

## Appendix F

## Step Up To Quality Family Child Care Standards For a Two-Star Rating

<b>Domain: Learning and Development</b>	
<b>Sub-Domain: Curriculum and Planning (CP)</b>	
<b>Program Standard</b>	<b>Requirements</b>
<p><b>CP 1</b></p> <p>The program obtains a written, research-based, comprehensive curriculum aligned with the Early Learning and Development Standards and/or Ohio K-12 Standards or K-12 Resource Guide (appropriate to the age group served). Each teacher has daily access to a copy of the curriculum.</p> <p>The lead teacher and/or program owner has available and can access the Early Learning and Development Standards and/or Ohio K-12 Standards or K- 12 Resource Guide (appropriate to the age group served).</p> <p>The Early Learning and Development Standards can be located at <a href="http://jfs.ohio.gov/cdc/providers.stm">http://jfs.ohio.gov/cdc/providers.stm</a></p> <p>Ohio K-12 Standards or K-12 Resource Guide can be located at <a href="http://www.education.ohio.gov">www.education.ohio.gov</a></p>	<p>Programs shall complete and submit a copy of the prescribed form for each age group(s) served:</p> <p>JFS 01590 "Curriculum Standard Assessment Alignment Tool: Infants and Toddlers for Step Up To Quality" (Rev. 7/2014)</p> <p>JFS 01591 "Curriculum Standard Assessment Alignment Tool: Pre-Kindergarten Strand for Step Up To Quality" (Rev. 7/2014), or the</p> <p>JFS 01593 "Curriculum Standard Assessment Alignment Tool: School Age for Step Up To Quality" (Rev. 7/2014.)</p>
<p><b>CP 2</b></p> <p>Teachers and/or program owner uses a written dated plan of activities for all hours of instructional time.</p>	<p>Teachers and/or program owner shall use and have on file for review a current, written, dated plan of activities to support children's development and learning.</p> <p>The activity plans shall include the following information:</p> <ul style="list-style-type: none"> <li>• The teacher's name</li> <li>• The name of the group</li> <li>• The time frame that the plan covers (daily, weekly, biweekly, monthly)</li> <li>• Daily activities to support children's development and learning and reflects current activities in the group</li> </ul> <p>The plan shall be aligned to all developmental domains in Ohio's Birth-Kindergarten Entry Early Learning and Development Standards or Common Core State Standards or both sets of standards; and to the relevant Ohio Academic Content Standards K-12.</p>

<b>Sub-Domain: Child Screening and Assessment (CSA)</b>	
<b>Program Standard</b>	<b>Requirements</b>
<p><b>CSA 1</b></p> <p>The program obtains a comprehensive developmentally appropriate screening tool(s) for the age groups served. (Does not apply to school-age children)</p> <p>Staff is trained to administer, score and use the screening tools appropriately.</p>	<p>The program shall record the name of the screening tool(s) obtained and document that the tool(s) is comprehensive and developmentally appropriate for the age groups served.</p> <p>The program shall maintain on file for review written documentation of the tool(s) staff members have been trained to use that includes the staff members names.</p> <p>The tool(s) shall include the following domains: language, cognitive, motor, social and emotional and behavioral.</p> <p>A program may identify more than one tool, depending on the age groups served and the domains each tool addresses. If a program identifies more than one tool, it shall provide documentation for each tool.</p>
<b>Sub-Domain: Interaction and Environment (IE)</b>	
<b>Program Standard</b>	<b>Requirements</b>
<p><b>IE 1</b></p> <p>The program completes an annual self-assessment using Family Child Care Environment Rating Scale (FCCERS-R) or approved self-assessment tools to measure the learning environment. The tool shall include staff/child interactions and be developmentally appropriate to age groups served.</p>	<p>The program shall maintain written documentation of the completion of the self-assessment for each group of children. The tool shall be developmentally appropriate to age groups served and shall be completed annually.</p> <p>Note: The completion of the classroom self-assessment tool shall not be used to meet the teacher observation program standard in the Administrative and Leadership Practices domain.</p>
<b>Domain: Administrative and Leadership Practices</b>	
<b>Sub-Domain: Program Administration (PA)</b>	
<b>Program Standard</b>	<b>Requirements</b>
<p><b>PA 1</b></p> <p>The program completes an annual program self-assessment using a standardized tool that is used to assess a program's administrative policies, procedures, and practices.</p>	<p>The program shall keep on file for review, the completed, scored, and dated self-assessment tool. The self-assessment shall be completed and/or updated annually and include the following elements:</p> <ul style="list-style-type: none"> <li>○ Human resource leadership and development</li> <li>○ Family and community partnerships</li> <li>○ Program development and evaluation</li> <li>○ Business and operations management</li> </ul>
<p><b>PA 2</b></p>	<p>The program shall complete and submit the required sections of the JFS 01509 "Continuous Improvement Plan For SUTQ" (Rev. 7/2014) for a two-star rating. The plan shall be updated annually.</p>

