



Report Card For Child Care Centers

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: _____

DIRECTOR QUALIFICATIONS	PROFESSIONAL DEVELOPMENT <small>Qualifications of Teaching Staff*</small> <small>* Exception for supervised students in a co-op program</small>	DEVELOPMENTAL LEARNING <small>Effective January 2010</small>	PARENT/FAMILY INVOLVEMENT	RATIO AND GROUP SIZE <small>Adult:child ratios in multi-age grouping*</small>	STAFF COMPENSATION	PROGRAM ASSESSMENT																											
<input type="checkbox"/> 20 hours training every year. <input type="checkbox"/> Annually updated Professional Development Plan. <input type="checkbox"/> 1 of the following: - High School Diploma, or equivalent, with a Child Development Associate credential or early Childhood Technical Certificate or equivalent, and 7 years experience administering an early care and/or education program; or - Associate's Degree in a relevant area and 4 years experience administering an early care and/or education program; or - Bachelor's Degree or higher in a relevant area and 2 years experience administering an early care and/or education program. - Beginning October 2009, a Program Administrator Credential.	<input type="checkbox"/> All teaching staff have high school diploma or its equivalent. <input type="checkbox"/> All teaching staff have an annually updated Professional Development Plan that includes training hours that support the goals of the plan. <input type="checkbox"/> Written plan for transitioning children affected by teaching staff turnover. <input type="checkbox"/> All teaching staff receive at least 6 hours annual training in addition to the training required by licensing regulations. <input type="checkbox"/> 50% of teaching staff have 1 of the following: - 4 years experience in an early care and/or education program and documented enrollment in TECTA orientation, or equivalent training; - 3 years experience in an early care and/or education program and a current Child Development Associate credential or Early Childhood Technical Certificate program or equivalent; - 2 years experience in an early care and/or education program and a current Child Development Associate credential or Early Childhood Technical Certificate program or equivalent; - 1 year experience in an early care and/or education program and Associate's Degree in relevant field; - Bachelor's Degree or higher in relevant field.	<input type="checkbox"/> Maintain copies of applicable developmental standards on site and available to staff. <input type="checkbox"/> Director and 100% of teaching staff participate in 3 hours of DHS approved training on the applicable developmental learning standards. <input type="checkbox"/> Director shall observe and document the use of the applicable developmental standards.	<input type="checkbox"/> Provides a quarterly updated bulletin board for communications/announcements to parents. <input type="checkbox"/> Provides written communication to parents monthly. <input type="checkbox"/> Offers and documents 1 group parent meeting per licensing year for all parents of enrolled children. <input type="checkbox"/> Offers and documents 1 individual parent conference per licensing year that focuses on the child's developmental status or needs. <input type="checkbox"/> Provides parent education handouts to all parents. <input type="checkbox"/> Offers and documents 1 project or activity for families per licensing year. <input type="checkbox"/> Offers 1 parent educational training per licensing year for all families receiving service. <input type="checkbox"/> Provides list of current community resources for enrolling parents. <input type="checkbox"/> Offers parents an annual opportunity to evaluate the curriculum, structure and parent involvement aspects of the program. <input type="checkbox"/> Maintains a Parent Advisory Council with documented meetings at least 2 times per year.	<input type="checkbox"/> Meets the following ratios and group sizes: <small>(Single Age Grouping):</small> <table border="1"> <thead> <tr> <th>Age</th> <th>A:C Ratio</th> <th>Group Size</th> </tr> </thead> <tbody> <tr><td>Infant</td><td>1:4</td><td>8</td></tr> <tr><td>Toddler</td><td>1:4</td><td>12</td></tr> <tr><td>2 yrs.</td><td>1:5</td><td>10</td></tr> <tr><td>3 yrs.</td><td>1:8</td><td>16</td></tr> <tr><td>4 yrs.</td><td>1:13</td><td>20</td></tr> <tr><td>5 yrs. (not in kindergarten)</td><td>1:15</td><td>20</td></tr> <tr><td>K-8 yrs.</td><td>1:17</td><td>25</td></tr> <tr><td>9-12 yrs.</td><td>1:19</td><td>25</td></tr> </tbody> </table> <p>*The adult:child ratio in a multi-age grouping shall be determined by the age of the majority of the children in the group unless the group contains an infant, in which case the adult:child ratio for infants shall always be maintained. If the ages of the children are evenly divided, and thus, there is no majority age, the adult:child ratio for the group shall be set by the adult:child ratio required in a single age grouping of the youngest child in the group.</p>	Age	A:C Ratio	Group Size	Infant	1:4	8	Toddler	1:4	12	2 yrs.	1:5	10	3 yrs.	1:8	16	4 yrs.	1:13	20	5 yrs. (not in kindergarten)	1:15	20	K-8 yrs.	1:17	25	9-12 yrs.	1:19	25	<input type="checkbox"/> Provides an employee pay scale for all staff. <input type="checkbox"/> Provides a pay scale for the teaching staff that is related to the employee's education, training, and/or experience in child care/education. <input type="checkbox"/> Provides at least 4 of the following employee benefits listed below: - payment of individual professional membership or association fees; - insurance supplement; - paid leave (e.g. sick, vacation, holiday, personal, family, bereavement); - reduced fee to staff for child care services; - money or cash equivalent bonuses (e.g. gift cards); - insurance (e.g. health, life, accident, disability, dental, vision); - tuition for academic education; - paid participation in staff development/training; - retirement fund (e.g. 401k); - flextime; - differential shift pay.	<input type="checkbox"/> Selected rooms or groups were 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." <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. <input type="checkbox"/> Following the annual agency assessment, has developed an improvement plan based upon the agency's Assessment Results.
