



# 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;
- had part of its license suspended;
- received a major civil penalty
- received 5 or more minor civil penalties.

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

**HIGHER QUALITY STANDARDS**  
**BETTER**  
**MINIMUM STANDARDS**

PROFESSIONAL DEVELOPMENT	DEVELOPMENTAL LEARNING <small>Effective January 2010</small>	PARENT/FAMILY INVOLVEMENT	BUSINESS MANAGEMENT	PROGRAM ASSESSMENT
<ul style="list-style-type: none"> <li><input type="checkbox"/> Primary caregivers and administrators have an annually updated Professional Development Plan that includes training hours that support the goals of the plan.</li> <li><input type="checkbox"/> Completes 20 hours training each year in addition to the Department's annual training requirements.</li> <li><input type="checkbox"/> The primary caregiver maintains membership and documented participation in a family care support group and/or local, state or national association.</li> <li><input type="checkbox"/> Complies with 1 of the following:               <ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> <li>- The primary caregiver has completed and submitted all renewal requirements and is awaiting renewal from the Child Development Associate Credential Council.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain copies of applicable developmental standards on site and available to staff.</li> <li><input type="checkbox"/> 100% of teaching staff, including the primary caregiver, shall participate in 3 hours of DHS approved training on the applicable developmental learning standards.</li> <li><input type="checkbox"/> The primary caregiver shall observe and document the use of the applicable developmental standards.</li> <li><input type="checkbox"/> In programs with a single caregiver, the use of the applicable developmental standards shall be documented annually.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides an orientation meeting for parents/families/children new to the agency.</li> <li><input type="checkbox"/> Provides written communication to parents monthly.</li> <li><input type="checkbox"/> Offers and documents 1 group parent meeting per licensing year for all parents of enrolled children.</li> <li><input type="checkbox"/> Offers and documents 1 individual parent conference per licensing year that focuses upon the child's developmental status or needs.</li> <li><input type="checkbox"/> Provides parent education handouts to all parents.</li> <li><input type="checkbox"/> Offers and documents 1 project or activity for families.</li> <li><input type="checkbox"/> Provides a list of current community resources for enrolling parents.</li> <li><input type="checkbox"/> Offers parents an annual opportunity to evaluate the curriculum, structure, and parent involvement aspects of the program.</li> <li><input type="checkbox"/> Effective January 1, 2010, provides a quarterly updated bulletin board for communications/announcements to parents.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides a parent packet that includes:               <ul style="list-style-type: none"> <li>- personalized contracts between the child care agency and the parent;</li> <li>- agency policy;</li> <li>- agency philosophy;</li> <li>- parent resources; and</li> <li>- if children with special needs are enrolled or applying for enrollment, information on resources for such children.</li> </ul> </li> <li><input type="checkbox"/> Maintains a financial and program record-keeping system.</li> <li><input type="checkbox"/> Maintains documentation of orientation for staff substitutes.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 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."</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Following the annual agency assessment, has developed an improvement plan based upon the agency's Assessment Results.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Primary caregivers and administrators have an annually updated Professional Development Plan that includes training hours that support the goals of the plan.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Completes 1 of the following:               <ul style="list-style-type: none"> <li>- maintain membership in a family care support group and/or local, state or national association; or</li> <li>- 90 cumulative classroom hours toward the Child Development Associate credential.</li> <li>- 12 cumulative credit hours toward an Early Childhood Technical certificate.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain copies of applicable developmental standards on site and available to staff.</li> <li><input type="checkbox"/> 75% of teaching staff, including the primary caregiver, shall participate in 3 hours of DHS approved training on the applicable developmental learning standards.</li> <li><input type="checkbox"/> The primary caregiver shall observe and document the use of the applicable developmental standards.</li> <li><input type="checkbox"/> In programs with a single caregiver, the use of the applicable developmental standards shall be documented annually.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides an orientation meeting for parents/families/children new to the agency.</li> <li><input type="checkbox"/> Provides written communication to parents every two months.</li> <li><input type="checkbox"/> Offers and documents 1 group parent meeting per licensing year for all parents of enrolled children.</li> <li><input type="checkbox"/> Offers and documents 1 individual parent conference per licensing year that focuses upon the child's developmental status or needs.</li> <li><input type="checkbox"/> Provides parent education handouts to all parents.</li> <li><input type="checkbox"/> Effective January 1, 2010, provides a quarterly updated bulletin board for communications/announcements to parents.</li> <li><input type="checkbox"/> Effective January 1, 2010, completes 2 additional items from the 3 star category.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides a parent packet that includes:               <ul style="list-style-type: none"> <li>- personalized contracts between the child care agency and the parent;</li> <li>- agency policy;</li> <li>- agency philosophy;</li> <li>- parent resources; and</li> <li>- if children with special needs are enrolled or applying for enrollment, information on resources for such children.</li> </ul> </li> <li><input type="checkbox"/> Maintains a financial and program record-keeping system.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 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."</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Following the annual agency assessment, has developed an improvement plan based upon the agency's Assessment Results.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Primary caregivers and administrators have an annually updated Professional Development Plan that includes training hours that support the goals of the plan.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Completes 1 of the following:               <ul style="list-style-type: none"> <li>- 10 hours of annual training in addition to the 30 hours of training required above and the minimum training hours required by Department regulations.</li> <li>- 30 cumulative hours toward the Child Development Associate credential.</li> <li>- 6 cumulative credit hours toward an Early Childhood Technical certificate.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain copies of applicable developmental standards on site and available to staff.</li> <li><input type="checkbox"/> 50% of teaching staff, including the primary caregiver, shall participate in 3 hours of DHS approved training on the applicable developmental learning standards.</li> <li><input type="checkbox"/> The primary caregiver shall observe and document the use of the applicable developmental standards.</li> <li><input type="checkbox"/> In programs with a single caregiver, the use of the applicable developmental standards shall be documented annually.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides an orientation meeting for parents/families/children new to the agency.</li> <li><input type="checkbox"/> Provides written communication to parents quarterly.</li> <li><input type="checkbox"/> Offers and documents 1 individual parent conference per licensing year that focuses upon the child's developmental status or needs.</li> <li><input type="checkbox"/> Effective January 1, 2010, provides a quarterly updated bulletin board for communications/announcements to parents.</li> <li><input type="checkbox"/> Effective January 1, 2010, completes 1 additional item from the 3 star category.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides a parent packet that includes:               <ul style="list-style-type: none"> <li>- personalized contracts between the child care agency and the parent;</li> <li>- agency policy;</li> <li>- agency philosophy;</li> <li>- parent resources; and</li> <li>- if children with special needs are enrolled or applying for enrollment, information on resources for such children.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 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."</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Following the annual agency assessment, has developed an improvement plan based upon the agency's Assessment Results.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> All caregivers complete:               <ul style="list-style-type: none"> <li>• training in detection, reporting and prevention of child abuse;</li> <li>• 2 hours in-service training each year.</li> </ul> </li> <li><input type="checkbox"/> The primary caregiver completes:               <ul style="list-style-type: none"> <li>• Family Home - 4 hours in-service training each year;</li> <li>• Group Home - 8 hours in-service training each year.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> No minimum licensing standard.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides parent with a copy of the policy statement signed by both the parent and the primary caregiver.</li> <li><input type="checkbox"/> Maintains a written plan of how the primary caregiver intends to communicate daily with parents of every child below 31 months of age.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintains adequate financing of the child care operation.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> No minimum licensing standard.</li> </ul>