



Quality Rating 5: Checklist School-Age Only Programs

The following list provides the evidence required to meet Quality Rating 5.

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: Accreditation

Documentation required: Letter or certificate of accreditation award

- 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: Conference schedule shared with families; Statement describing 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 how 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).