



## Star Rating Readiness Checklist – Family Child Care

Please fill out the following information and upload to your USB of documentation to the New Jersey Center for Quality Ratings.  
Send USB to: Attn: NJCQR, William Paterson University (Valley Road Campus), 1600 Valley Road, Room 3016, Wayne, NJ 07470

**About the Star Rating Readiness Checklist:** The Readiness Checklist (RC) is designed to help centers/schools after they have completed all Grow NJ Kids requirements for 1 and 2 star ratings with their Quality Improvement Specialist (QIS) or Technical Assistant Specialist (TAS) and decide to seek a 3, 4 or 5-star rating. The cover sheet of information is required to be filled out completely and submitted with this Readiness Checklist with any additional documents as requested and for their program as applicable.

The GNJK Notification of Rating Readiness should also have been e-mailed to Andrea Breitweiser at [Andrea.Breitweiser@dhs.state.nj.us](mailto:Andrea.Breitweiser@dhs.state.nj.us).

Date: \_\_\_\_\_

Family Child Care Address: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Contact #: \_\_\_\_\_ Primary Contact Email: \_\_\_\_\_

QIS/TAS' Name: \_\_\_\_\_

Applying for star rating of: 3  4  5

Parking Available? Y  N  If no, please check the days of alternate side parking (if applicable): M  T  W  Th  F

Location of Parking: \_\_\_\_\_

Instructional day start time: \_\_\_\_\_ Arrival time for children: \_\_\_\_\_

Number of children enrolled in program: \_\_\_\_\_ Number of identified children with special needs currently enrolled: \_\_\_\_\_

Ages of children enrolled – Please indicate how many children in each age group:

**Preschool Programs:** 3yr old: \_\_\_\_\_ 4yr old: \_\_\_\_\_

**Infant/Toddler Programs:** Infant (under 18 months): \_\_\_\_\_ Toddler (18 months – 2 ½ years): \_\_\_\_\_

Primary language of instruction: \_\_\_\_\_

Names of any additional helpers (if applicable): \_\_\_\_\_

Days worked: \_\_\_\_\_ Hours worked: \_\_\_\_\_

Family Child Care Provider Certificate of Registration (attached): Y  N

**Two-Month Window:** Please provide a window of two months during which an on-site rating visit can occur. Please list any dates of exclusion within this time (i.e. holidays, in-service days, meetings, days of special events, etc.). **Up to 10 dates of exclusion within your selected two-month window are permitted.** Once documentation has been reviewed, NJCQR will contact you with a 10-day time period within the requested two-month window of which during the rating visit will occur. Please note: The 10-day window assigned by NJCQR may not necessarily be on consecutive days.

Requested Two-Month Window: \_\_\_\_\_

10 Days of Exclusion: \_\_\_\_\_

## Information about the Star Rating Readiness Checklist

**About the Star Rating Readiness Checklist:** The Readiness Checklist (RC) is designed to help family child care providers after they have completed all Grow NJ Kids requirements for 1 and 2 star ratings with their Quality Improvement Specialist (QIS) and decide to seek a 3, 4 or 5 star rating. The RC notes the documentation to submit electronically and what documentation will be reviewed onsite for each star rating as applicable by NJCQR. Please be sure to fill out all information as required on the cover page of the RC.

There are two parts to the Readiness Checklist:




**Electronic Summary Sheet for a 3, 4 or 5 Star Rating:** The Electronic Summary Sheet lists all the documentation/evidence that needs to be submitted electronically to NJCQR when seeking a 3, 4 or 5 star rating. Documentation that will be reviewed through the NJ Workforce Registry\* by the NJCQR is also listed here.

**On Site Documentation:** The Onsite Documentation section lists documentation/evidence that is reviewed on-site. During the on-site documentation review, NJCQR staff will review all staff and children’s folders/files. Therefore, please provide clear detail of where NJCQR staff will be able to find folders/files.




**\*NJ Workforce Registry documentation:** Providers and any additional staff members should be registered with NJ Workforce Registry files that document formal education and additional PD/training. Please send the NJ Workforce *“Registry Participant Education and Training Reports”* via USB. Additional documentation for training not on NJ Workforce Registry should be available onsite for review as well.




## Electronic Summary Sheet for 3, 4 & 5 Star Ratings




The summary sheet lists documentation by GNJK Criteria #. According to the star rating sought, please upload documents to USB drive and write the file name inside each box.




