOTAL MEASURES = 23</b> <b>Measures in shaded box <u>must</u> be met</b>	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>
18. Outdoor interest areas provide for a variety of activities.				
19. Equipment and materials are rotated regularly or as the children show lessening interest.				
20. Opportunities for hands-on manipulation of real objects are provided.				
<b>Developmentally appropriate materials and equipment:</b>				
21. Portray people in a manner that is non-stereotypical.				
22. Provide activities that are culturally sensitive.				
<b>(INTENTIONALLY BLANK)</b>				
23. Opportunities to engage in dramatic play are provided.				

**TOTAL:**

**SCORING NOTES:**

**MEASURE #4 MUST BE MET FOR ASSESSMENT TO CONTINUE.**

**\* MEASURE #5 APPLIES TO 3 AND 4-STAR LEVELS ONLY.**

**FOR FOUR STAR CERTIFICATION:** 19 to 23 measures must be met per separate play area.

**FOR THREE STAR CERTIFICATION:** 15 to 18 measures must be met per separate play area.

**FOR TWO CERTIFICATION:** 12 to 14 measures must be met per separate play area.

**DEFERRED STATUS:** If less than 12 measures met.

**COMPLIANCE NOTE:**

The provider must have written plans for outdoor play for school-age children if outdoor play equipment is not appropriately sized for this age group.

## X. HEALTH AND SAFETY

Score one time for each care group.

Group #/name \_\_\_\_\_

<b>CRITERION:</b> Children are not exposed to health and safety hazards or allowed to create them.				
<b>Information Source:</b> Provider's facility documentation (R), interview (I), observation (O).				
<b>TOTAL MEASURES = 6</b> <b>Measures in shaded boxes <u>must</u> be met.</b>	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>
1. Children are checked upon arrival for signs of illness, injury or evidence of possible abuse/neglect.				
2. Caregivers stop children who are engaged in unsafe or unhealthy activities.				
3. Caregivers suggest and demonstrate ways for children to help maintain a safe environment.				
4. Areas for diapering and toileting are separate from food storage, preparation and service areas.				
5. Daily health and safety hazard inspections of the indoor and outdoor environments are conducted before they are used by the children				
6. Written procedures must be in place to check the status of a child when the child is expected to arrive for care after school but fails to show up.				

**TOTAL:**

### SCORING NOTES:

**ALL MEASURES MUST BE MET FOR ASSESSMENT TO CONTINUE.**

**FOR FOUR STAR CERTIFICATION:** 6 measures must be met for each group.

**FOR THREE STAR CERTIFICATION:** 6 measures must be met for each group.

**FOR TWO STAR CERTIFICATION:** 6 measures must be met for each group.

**DEFERRED STATUS:** 6 measures must be met for each group.

### COMPLIANCE NOTES

Child care staff should be encouraged to do health checks in the presence of other staff.

If school-age children arrive at the center from home, health checks apply. If arriving from school, staff should observe children for signs of illness or fatigue.

## XI. NUTRITION AND MEAL TIME

Age Range: 0 through 17 months

Score one time for each care group.

Group #/name \_\_\_\_\_

<i><b>CRITERION:</b> Meals and snack times are pleasant experiences that contribute to children's acceptance of a variety of food, conversational skills, proficiency in feeding themselves and general dining etiquette.</i>				
<b>Information Source:</b> Observation and menus (O).				
<b>TOTAL MEASURES = 9</b>	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>
<b>Measures in shaded box <u>must</u> be met.</b>				
1. Infants are held and talked to while bottle fed.				
2. Meals are served to children seated in small groupings with their assigned caregivers.				
<b>All of the following features are included in meal service:</b>				
3. Initial servings are small.				
4. Drinks are offered with food.				
5. Seconds are available.				
<b>(INTENTIONALLY BLANK)</b>				
6. Children are not hurried to finish eating.				
7. Children are encouraged to engage in conversation during meal time.				
8. Children are given the opportunity to feed themselves consistent with their developmental levels.				
9. Children are offered food that represents a variety of ethnic backgrounds.				

**TOTAL:**

**SCORING NOTES:**

**MEASURE #1 MUST BE MET FOR ASSESSMENT TO CONTINUE.**

**FOR FOUR STAR CERTIFICATION:** 7 to 9 measures must be met for each group.

**FOR THREE STAR CERTIFICATION:** 6 measures must be met for each group.

**FOR TWO STAR CERTIFICATION:** 5 measures must be met for each group.

**DEFERRED STATUS:** If less than 5 measures met.

## XI. NUTRITION AND MEAL TIME

Age Range: 18 months through 12 years

Score one time for each care group.

