



Family Child Care – Required Documentation for Ratings

(Refer to the Family Child Care Readiness Checklist for quantities)

1 & 2 Star Ratings

(1.1.1; 2.1.1; 3.1.1; 4.1.1; 5.1.1)

- GNJK Quality Improvement Plan based on FCCERS-R observation and GNJK Self-Assessment
- Family Child Care Provider Certificate of Registration
- FCCERS-R observation by QIS (1.2.1; 2.2.1)
- Parent Handbook and/or Policy and Procedures (1.2.2)
- Documentation of daily communication with families for infants and toddlers and at least weekly for preschoolers (3.2.1)
- Community Resource Handbook/materials available to families (3.2.2)
- NJ Workforce Registry documentation (4.2.1; 4.2.2; 4.2.3; 4.2.4)
- Documentation of information about GNJK shared with families and copy of parent letter with program goals based upon QIP (5.2.1)
- Tooth brushing policy with description of storage procedure in parent handbook (1.5.1)
- Breastfeeding Policy in parent handbook (1.5.2)
- Evidence of attending basic training in the Core Knowledge Areas focused on FCC developmentally appropriate practices; lesson plans with experiences planned around NJ Birth to Three Standards and/or the NJ Preschool Teaching and Learning Standards; individualized child goals (2.3.2; 2.4.1; 2.5.1)
- Copy of completed developmental screening tool; protocol/policy in parent handbook; parent reports communicating screening results (2.4.2)
- Evidence of formative assessments: copies of sample portfolios, observation forms, completed rubrics, etc. (2.5.2)
- Copy of oral hygiene policy and education and/or information provided to parents (3.4.3)

3, 4, 5 Star Ratings

Children's Folders

- Transition Folder for children moving to a child care center/kindergarten* (Documentation inside should include: results from developmental screenings and assessments, documentation from parent conferences, behavioral support plans) **If no children moving to preschool/kindergarten, submit for each child: reports from family conferences that include 5 academic/behavioral goals for following year (2.5.3)*

Policies & Procedures

- Let's Move Child Care Checklist and daily schedule or lesson plans (1.3.2)
- Sample Menus (1.3.3)

Parent Education/Communication

- Documentation with parent signatures confirming receipt of Parent Handbook or resources with information about outdoor play, nutrition and obesity prevention (1.4.2)
- Documentation (e-mails, photos, social media, flyers, newsletters, etc.) reflecting at least 4 health and safety topics shared with families (1.4.3)
- Evidence of home language policy/explanation of communication *(If all children's first language is English, please note this and evidence of this will be observed onsite. The point will be waived upon verification of this onsite)* (2.3.3)
- Strengthening Families Protective Factors Framework: documentation of strategies distributed to families (flyers, emails, photos, newsletters, social media); SFPPF Survey Results; SF Self-Assessment Tool for Family

Child Care; SF Action Plan based on outcomes from Self-Assessment; Evidence of SFPF fully implemented; Annual update SF Quality Improvement Plan that includes strengths and areas of growth and includes input from parents and families in the process (3.3.1; 3.4.1; 3.5.1)

- Documentation of information on age-appropriate early learning standards/Developmentally Appropriate Practice shared with families; information related to program expectations and routines shared with families (3.3.2; 3.3.3)
- Evidence of encouragement of/or parent participation; (3.3.4)
- Documentation that parents received information on listed topics or signed receipts for the parent handbook (3.3.6)
- List of community organizations that welcome parent participation; List of community organizations in which parents can be involved and copies of flyers/meeting information is shared with families. (3.3.5; 3.5.2)
- Documentation of parent conferences or meetings with families; at least one documented early care/educational goal identified (for families who may decline conference/meeting, documentation of conference/meeting offered and child’s developmental progress provided to families in absence of meeting (3.4.2)
- Parent Handbook listing policies and procedures regarding each of the items as applicable (5.3.2)
- Completed family/parent survey; improvement plan based on survey feedback (5.5.3)

Business & Program Practices

- Copy of schedule of meetings and/or agendas from provider/assistant meetings if there is an assistant currently working in the program and written procedure for sharing information with substitute/alternate (if applicable) (if no assistant/sub, then this standard is not applicable and point will be waived upon verification of this onsite) (5.3.1)
- Marketing Materials and/or Recruitment Plan (5.4.1)
- Evidence of tracking system for income received, caregiving hours, business hours worked in the home, and other business-related expenses. If applicable: meals/snacks served (5.4.2)
- Copy of most recent tax forms filed (5.4.3)




- Copy of current operating budget with projected income and expense figures (5.5.1)
- Copy of current liability insurance (5.5.2)

Professional Development & Training/Staff Credentials

- NJ Workforce Registry (2.3.2; 2.4.1; 2.5.1; 4.3.1; 4.3.2; 4.4.1; 4.4.2; 4.5.1)
- Evidence of active participation: certificate, conference/presentation agenda (4.5.2)

Item-Specific Scores in FCCERS-R

- Item with specific indicator scored “Yes” (1.3.3-if meals are provided by families; 2.4.3; 2.5.1)

| Required Formal Observation Scores for Star Level Ratings by NJ Center for Quality Ratings | |
|---|--|
| Star Rating | FCCERS-R Required Scores |
|  | Average of 3.75 No subscale below a 3.0 |
|  | Average of 4.5 No subscale below a 4.0 |
|  | Average of 5.0 No subscale below a 4.25 |

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