



Quality Rating 3: Checklist Center and Family Child Care Programs

The following list provides the evidence required to meet Quality Rating 3.

Staff Qualification and Professional Development (STF)

- STF 1: Education/Experience
Documentation required: Current Maryland Child Care Credential Certificate(s), award letter(s) or equivalent training

Accreditation and Rating Scales (ACR)

- ACR 1: Accreditation
Documentation required: Accreditation visit verification form
- ACR 2: Program Assessment
Documentation required: Summary score sheet(s)
- ACR 3: Program Improvement Plan (PIP)
Documentation required: Program improvement plan and statement of the process of program improvement

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; Developmental checklist, Sample child assessment tool)

Administrative Policies and Practices (ADM)

- ADM 1: Information and Policies
Documentation required: Family handbook, written agreement, or contract
- ADM 3: CACFP
Documentation required: Participation verification (MSDE) or Ineligibility/Non-Participation form
- ADM 4: Nutritious Meals and Snacks
Documentation required: Nutrition policy and recent weekly menu
- 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: Staff handbook

- ADM 12: Salary and Benefits
Documentation required: Current salary scale
- ADM 13: Community Resources
Documentation required: Statement of how community resources are identified and updated
- ADM 15: Transition Plans
Documentation required: Statement of transition plans

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).