

# Steps to Quality Family Child Care Checklist

Provider Name:   
 ECC Specialist Name:

Date:

## Safe, Healthy Learning Environments (1)

Standard	Required Evidence	Potential Sources/Resources	Notes	Meets Standard (Y or N)	
1.1	Program provides daily physical activities for children to support gross motor skills and promote physical fitness.	Two examples of how daily physical activities were provided within the past month	Let's Move Child Care Checklist Daily Schedule Lesson Plan	NAFCC 3.52	
1.2	Provider assures that food, including snacks, is prepared, served and stored in a manner which promotes good health and hygiene.	Nutrition Policy (and observe proper storage)	Polices & Procedures Parent Handbook menus USDA Child Food Program Audit/Review NJ Family Child Care	NAFCC 4.74 (define proper storage; add guidance for observation)	
1.3	Provider maintains current health records for each child that includes information regarding: age appropriate immunizations, preventive health screenings, and instructions for children with special medical needs.	File review of all child health records	Policies & Procedures Parent Handbook File Checklist	Items required in NJ regulations, 10:126 - 6.8 NAFCC 5.23 NAFCC 4.87 NAFCC 4.69	
1.4	Provider supplies information and resources to parents/families about health insurance enrollment, state nutrition programs, immunization schedules, lead poisoning , and mandatory lead screening.	Five samples of parent resources	Parent Handbook Resource Binder Parent Information Board Newsletter Correspondence to parents (letter, email, etc.)	required to have health insurance information available in NJ regulations 10:126 - 5.11(7)	

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	Standard	Required Evidence	Potential Sources/Resources	Notes	Meets Standard (Y or N)
1.5	Program provides information and resources to parent/families regarding the benefits of outdoor play/physical fitness, nutrition, and obesity.	Two examples of resources or articles	Shaping NJ Resources Let's Move Child Care Parent Handbook Parent Resources Parent Information Board Newsletter		
1.6	The provider has policies and procedures available to staff and parents/families that includes: A. Immunization requirements B. Medication administration C. Prevention of infections D. Exclusion E. Inclusion of children with special needs.	Copies of policies addressing all five items	Policies & Procedures Parent Handbook Health & Safety Policies Exclusion Policy Inclusion Policy	NAFCC 4.86 NAFCC 4.87 NAFCC 4.69 NAFCC 4.71	
1.7	Safeguards are used with all medications for children including specific training by a health professional on the practice of medication administration & storage within the past 3 years.	Medication Administration Policy and evidence of training (certificate or transcript, or NJ Registry training report)	Parent Handbook Policies & Procedures	NAFCC 4.71	
1.8	Parents/families are notified of communicable health concerns and medical emergencies.	Sample letter or notice to parent/family	Policies & Procedures Parent Handbook	Items required in NJ regulations, 10:126 - 6.9(c)	

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Standard		Required Evidence	Potential Sources/Resources	Notes	Meets Standard (Y or N)
1.9	Achieve a minimum score of 3 on the FCCERS subscale <i>Space &amp; Furnishings</i>	FCCERS scores	FCCERS Report		
1.10	Achieve a minimum score of 3 on the FCCERS subscale <i>Personal Care Routines</i>	FCCERS scores	FCCERS Report		
Safe, Healthy Learning Environment CATEGORY TOTAL -- Of 10 Standards, program meets:					0 of 10

Curriculum & Learning Environment (2)					
Standard		Required Evidence	Potential Sources/Resources	Notes	Meets Standard (Y or N)
2.1	Provider has a copy of the NJ Birth to Three Standards and/or the NJ Preschool Teaching and Learning Standards.	Verification that the documents are available	Copies of the NJ Birth to Three Standards and/or the NJ Preschool Teaching and Learning Standards.		
2.2	Provider is preparing to adopt a research-based, validated curriculum, that is aligned to the NJ Birth to Three Standards and/or the NJ Preschool Teaching and Learning Standards.	Evidence of curriculum books or resources	Curriculum Text NJ Birth to Three Standards and/or the NJ Preschool Teaching and Learning Standards Text Technical Assistance records		
2.3	The program plans daily experiences based on NJ Standards (above) and children's individual interests.	Lesson plans	NJ Birth to Three Standards NJ Preschool Teaching and Learning Standards Curriculum Books Training	NAFCC 3.1 NAFCC 3.6	