<p>The program completes an annual continuous improvement plan using results from the current annual program self-assessment, which includes a minimum of one goal and at least one action step towards completing the goal.</p>	
<p><b>Sub-Domain: Staff Management (SM)</b></p>	
<p><b>Program Standard</b></p>	<p><b>Requirements</b></p>
<p><b>SM 1</b></p> <p>The program owner completes the Ohio Administrator Core Knowledge and Competencies Self-Assessment annually. The program owner ensures completion of at least one formal observation for all staff annually.</p>	<p>The program shall maintain an annual summary of the Ohio Administrator Core Knowledge and Competencies Self-Assessment (Administrator CKC). The summary must include the date the Administrator CKC was completed.</p> <p>The observation shall be completed by the program owner within 30 days of hire and updated at least annually. The program shall maintain a summary that shall include documentation of the formal observations for each staff member. The summary shall include the staff member's name and the date the observation was completed.</p> <p>Note: The completion of the classroom self-assessment tool or a self-evaluation by the staff does not meet the requirement for formal observations.</p>
<p><b>SM 2</b></p> <p>The program owner and all staff have annual professional development plans.</p>	<p>A professional development plan is a written individualized plan used to document the on-going training and professional development needs of staff, and shall be updated at least annually.</p> <p>For initial registrations: Professional development plans shall be created for any individual who has been employed for more than 30 days.</p> <p>Once rated, the initial professional development plan shall be completed within 30 days of hire.</p> <p>Professional development plans shall be completed within 30 days of hire and updated annually. It shall include the staff member's name, date of hire, position, staff signature, date of completion/update, and on-going training and professional development needs related to meeting the performance goals indicated on the professional development plan.</p> <p>The program shall submit a written description of the process used to complete plans for the program owner and staff and shall have available onsite a copy of the professional development plans.</p>