GNJK Criteria #	Evidence/Documentation Required			
1.3.1; 1.4.1 2.3.1; 2.4.3; 2.5.1	<i>GNJK Quality Improvement Plan based on FCCERS-R observation and self-assessment</i>	<input type="checkbox"/> GNJK Quality Improvement Plan based on GNJK Self-Assessment and FCCERS-R observation <b>File Name:</b>		
1.3.2	<i>Let's Move Child Care Checklist and daily schedule or lesson plans</i>	<input type="checkbox"/> Completed Let's Move Child Care Checklist <b>and</b> daily schedule <b>or</b> lesson plans from prior 3 months <b>File Name:</b>		
1.3.3	<i>Sample menus</i>	<input type="checkbox"/> Sample menus for prior 3 months <i>(FCCERS-R item 9, Indicator 3.2 scored "Yes" if meals are provided by families).</i> <b>File Name:</b>		
1.4.3	<i>Documentation that parents received information on health and safety topics</i>		<input type="checkbox"/> Copies of resources distributed to parents that covered at least 4 different topics listed relating to health and safety within the last 12 months <b>File Name:</b>	
1.5.1	<i>Tooth brushing policy with description of storage procedure in parent handbook</i>			<input type="checkbox"/> Copy of policy <b>and</b> written description of storage procedure in parent handbook <b>File Name:</b>
1.5.2	<i>Breastfeeding Policy in parent handbook (if applicable to enrolled children)</i>			<input type="checkbox"/> Copy of breastfeeding policy in parent handbook <b>File Name:</b>

GNJK Criteria #	Evidence/Documentation Required	☆☆☆	☆☆☆☆	☆☆☆☆☆
<b>2.3.2;</b> <b>2.4.1;</b> <b>2.5.1</b>	<i>Lesson plans with experiences planned around NJ Birth to Three Standards and/or the NJ Preschool Teaching and Learning Standards; evidence of attending basic training in developmentally appropriate practices</i>	<input type="checkbox"/> Lesson plans from prior 3 months; training documentation of 5 hours or more in at least two Core Knowledge Areas focused on FCC Developmentally Appropriate Practices.  <b>File Name:</b>	<input type="checkbox"/> Lesson plans for prior 3 months with evidence of activities/experiences planned around the early learning standards; training documentation of 10 hours or more in at least three Core Knowledge Areas focused on FCC Developmentally Appropriate Practices.  <b>File Name:</b>	<input type="checkbox"/> Lesson plans for prior 3 months with documented individual activities to support each child’s identified early care/educational goal; Provider has attended 20 hours of training or more in at least ten training topics, with at least 10 training hours completed in topics listed under Core Knowledge Areas: “Learning Environment and Curriculum” and “Child Growth and Development”; FCCERS-R Item 14, Indicator 7.2-“Yes”  <b>File Name:</b>
<b>2.3.3</b>	<i>Evidence of home language policy/communication (if applicable to enrolled children)</i>	<input type="checkbox"/> Copy of written explanation of communication that has been shared with parents <b>or</b> a signed receipt with parent signatures documenting they have received this information  <i>(If all children’s first language is English, please note this and evidence of this will be observed onsite.)</i>  <b>File Name:</b>		

GNJK Criteria #	Evidence/Documentation Required			
2.4.2	<i>Copy of completed developmental screening tool; protocol/policy in Parent Handbook; Parent signature and date results shared</i>		Copy of completed developmental screening tool for children enrolled more than 6 months; protocol/policy in parent handbook  <input type="checkbox"/> (Note: Parent reports will be reviewed onsite in children’s folders and will also be required to demonstrate this standard has been fully met in addition to what is listed here for electronic submission.)  <b>File Name:</b>	
2.4.3	<i>Provider uses opened-ended questioning and provides interesting learning opportunities throughout the day to engage children in learning and meaningful conversations</i>		<input type="checkbox"/> FCCERS-R item 14, Indicator 5.2 “Yes”  <b>File Name:</b>	
3.3.1; 3.4.1; 3.5.1	<i>Strengthening Families Protective Factors Framework: documentation of family correspondence (flyers, emails, photos, newsletters, social media); SFPF Survey Results; SFP Self-Assessment Tool for Family Child Care; SF Action Plan based on outcomes from Self-Assessment; Evidence of SFPF fully implemented</i>	<input type="checkbox"/> Samples from at least 3 or more of the following strategies distributed within past 12 months: flyers, emails, photos, newsletters, media etc. addressing one or more of the protective factors within the Strengthening Families Protective Factors Framework  <b>File Name:</b>	<input type="checkbox"/> Collated summary sheet with number of families enrolled and number of surveys returned from families. Copy of any/each survey(s) completed in the past 12 months should be submitted  <b>File Name:</b>	<input type="checkbox"/> Evidence of SFPF fully integrated (may include the annually updated SF Quality Improvement Plan, completed SF Self-Assessment for FCC, SF Action Plan based on outcomes from Self-Assessment and completed SF surveys filled out by parents)  <b>File Name:</b>




