



# Star-Quality Child Care Program Report Card For Family & Group Child Care Homes

Facility Name:

Date:

Accredited by:

Compliance History

☐ This agency meets the star quality eligibility requirements.

☐ This agency does not meet the star quality eligibility requirements. During the eligibility period the agency:

☐ was on probation;

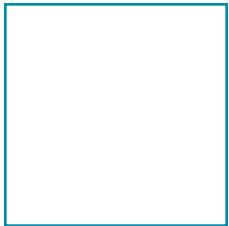
☐ received a major civil penalty

☐ had part of its license suspended;

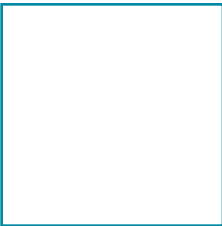
☐ received 5 or more minor civil penalties.

Further compliance history is available by contacting the local DHS child care licensing office at:

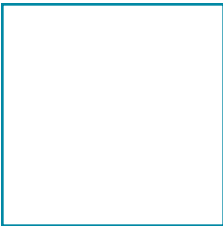
OVERALL RATING



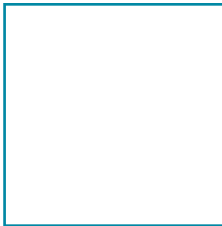
PROFESSIONAL  
DEVELOPMENT



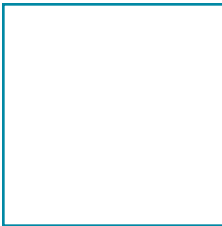
DEVELOPMENTAL  
LEARNING  
Effective January 2010



PARENT/FAMILY  
INVOLVEMENT



BUSINESS  
MANAGEMENT



PROGRAM  
ASSESSMENT

T H R E E S T A R R A T I N G

- ☐ Primary caregivers and administrators have an annually updated Professional Development Plan that includes training hours that support the goals of the plan.
- ☐ Completes 20 hours training each year in addition to the Department's annual training requirements.
- ☐ The primary caregiver maintains membership and documented participation in a family care support group and/or local, state or national association.
- ☐ Complies with 1 of the following:

– The primary caregiver holds a current Child Development Associate credential and/or an Early Childhood Technical Certificate or equivalent; or an Associate's Degree or higher and 2 years experience in early care and/or other education program.

– The primary caregiver completed all Child Development Associate credential course work and has applied for testing or has completed testing and is awaiting the results.

– The primary caregiver has completed and submitted all renewal requirements and is awaiting renewal from the Child Development Associate Credential Council.

- ☐ Maintain copies of applicable developmental standards on site and available to staff.
- ☐ 100% of teaching staff, including the primary caregiver, shall participate in 3 hours of DHS approved training on the applicable developmental learning standards.
- ☐ The primary caregiver shall observe and document the use of the applicable developmental standards.
- ☐ In programs with a single caregiver, the use of the applicable developmental standards shall be documented annually.

- ☐ Provides an orientation meeting for parents/families/children new to the agency.
- ☐ Provides written communication to parents monthly.
- ☐ Offers and documents 1 group parent meeting per licensing year for all parents of enrolled children.
- ☐ Offers and documents 1 individual parent conference per licensing year that focuses upon the child's developmental status or needs.
- ☐ Provides parent education handouts to all parents.
- ☐ Offers and documents 1 project or activity for families.
- ☐ Provides a list of current community resources for enrolling parents.
- ☐ Offers parents an annual opportunity to evaluate the curriculum, structure, and parent involvement aspects of the program.
- ☐ Effective January 1, 2010, provides a quarterly updated bulletin board for communications/announcements to parents.

- ☐ Provides a parent packet that includes:

– personalized contracts between the child care agency and the parent;

– agency policy;

– agency philosophy;

– parent resources; and

– if children with special needs are enrolled or applying for enrollment, information on resources for such children.
- ☐ Maintains a financial and program record-keeping system.
- ☐ Maintains documentation of orientation for staff substitutes.

- ☐ The agency was assessed by trained observers using a scale that indicates the level of quality in the room or group as being either "Inadequate," "Minimal," "Average," "Good" or "Excellent."
- ☐ This agency received a score of \_\_\_\_\_. This score indicates a level of quality observed in this child care agency that was at least GOOD or higher as compared to national findings.
- ☐ Following the annual agency assessment, has developed an improvement plan based upon the agency's Assessment Results.

T W O S T A R R A T I N G

- ☐ Primary caregivers and administrators have an annually updated Professional Development Plan that includes training hours that support the goals of the plan.
- ☐ The primary caregiver shall have 30 hours family child care training, or documented enrollment therein, through TECTA, a Tennessee Technology Center, National Association for Family Child Care Foundation accreditation training, or other training as approved by the Department.
- ☐ Each year the primary caregiver shall complete 10 hours of annual training in addition to the 30 hours of training required above and the minimum training hours required by Department regulations.
- ☐ Completes 1 of the following:

– maintain membership in a family care support group and/or local, state or national association; or

– 90 cumulative classroom hours toward the Child Development Associate credential.

