



## Quality Rating 2: Checklist School-Age Only 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 letters 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: Planning

Documentation required: Statement describing lesson planning process

- ☐ DAP 5: Implementation

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

- ☐ DAP 6: Screen Time

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

### 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 Communication:  
Documentation required: Communication Policy
- ADM 7: 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 of how program identifies and updates community resources

---

**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).