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<input type="checkbox"/> High school diploma or its equivalent. <input type="checkbox"/> 30 hours pre-service orientation training, including age specific training, inclusion of children with special needs and business management/administration. <input type="checkbox"/> Annually updated Professional Development Plan. <input type="checkbox"/> One of the following: - 8 years experience in early care and/or education, with 4 years experience administering an early care and/or education program. - A Bachelor's Degree or higher in relevant area and 5 years of experience in early care and/or education. - Beginning October 2009, a Program Administrator Credential.	<input type="checkbox"/> All teaching staff have high school diploma or its equivalent. <input type="checkbox"/> 75% of teaching staff have an annually updated Professional Development Plan that includes training hours that support the goals of the plan. <input type="checkbox"/> 25% of teaching staff have 1 of the following: - 3 years experience in early care and/or education and 30 hours training through TECTA, a Tennessee Technology Center, or equivalent training on an approved standardized curriculum. - Documentation of enrollment in a Child Development Associate credential or Early Childhood Technical Certificate program. <input type="checkbox"/> All teaching staff receive annually a minimum of 3 hours training in addition to the training hours required by licensing regulations.	<input type="checkbox"/> Maintain copies of applicable developmental standards on site and available to staff. <input type="checkbox"/> Director and 75% of teaching staff participate in 3 hours of DHS approved training on the applicable developmental learning standards. <input type="checkbox"/> Director shall observe and document the use of the applicable developmental standards.	<input type="checkbox"/> Provides a quarterly updated bulletin board for communications/announcements to parents. <input type="checkbox"/> Provides written communication to parents every two months. <input type="checkbox"/> Offers and documents 1 group parent meeting per licensing year for all parents of enrolled children. <input type="checkbox"/> Offers and documents 1 individual parent conference per licensing year that focuses on the child's developmental status or needs. <input type="checkbox"/> Provides parent education handouts to all parents. <input type="checkbox"/> Completes 2 additional items from the 3 star category.	<input type="checkbox"/> Meets the following ratios and group sizes: <small>(Single Age Grouping):</small> <table border="1"> <thead> <tr> <th>Age</th> <th>A:C Ratio</th> <th>Group Size</th> </tr> </thead> <tbody> <tr><td>Infant</td><td>1:4</td><td>8</td></tr> <tr><td>Toddler</td><td>1:5</td><td>10</td></tr> <tr><td>2 yrs.</td><td>1:6</td><td>12</td></tr> <tr><td>3 yrs.</td><td>1:9</td><td>18</td></tr> <tr><td>4 yrs.</td><td>1:13</td><td>20</td></tr> <tr><td>5 yrs. 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(not in kindergarten)	1:16	20	K-8 yrs.	1:18	25	9-12 yrs.	1:20	25	<input type="checkbox"/> Provides an employee pay scale for the teaching staff. <input type="checkbox"/> Provides at least 3 of the following employee benefits listed below: - payment of individual professional membership or association fees; - insurance supplement; - paid leave (e.g. sick, vacation, holiday, personal, family, bereavement); - reduced fee to staff for child care services; - money or cash equivalent bonuses (e.g. gift cards); - insurance (e.g. health, life, accident, disability, dental, vision); - tuition for academic education; - paid participation in staff development/training; - retirement fund (e.g. 401k); - flextime; - differential shift pay.	<input type="checkbox"/> Selected rooms or groups were 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." <input type="checkbox"/> This agency received a score of _____. 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<input type="checkbox"/> High school diploma and 4 years full-time work experience with young children. <input type="checkbox"/> 4 hours pre-employment training. <input type="checkbox"/> 30 hours TECTA or comparable training, or 4 years college and 1 year full-time work experience with young children in a group setting; or 2 years college with at least 30 hours in business or management, child or youth development, early childhood education or related field, and 2 years full-time work experience with young children in a group setting; or was employed as an on-site director or child care agency owner as of July 1, 2000.	<input type="checkbox"/> First year: Completion of 18 hours in-service training including 2 hours pre-service training within the first 30 days, an additional 6 hours within the first 6 months, and the remaining 10 hours before the end of the first year. <input type="checkbox"/> After first year: Completion of 12 hours training annually.	<input type="checkbox"/> No minimum licensing standard.	<input type="checkbox"/> Provides written policies and procedures at time of admission. <input type="checkbox"/> Requires preenrollment visit by parent or designee. <input type="checkbox"/> Maintains a plan for regular and ongoing communication with parents concerning curriculum, changes in personnel, planned changes affecting children's routine care. <input type="checkbox"/> Conducts an awareness program for parents once a year that includes a child abuse prevention component, with information on the detection, reporting, and prevention of child abuse in centers and in the home.	<input type="checkbox"/> Complies with licensing regulations.	<input type="checkbox"/> No minimum licensing standard.	<input type="checkbox"/> No minimum licensing standard.																											

HIGHER QUALITY STANDARDS

BETTER

MINIMUM STANDARDS