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Standard		Required Evidence	Potential Sources/Resources	Notes	Meets Standard (Y or N)
2.4	The program provides an accepting, diverse environment which is nurturing and supportive of all children (culture, language, ethnicity, gender, family composition and physical and learning differences).	FCCERS score of 3 or above on item #24 Promoting Acceptance of Diversity	FCCERS Report and/or additional observation	NAFCC 2.31 NAFCC 3.44	
2.5	Achieve a minimum score of 3 on the FCCERS subscale <i>Listening &amp; Talking</i>	FCCERS scores	FCCERS Report		
2.6	Achieve a minimum score of 3 on the FCCERS subscale <i>Activities</i>	FCCERS scores	FCCERS Report		
2.7	Achieve a minimum score of 3 on the FCCERS subscale <i>Interaction</i>	FCCERS scores	FCCERS Report		
Curriculum & Learning Environment CATEGORY TOTAL -- Of 7 Standards, program meets:					0 of 7

### Family and Community Engagement (3)

Standard		Required Evidence	Potential Sources/Resources	Notes	Meets Standard (Y or N)
3.1	Provider fosters positive relationships with parents/families upon the child's enrollment and solicits information from the family regarding their cultural background, preferences, home language, their child's interests, abilities, and special needs.	Sample of request for information on the enrolled child's cultural background, home language, child's interests, abilities, and needs.	Copies of intake/enrollment forms Parent Questionnaire Parent Handbook	NAFCC 1.6	

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Standard	Required Evidence	Potential Sources/Resources	Notes	Meets Standard (Y or N)
3.2	Provider initiates strategies for working with families utilizing the Strengthening Families Protective Factors.	Evidence of strategies which support one or more of the Protective Factors. (2 or more examples)	SFI Self Assessment Parent event flyers parent resources bulletin board, photos, newsletter, email, etc.	
3.3	Provider shares information about available community resources with families.	Three examples of resources	Community Resource Binder Resource File	NAFCC 5.12
3.4	Parents/families are made aware of the importance of maintaining both English and home languages, if applicable.	One example of information to parents if applicable	Print information Articles	May be NA
3.5	Provider shares information with parents/families about the NJ Birth to Three Standards and/or NJ Preschool Teaching and Learning Standards, expectations, and routines at enrollment and throughout the year.	Two examples of information shared with parents/families	Sample enrollment packet Copy of articles, postings, newsletters, etc.	
3.6	Provider offers a standing invitation for parents/families to visit the family child care setting and encourages families to participate in child care experiences.	Written policy and invitation for families to participate	Parent Handbook Flyer Policies & Procedures Photos	Item partially required in NJ regulations, 10:126 - 4.9(a)7 NAFCC 1.9
3.7	Provider fosters strong relationships with parents/families upon child entry and through planned meetings	Two examples of relationship building strategies	Parent Handbook Open House Announcement Parent Engagement materials Parent Satisfaction Survey Parent Orientation Open House	

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Standard		Required Evidence	Potential Sources/Resources	Notes	Meets Standard (Y or N)
3.8	Provider shares individual child information and fosters strong reciprocal relationships with parents/families through daily open communication.	Examples of 3 Communication Strategies	Parent Handbook Daily Sheet Child Portfolio Communication Journal	NAFCC 1.14	
Family and Community CATEGORY TOTAL -- Of 8 Standards, program meets:					0 of 8

