MARYLAND EXCELS

Quality Rating 4: Checklist
School-Age Only 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: SACERS 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: 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 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 Communication
   Documentation required: Communication Policy, statement of conference request procedures

☐ 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: 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).