GNJK Criteria #	Evidence/Documentation Required			
3.3.2	<i>Documentation of family correspondence on early learning standards</i>	<input type="checkbox"/> Copy of 2 examples of information focused on age-appropriate early learning standards/Developmentally Appropriate Practice shared with families within past 12 months <b>File Name:</b>		
3.3.3	<i>Documentation of family correspondence on expectations/routines</i>	<input type="checkbox"/> Copy of information related to program expectations and routines shared during enrollment and at least one other example shared with families within past 12 months <b>File Name:</b>		
3.3.4	<i>Evidence of encouragement of parent participation in activities or events that promote learning or family engagement</i>	<input type="checkbox"/> Copy of 2 examples of encouragement of/or parent participation (i.e. sign-in sheets, photos, etc.) within past 12 months <b>File Name:</b>		
3.3.5; 3.5.2	<i>List of community organizations that welcome parent members; list of community organizations where parent can be involved and copies of flyers with meeting information</i>	<input type="checkbox"/> Copy of list of community organizations that welcome parent participants <b>File Name:</b>		<input type="checkbox"/> List of community organizations in which parents can be involved is shared with families and copies of flyers/meeting information is shared with families. <b>File Name:</b>

GNJK Criteria #	Evidence/Documentation Required			
3.4.2	<i>Documentation of parent conferences or meetings with families and setting individual early care and educational goals</i>		<p>Evidence that parent conferences/meeting with families were held at least 2x over a 12-month period <b>and</b> at least one documented early care/educational goal identified for the child (documentation of conference/meeting offered and child’s developmental progress provided to families in absence of meeting for families who may decline conference/meeting)</p> <p><input type="checkbox"/> <b>File Name:</b></p>	
3.4.3	<i>Copy of oral hygiene policy and educational materials shared with parents</i>		<p><input type="checkbox"/> Copy of oral hygiene policy <b>and</b> evidence of education <b>and/or</b> information provided to parents within last 12 months</p> <p><b>File Name:</b></p>	
4.3.1	<i>Provider has received training in the administration of the adopted developmental screening tool</i>	<p><input type="checkbox"/> Professional development in the adopted developmental screening tool</p> <p><i>Reviewed on NJ Workforce Registry/Onsite</i></p>		
4.3.2	Providers receive ongoing formal professional development that builds upon the required training for FCC registration	<p><input type="checkbox"/> Required: 60 hours within 3 years</p> <p><i>Reviewed on NJ Workforce Registry/Onsite in Provider Folders (Professional Development Plan)</i></p>		
4.4.1	A provider has professional development that prepares them to work with young children who have special needs		<p><input type="checkbox"/> Professional development in the topic: a minimum of 2 hours and completed every 3 years</p> <p><i>Reviewed on NJ Workforce Registry/Onsite</i></p>	

GNJK Criteria #	Evidence/Documentation Required			
4.4.2	Professional development is received in the Pyramid Model, social, emotional development with special needs, and Infant/Child Mental Health		<input type="checkbox"/> Professional development in one of the topic areas: a minimum of 2 hours and completed every 3 years <i>Reviewed on NJ Workforce Registry/Onsite</i>	
4.5.1	Provider must have at a minimum, FCC CDA or be enrolled in a CDA program			<input type="checkbox"/> Current CDA Certificate or New Jersey Workforce Registry documentation <i>Reviewed on NJ Workforce Registry/Onsite</i>
4.5.2	Evidence of provider's participation in a professional early childhood related association/conference			<input type="checkbox"/> Copy of agenda from conference/certificate of attendance/active membership certificate (must be current/from within prior year) <b>File Name:</b>
5.3.1	Copy of schedule of meetings and/or agendas from provider/assistant meetings if there is an assistant currently working with 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)	<input type="checkbox"/> Copy of schedule of meetings and agendas from the prior 3 months; written procedure for sharing information with substitute/alternate (if applicable) <b>File Name:</b>		



