MARYLAND EXCELS

Quality Rating 4: Checklist
Center and Family Child Care Programs

The following list provides the evidence required to meet Quality Rating 4.

Staff Qualification and Professional Development (STF)

- ☐ STF 1: Education/Experience

  Documentation required: Current Maryland Child Care Credential certificate(s) or award letter(s)

Accreditation and Rating Scales (ACR)

- ☐ ACR 1: Documentation of a visit request from an accrediting organization
- ☐ ACR 2: Program Assessment
  Documentation required: Assessment Summary Report completed by MSDE assessor
- ☐ 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 2: Receipt of policies
  Documentation required: Copy of signed receipt by family

- ☐ ADM 3: CACFP
  Documentation required: Participation verification (MSDE) or Ineligibility/Non-Participation form

- ☐ ADM 4: Nutritious Meals & Snacks
  Documentation required: Nutrition Policy & 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 11: Staff Receipt of Handbook
  Documentation required: Signed staff handbook receipt

- ☐ ADM 12: Salary and Benefits
  Documentation required: Current salary scale; Statement describing employee benefits

- ☐ ADM 13: Community Resources
  Documentation required: Statement describing how community resources are identified, and updated

- ☐ ADM 14: Use of Community Resources
  Documentation required: Statement describing community resources are accessed and used

- ☐ 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).