– 12 cumulative credit hours toward an Early Childhood Technical certificate.

- ☐ Maintain copies of applicable developmental standards on site and available to staff.
- ☐ 75% of teaching staff, including the primary caregiver, shall participate in 3 hours of DHS approved training on the applicable developmental learning standards.
- ☐ The primary caregiver shall observe and document the use of the applicable developmental standards.
- ☐ In programs with a single caregiver, the use of the applicable developmental standards shall be documented annually.

- ☐ Provides an orientation meeting for parents/families/children new to the agency.
- ☐ Provides written communication to parents every two months.
- ☐ Offers and documents 1 group parent meeting per licensing year for all parents of enrolled children.
- ☐ Offers and documents 1 individual parent conference per licensing year that focuses upon the child's developmental status or needs.
- ☐ Provides parent education handouts to all parents.
- ☐ Effective January 1, 2010, provides a quarterly updated bulletin board for communications/announcements to parents.
- ☐ Effective January 1, 2010, completes 2 additional items from the 3 star category.

- ☐ Provides a parent packet that includes:

– personalized contracts between the child care agency and the parent;

– agency policy;

– agency philosophy;

– parent resources; and

– if children with special needs are enrolled or applying for enrollment, information on resources for such children.
- ☐ Maintains a financial and program record-keeping system.

- ☐ The agency was assessed by trained observers using a scale that indicates the level of quality in the room or group as being either "Inadequate," "Minimal," "Average," "Good" or "Excellent."
- ☐ This agency received a score of \_\_\_\_\_. This score indicates a level of quality observed in this child care agency that was between AVERAGE and GOOD as compared to national findings.
- ☐ Following the annual agency assessment, has developed an improvement plan based upon the agency's Assessment Results.

O N E S T A R R A T I N G

- ☐ Primary caregivers and administrators have an annually updated Professional Development Plan that includes training hours that support the goals of the plan.
- ☐ The primary caregiver shall have 30 hours family child care training, or documented enrollment therein, through TECTA, a Tennessee Technology Center, National Association for Family Child Care Foundation accreditation training, or other training as approved by the Department.
- ☐ Completes 1 of the following:

– 10 hours of annual training in addition to the 30 hours of training required in addition to the minimum training hours required by Department regulations.

– 30 cumulative hours toward the Child Development Associate credential.

– 6 cumulative credit hours toward an Early Childhood Technical certificate.

- ☐ Maintain copies of applicable developmental standards on site and available to staff.
- ☐ 50% of teaching staff, including the primary caregiver, shall participate in 3 hours of DHS approved training on the applicable developmental learning standards.
- ☐ The primary caregiver shall observe and document the use of the applicable developmental standards.
- ☐ In programs with a single caregiver, the use of the applicable developmental standards shall be documented annually.

- ☐ Provides an orientation meeting for parents/families/children new to the agency.
- ☐ Provides written communication to parents quarterly.
- ☐ Offers and documents 1 individual parent conference per licensing year that focuses upon the child's developmental status or needs.
- ☐ Effective January 1, 2010, provides a quarterly updated bulletin board for communications/announcements to parents.
- ☐ Effective January 1, 2010, completes 1 additional item from the 3 star category.

- ☐ Provides a parent packet that includes:

– personalized contracts between the child care agency and the parent;

– agency policy;

– agency philosophy;

– parent resources; and

– if children with special needs are enrolled or applying for enrollment, information on resources for such children.

- ☐ The agency was assessed by trained observers using a scale that indicates the level of quality in the room or group as being either "Inadequate," "Minimal," "Average," "Good" or "Excellent."
- ☐ This agency received a score of \_\_\_\_\_. This score indicates a level of quality observed in this child care agency that was AVERAGE as compared to national findings.
- ☐ Following the annual agency assessment, has developed an improvement plan based upon the agency's Assessment Results.

C O M P L I E S W I T H L I C E N S I N G R E G U L A T I O N S

- ☐ All caregivers complete:

– training in detection, reporting and prevention of child abuse;

– 2 hours in-service training each year.
- ☐ The primary caregiver completes:

– Family Home – 4 hours in-service training each year,

– Group Home – 8 hours in-service training each year.

- ☐ No minimum licensing standard.

- ☐ Provides parent with a copy of the policy statement signed by both the parent and the primary caregiver.
- ☐ Maintains a written plan of how the primary caregiver intends to communicate daily with parents of every child below 31 months of age.

- ☐ Maintains adequate financing of the child care operation.

- ☐ No minimum licensing standard.

HIGHER QUALITY STANDARDS

BETTER

MINIMUM STANDARDS