Group #/name \_\_\_\_\_

<i><b>CRITERION:</b> Meals and snack times are pleasant experiences that contribute to children's acceptance of a variety of food, conversational skills, proficiency in feeding themselves and general dining etiquette.</i>				
<b>Information Source:</b> Observation and menus (O).				
<b>TOTAL MEASURES = 13</b> <b>Measure in shaded box <u>must</u> be met.</b>	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>
1. Meals and snacks are served to younger children seated in small groupings with caregivers.				
2. School-age children have scheduled snacks seated at a table with an adult at least twice a week.				
<b>Meals and snacks are served that include all of the following features:</b>				
3. Initial servings are small.				
4. Drinks are offered with food.				
5. Seconds are available.				
<b>(INTENTIONALLY BLANK)</b>				
6. Children are not hurried to finish eating.				
7. Children are allowed and encouraged to talk during mealtime and snack time.				
8. Children are given the opportunity to serve and/or feed themselves, as appropriate.				
9. Children are regularly offered food that represents a variety of ethnic backgrounds.				
<b>Caregivers model the following:</b>				
10. Friendly social behavior.				
11. Appropriate dining etiquette.				
<b>(INTENTIONALLY BLANK)</b>				
12. Snack times take into account school-ager's different eating schedules outside the program.				
13. Unless prohibited by local health departments, school-age children are encouraged to help prepare and serve their own snacks.				

**TOTAL:**

*Nutrition and Meal Time, cont.*

**SCORING NOTES:**

**MEASURES #1 AND #2 MUST BE MET FOR ASSESSMENT TO CONTINUE. IF EITHER IS NOT APPLICABLE DUE TO AGES OF CHILDREN ENROLLED, COUNT AS MET.**

**FOR FOUR STAR CERTIFICATION:** 12 to 13 measures must be met for each group.

**FOR THREE STAR CERTIFICATION:** 10 to 11 measures must be met for each group.

**FOR TWO-STAR CERTIFICATION:** 8 to 9 measures must be met for each group.

**DEFERRED STATUS:** If less than 8 measures met.

If #12 and/or #13 do not apply, count as met.

**COMPLIANCE NOTES:**

On measure #2, older school-age children may be allowed to serve themselves buffet style at unscheduled times on other days as long as this measure is met.

Older school-age children **generally** are considered to be those in grades 3 and up (ages 8 and up). Capabilities of individual children will vary. When assessing #1 and #2, allowances must be made for individual differences.

## XII. PARENTAL INVOLVEMENT

Score one time for entire facility.

<i>CRITERION: Parents are encouraged to participate, and staff communicates to parents information about their child's adjustment/development.</i>				
<b>Information Source:</b> Bulletin board (O), observation (O), and interview with staff (I).				
<b>TOTAL MEASURES = 21</b> <b>Measures in shaded box <u>must</u> be met.</b>	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>
1. The center has written policies for parents.				
<b>Written policies include:</b>				
2. Hours, days of operation.				
3. Child health policies.				
4. Fees.				
5. Complaint procedures.				
6. Meal service.				
7. Discipline.				
8. Clothing.				
9. Absences.				
10. Parent conferences.				
11. Program philosophy and/or goals.				
<b>(INTENTIONALLY BLANK)</b>				
12. A designated area is maintained where daily schedules, menus and other important notices are available to parents.				
<b>Parents are invited to visit the program and to participate through <u>one or more</u> of the ways listed in 13 through 17:</b>				
13. Periodic invitations for special occasions or events.				

*Parental Involvement, cont.*

<b>TOTAL MEASURES = 21</b> <b>Measures in shaded box <u>must</u> be met.</b>	<b>Met</b>	<b>Not Met</b>	<b>Info Source</b>	<b>Action Needed/Comments</b>
14. Parent meetings or support groups.				
15. Parent work groups.				
16. Invitations to parents to share culture-specific information and objects.				
17. Other.				
<b>(INTENTIONALLY BLANK)</b>				
18. A parent advisory group is established and meets twice a year.				
19. Children's development is shared with parents on an ongoing basis.				
20. Children's progress is documented semiannually.				
21. A consistent method is used for communicating with all parents with special needs.				

**TOTAL:**

**SCORING NOTES:**

**MEASURE #1 MUST BE MET FOR ASSESSMENT TO CONTINUE.**

**FOR FOUR STAR CERTIFICATION:** 17 to 21 measures must be met.

**FOR THREE STAR CERTIFICATION:** 13 to 16 measures must be met.

**FOR TWO STAR CERTIFICATION:** 11 to 12 measures must be met.

**DEFERRED STATUS:** If less than 11 measures met.

**COMPLIANCE NOTES:**

On #17, if nothing additional is offered, count as met.

On #18, centers with Child Care Contractor referred enrollment which totals less than 30% of center capacity are not required to have a parent advisory group. Score as met for centers in this category.

On #20, a copy of documentation of children's progress is maintained at the center.