<b>Domain: Staff Qualifications and Professional Development</b>	
<b>Sub-Domain: Staff Education (SE)</b>	
<b>Program Standard</b>	<b>Requirements</b>
<p><b>SE 1</b></p> <p>The program owner has a CDA or a CPL 2 or an Ohio's School-Age Administrator Professional Endorsement (if serving only school-age children).</p>	<p>The CDA shall be current. <a href="http://www.cdacouncil.org">www.cdacouncil.org</a></p> <p>The program owner and all child care staff members shall create a profile in the Ohio Professional Development Registry (OPR) within 30 days of beginning employment. Individuals shall submit their education to the OPR for verification, following the OPR's established policies and procedures. <a href="https://www.occra.org/opr">https://www.occra.org/opr</a></p> <p>Documentation will not be considered complete until it has been verified by the OPR.</p>
<b>Sub-Domain: Professional Development (PD)</b>	
<b>Program Standard</b>	<b>Requirements</b>
<p><b>PD 1</b></p> <p>The program owner achieves and maintains the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>All child care staff achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>Individuals who are currently enrolled in a degree-granting program in early childhood or related field can use coursework to fulfill the biennial training requirement.</p>	<p>For initial ratings only: The program owner and all child care staff are not required to achieve the Professional Development Certificate prior to registering for an initial rating. The program owner and all child care staff shall achieve the Professional Development Certificate prior to the end of the current biennium. The required hours for the Professional Development Certificate shall be prorated based on the rating effective date of the program's initial rating.</p> <p>Once rated, the program owner and all child care staff achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>If a child care staff member was hired after the program's initial rating date, the required hours for the Professional Development Certificate shall be prorated based on his or her hire date.</p>
<p><b>PD 2</b></p> <p>The program owner and all child care staff shall complete the required quality and child development courses.</p>	<p>The program owner and all newly hired child care staff are required to complete Ohio's Approach to Quality and Ohio's Overview of Child Development within 30 days of being hired unless they have documentation of the courses in the OPR or meet the exemption requirements.</p> <p>The hours accumulated for these two courses will count as professional development hours.</p> <p>Any post-secondary child development course completed (with a grade of C or better or a passing grade from a pass/fail course) within the previous six years from an accredited institution of higher education shall count toward the Ohio's Overview of Child Development regardless of degree. Documentation of the course shall be submitted to the OPR no later than sixty days prior to the end of the biennium.</p>

<b>Domain: Family and Community Partnerships</b>	
<b>Sub-Domain: Transitions (T)</b>	
<b>Program Standard</b>	<b>Requirements</b>
<p><b>T 1</b></p> <p>The program provides written information to families on transitioning children into and out of the program.</p>	<p>The program shall submit copies of written information given to families on transitioning children into and out of the program.</p>
<p><b>T 2</b></p> <p>The program provides age-appropriate activities for children to prepare them for the transition to a new educational setting.</p>	<p>The program shall submit and maintain documentation which describes age-appropriate activities for children to prepare them for the transition to a new educational setting. The documentation shall include the age group in which the activities were conducted and the purpose of the activity.</p>
<p><b>T 3</b></p> <p>The program transfers any child's records to the new setting at the family's request and with the family's written consent.</p>	<p>The program shall submit and maintain a written policy explaining the procedure for obtaining family consent and for transferring records that the program and parents have determined to share during the transition.</p> <p>The program shall have available for review completed copies of the document used to obtain written family consent or a sample if no completed copies are available.</p> <p>The written consent shall include the child's name, the name of the new setting that the records will be released to, a statement indicating the family would like the records released, the parent/guardian signature, and the date of signature.</p>
<b>Sub-Domain: Communication and Engagement (CE)</b>	
<b>Program Standard</b>	<b>Requirements</b>
<p><b>CE 1</b></p> <p>The program obtains information about the family structure and routines that is important to the child's development.</p>	<p>The program shall maintain the form used to collect family information with the child's name and information about family structure and routines. This information shall be on file for all children enrolled at the program.</p>
<p><b>CE 2</b></p> <p>The program provides information regarding a minimum of at least two resources and community services to families</p>	<p>The program shall submit documentation of at least two resources and community services provided to families to support the family and the development of their children.</p>
<p><b>CE 3</b></p> <p>The program communicates with families using at least two different modes of communication; and at least one mode promotes two-way communication.</p>	<p>The program must show or be able to describe at least two modes of communication that the program uses to communicate with families.</p>

<p><b>CE 4</b></p> <p>The program provides families with combined or separate information on at least one health topic and one child development topic annually that are appropriate to all age groups served at the program.</p>	<p>The program shall submit a combined or separate document(s) of dated information on one health and one child development topic provided to families.</p>
<p><b>CE 5</b></p> <p>The program offers at least one opportunity for all families to engage in activities annually.</p>	<p>The program shall submit written documentation which describes the family engagement opportunities that have been offered to families. The documentation shall include information describing the activity and to whom and when it was offered.</p>