Professional Development (4)					
Standard		Required Evidence	Potential Sources/Resources	Notes	Meets Standard (Y or N)
4.1	Provider becomes a member of the NJ Registry for Early Childhood Professionals	NJ Registry ID number	Professional Impact New Jersey Registry website (www.pinjregistry.org)		
4.2	Provider demonstrates that they have completed annual professional development training as specified in the NJ Registry.	Proof of training attendance within the past 2 years	NJ Registry Training Report Certificates Transcript TA Visit Report		
4.3	Provider has received an introduction to the NJ Birth to Three Standards and/or NJ Preschool Teaching and Learning Standards.	Proof of training attendance within the past 2 years	NJ Registry Training Report Certificates Transcript TA Visit Report		
4.4	Provider has received training in topics specific to child development.	Proof of training attendance within the past 2 years	NJ Registry Training Report Certificates Transcript TA Visit Report		

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4.5	Provider has received training in appropriate teacher-child interaction and Developmentally Appropriate Practice (DAP).	Proof of training attendance within the past 2 years	NJ Registry Training Report Certificates Transcript TA Visit Report		
4.6	Provider has received training in Strengthening Families.	Proof of training attendance within the past 2 years	NJ Registry Training Report Certificates Transcript TA Visit Report		
4.7	Provider has received training in business practices	Proof of training attendance within the past 2 years	NJ Registry Training Report Certificates Transcript TA Visit Report		
4.8	Provider has received introductory training in the adopted curriculum, including the design of the learning environment to meet the needs of all children.	Proof of training attendance within the past 2 years	NJ Registry Training Report Certificates Transcript TA Visit Report		
4.9	Achieve a minimum score of 3 on the FCCERS subscale <i>Parents &amp; Provider</i>	FCCERS scores	FCCERS Report		
Professional Development CATEGORY TOTAL -- Of 9 Standards, program meets:					0 of 9

## Steps to Quality Family Child Care Checklist

Program Management (5)					
Standard		Required Evidence	Potential Sources/Resources	Notes	Meets Standard (Y or N)
5.1	Written policies are provided to parents/families to include substitute care arrangement, persons authorized to pick up the child, medication administration, emergencies, discipline policy, conferences, visitors to the home, and field trips.	Written policies including: Substitute care arrangement; persons authorized to pick up the child; medication administration; emergencies; discipline policy; conferences; visitors to the home; field trips	Policies & Procedures Parent Handbook Enrollment Checklist	NAFCC 5.19	
5.2	Provider has an enrollment process that facilitates information exchange about policies, procedures, and parent values. The intake process includes the sharing of information about the individual child's needs.	Sample (completed) Enrollment Form	Policies & Procedures Parent Handbook Enrollment Checklist Parent Questionnaire	NAFCC 5.14	
5.3	Provider has a written action plan for emergencies including evacuation routes and practice drills.	Copy of Emergency Plan	Caring for Our Children Resources		
5.4	Provider maintains insurance coverage for liability, children's accidents, provider's accidents, and transportation if provided.	Certificate of Coverage	(where? Company?)	NAFCC 5.20	
5.5	Provider has a signed child care contract with each family including hours, fees, payment schedule, vacation policy, sick leave, alternate care arrangements and termination policy.	One sample of a complete contract	Sample Contract Completed contracts on file	NAFCC 5.16	



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Standard	Required Evidence	Potential Sources/Resources	Notes	Meets Standard (Y or N)
5.6	Provider has marketing and recruitment strategies in place.	Two samples of strategies	Marketing materials Recruitment Plan Advertisement	
5.7	Provider has evidence of a process of self-study and a program improvement plan is based on the Steps to Quality Family Child Care Checklist and FCCERS scores.	Program Improvement Plan		
5.8	Achieve a minimum score of 3 on the FCCERS subscale <i>Program Structure</i>	FCCERS scores	FCCERS Report	
Program Management CATEGORY TOTAL -- Of 8 Standards, program meets:				0 of 8

1 Safe, Healthy Learning Environments TOTAL:	0	of 10
2 Curriculum & Learning Environment TOTAL:	0	of 7
3 Family and Community Engagement TOTAL:	0	of 8
4 Professional Development TOTAL:	0	of 9
5 Program Management TOTAL:	0	of 8
OVER ALL TOTAL:	0	of 42

Provider Signature:

ECC Specialist Signature:

Date: