

**MARYLAND EXCELS**  
**Quality Rating 2: Checklist**  
**Center and Family Child Care Programs**

The following list provides the evidence required to meet Quality Rating 2.

**Staff Qualification and Professional Development (STF)**

- ☐ STF 1: Education/Experience

Documentation required: Current Maryland Child Care Credential Certificate(s), award letter or equivalent training (levels 2 and 3 only)

**Accreditation and Rating Scales (ACR)**

- ☐ ACR 1: Accreditation

Documentation required: Accreditation Reflection and Planning Form

**Developmentally Appropriate Learning and Practice (DAP)**

- ☐ DAP 1: Environment

Documentation required: Philosophy statement & Daily schedule

- ☐ DAP 2: Learning Materials

Documentation required: Statement describing selection and use of learning materials

- ☐ DAP 3: Positive Guidance

Documentation required: Positive behavioral practices policy (discipline policy)

- ☐ DAP 4: Curriculum

Documentation required: Curriculum statement

- ☐ DAP 5: Planning

Documentation required: Statement describing lesson planning process

- ☐ DAP 6: Implementation

Documentation required: Daily schedule & Recent weekly or daily lesson plan

- ☐ DAP 7: Screen Time

Documentation required: Screen time policy shared with families and/or staff

- ☐ DAP 9: Developmental Progress

Documentation required: Statement describing observation practices and assessment practices

## Administrative Policies and Practices (ADM)

- ADM 1: Information and Policies  
Documentation required: Family handbook, written agreement, or contract
- ADM 5: Family Engagement  
Documentation required: Examples of family engagement opportunities
- ADM 6: Family Conferences:  
Documentation required: Conference schedule shared with families; Statement describing conference request procedures
- ADM 7: IFSP/IEP  
Documentation required: Enrollment/intake documentation; Statement describing how program works with families and early intervention or special education service providers
- ADM 8: Staff Meetings  
Documentation required: Yearly staff meeting schedule shared with staff; Staff meeting agenda; Staff meeting sign-in sheet
- ADM 9: Performance Evaluation  
Documentation required: Staff performance evaluation schedule shared with staff; Staff performance evaluation tool
- ADM 10: Staff Policies and Handbook  
Documentation required: Statement describing staff policies; Staff handbook
- ADM 13: Community Resources  
Documentation required: Statement describing shared community resources

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**Policy:** A form written document that explains your program’s practices and that is shared with families and your staff.

**Statement:** A written description of your program’s practices. Program policies in a particular area can be substituted for a statement (example: Curriculum Policy can be substituted for a curriculum statement).