GNJK Criteria #	Evidence/Documentation Required	☆☆☆	☆☆☆☆	☆☆☆☆☆
5.3.2	Parent Handbook listing Policies & Procedures	Parent Handbook listing policies and procedures regarding each of the items below as applicable: <ul style="list-style-type: none"> <li>• Substitute care arrangement</li> <li>• Persons authorized to pick up the child</li> <li><input type="checkbox"/> • Medication administration</li> <li>• Emergencies</li> <li>• Discipline Policy</li> <li>• Conferences</li> <li>• Transportation, if provided</li> <li>• Visitors to the home</li> <li>• Field trips, if provided</li> </ul> <b>File Name:</b>		
5.4.1	Marketing Materials and/or Recruitment Plan		<input type="checkbox"/> 3 examples of marketing and/or recruitment strategies <b>File Name:</b>	
5.4.2	Evidence of tracking system for business-related practices		Evidence that a tracking system is in place for each of the following topics: <ul style="list-style-type: none"> <li>• Income received</li> <li>• Caregiving hours</li> <li><input type="checkbox"/> • Business hours worked in the home</li> <li>• Other business-related expenses</li> <li>• If applicable: meals/snacks served to children</li> </ul> <b>File Name:</b>	
5.4.3	Documentation of filing taxes		<input type="checkbox"/> Copy of most recent tax form filed <b>File Name:</b>	

GNJK Criteria #	Evidence/Documentation Required			
5.5.1	Evidence of current operating budget			<input type="checkbox"/> Copy of current operating budget with projected income and expense figures <b>File Name:</b>
5.5.2	Evidence of current liability insurance			<input type="checkbox"/> Copy of current liability insurance <b>File Name:</b>
5.5.3	Evidence of annual family surveys and results of surveys used to develop program's improvement plan			<input type="checkbox"/> Completed family/parent surveys and provider's improvement plan based on survey feedback <b>File Name:</b>

## On Site Documentation

The following documentation is reviewed onsite by the NJCQR. Please write in where to find the following folders in your center.

GNJK Documentation and Standard Number	On Site Location of Documentation
<p><input type="checkbox"/> Copies of signed and dated parent reports from each child communicating screening results (2.4.2)</p> <p><input type="checkbox"/> Transition folder for children moving to a child care center/kindergarten (Documentation should include: results from developmental screenings and assessments, documentation from parent conferences, behavioral support plans) <i>*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)</i></p> <p><input type="checkbox"/> Evidence of formative assessment at least twice a year. Documentation is based on the formative assessment used and may include copies of sample portfolios, observation forms, completed rubrics, etc. (2.5.2)</p> <p><input type="checkbox"/> Documentation with parent signatures confirming receipt of Parent Handbook or resources with information about outdoor play, nutrition and obesity prevention; health and safety topics; health insurance enrollment, state nutrition programs, immunization schedules, lead poisoning, and mandatory lead screening (1.4.2; 3.3.6)</p>	<p><b>Children’s Folders</b></p> <p>NJ Center for Quality Ratings will review folders for all enrolled children</p> <p><b>Location:</b></p>
<p><input type="checkbox"/> Copy of the NJ Birth-Three Standards and/or the NJ Preschool Teaching and Learning Standards on site (2.3.2)</p> <p><i><b>NJ Workforce Registry documentation:</b> All staff members should be registered with NJ Workforce Registry with files that document formal education and additional PD/training. However, if particular PD isn’t found on NJ Workforce Registry, documentation will be reviewed on site in staff folders as well. Please be sure to note location of staff folders.</i></p>	<p><b>Provider/Staff Folders</b></p> <p>NJ Center for Quality Ratings will review providers and any additional staff member’s files as applicable</p> <p><b>Location:</b></p>

Last Updated 3-19-18



## **Family Child Care – Star Rating Readiness Certification**

I have identified the star rating my program is seeking and worked with my Quality Improvement Specialist/ Technical Assistant Specialist to successfully prepare my center/school prior to and during the rating visit as required for the star rating I am seeking. I have noted all documentation on the Star Rating Readiness Checklist that has been submitted electronically and the on-site documentation to be reviewed and considered towards the final rating decision.

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**Signature of Primary Contact**

**Date**

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**Signature of Quality Improvement Specialist/Technical Assistance Specialist**

**Date**