



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

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MEMORANDUM

CCL Bulletin: 001-10

TO: Child and Adult Care Licensing Staff and Partners
CC: All Licensed Child Care Providers
FROM: Lois Barrett Luke, Director, Child and Adult Care Licensing
DATE: January 26, 2010
RE: Frequently Asked Questions About the Report Card Developmental Learning Component

Beginning January 1, 2010 Child Care Licensing Program Evaluators (PEs) began evaluating all child care providers with licenses that expire January 31, 2010, and later, in the Developmental Learning component of the Report Card . Please see Child Care Licensing Rules: 1240-4-7-(.05) and 1240-4-7-(.06).

1. What is my agency required to do in order to earn a One, Two or Three Star Rating in the Developmental Learning component?
 - ◆ Provide all staff access to a printed copy or an electronic version of the Tennessee Early Learning Developmental Standards (TN-ELDS) for ages 0 – 60 months **or** the Tennessee School-Age Developmental Standards (TN-SADS), for ages 60 months and older; **and** Ensure that Director, Primary Caregiver and either 50% (1 Star), 75% (2 Star) or 100% (3 Star) of teaching staff have completed 3 hours of training in the Developmental Standards within the past three (3) years; and
 - ◆ Ensure that training is updated every three (3) years; **and**
 - ◆ For Centers: Director documentation of use of one of the two types of Developmental Learning Standards based on observations of all teaching staff trained in the use of the Developmental Standards in a child care setting. For Family and Group Homes: Primary Caregiver documentation of use of one of the two types of Developmental Learning Standards based on observations of self and all teaching staff trained in the use of the Developmental Standards in a child care setting.
2. Where can I find the Developmental Standards?
 - ◆ Tennessee Early Learning Developmental Standards: (TN-ELDS): <http://www.tennessee.gov/education/ci/earlychildhood/>.
 - ◆ Tennessee School Age Developmental Standards (TN-SADS): http://www.tennessee.gov/humanserv/adfam/cc/school_age_dev_std.pdf.

3. To earn Stars in this component area, are all staff members required to be trained in the Developmental Standards?
 - ◆ No. Only teaching staff who are employed at least one hundred twenty (120) days will be evaluated for this component;
 - ◆ 50% (1 Star), 75% (2 Star) or 100% (3 Star) of those employed at least 120) days and who fall within the Rules definition of Teaching Staff.
4. Where can I find training in Developmental Standards?
 - ◆ Child Care Resource and Referral Centers (CCR&R) provide three (3) hour sessions in TN-ELDS and TN-SADS. The CCR&R website is: <http://tnccrr.org/index.php>;
 - ◆ TN-ELDS training is available online at: <http://www.tnelds-training.com/tnelds-training/>. Both types of training are delivered at no cost to providers.
5. In order to meet the Developmental Learning Component area on the report card, should my staff and I get training in TN-ELDS or TN-SADS ?
 - ◆ Directors, Primary Caregivers and staff would complete training in only one (1) of the Developmental Standards;
 - ◆ It is recommended that Directors that also serve as classroom teachers, Primary Caregivers and teachers complete TN-ELDS if they work primarily with children under sixty (60) months of age or TN-SADS if they work primarily with children ages sixty (60) months and older;
 - ◆ It is *recommended* that Directors, Primary Caregivers and teaching staff complete both TN-ELDS and TN-SADS if their agency serves both pre-school and school-age children.
6. How will my PE verify that my staff and I have completed training in Developmental Standards?
 - ◆ PEs will review staff files for at least one (1) of the following:
 - ◆ Three (3) hour TN-ELDS and/or TN-SADS training certificate issued by CCR&R; **or**
 - ◆ TN-ELDS online training certificate; **or**
 - ◆ If TN-ELDS training was completed prior to June 30, 2009: CCR&R certificates for at least two (2) two-hour TN-ELDS workshops (total of four (4) hours TN-ELDS training).
7. Do training hours in Developmental Standards count toward my annual required training hours?
 - ◆ Yes. Training hours earned in this area will be counted for the year in which each training is completed.
8. How do I observe and document the use of Developmental Standards in my program according to the Report Cards and Rated Licensing Rules?
 - ◆ Directors and Primary Caregivers would observe each trained teaching staff within the child care environment at least once during each licensing year and will document the use of developmental learning standards on the required observation form. Ideally, observations will be shared with teaching staff and used as a staff development tool;
 - ◆ There is no set amount of time required for conducting an observation.

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9. I am a Primary Caregiver, or a Director who also teaches in the classroom, will my PE observe me?

- ◆ No. PEs are not responsible for conducting observations of Directors or Primary Caregivers;
- ◆ Primary Caregivers, and Directors who also serve as teachers, must conduct and document “self-observations” and review themselves for “intentional teaching” and use of Developmental Standards.

10. How do I document observations?

- ◆ Directors must use the DHS Child Care Center Classroom Observation Documentation form found at: http://www.tennessee.gov/humanserv/adfam/cc/HS-3005_Center_TN-ELDS.pdf.
- ◆ Primary Caregivers must use the DHS Child Care Family or Group Home Documentation form found at: http://www.tennessee.gov/humanserv/adfam/cc/HS-3006_Home_TN-ELDS.pdf.
- ◆ No other form of documentation will be an acceptable substitute to meet the observation criterion for the Developmental Learning Component of the report card; credit will only be given if the observation documentation forms listed above are used.

11. How will my PE verify that I conducted the observations?

- ◆ PEs will review the forms listed above to ensure that the Director or Primary Caregiver has completed the forms for all teaching staff trained in the Developmental Standards.

Please contact your PE if you have additional questions or require additional information.

Attachments:

[Center TN-ELDS Documentation Form](#)

[Home TN-ELDS Documentation Form](#)



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**Child Care Center Classroom Observation Documentation:
Use of Developmental Learning Standards**

Date	Classroom And Teaching Staff Observed	Director Initials	Standards Observed	Developmental opportunities/activities were offered in the following areas:
			<input type="checkbox"/> TN-ELDS <input type="checkbox"/> School Age Standards	<input type="checkbox"/> Language Speech <input type="checkbox"/> Social/Emotional Social Studies Creative Arts <input type="checkbox"/> Cognitive Math & Science Literacy <input type="checkbox"/> Physical Health Gross Motor Fine Motor
			<input type="checkbox"/> TN-ELDS <input type="checkbox"/> School Age Standards	<input type="checkbox"/> Language Speech <input type="checkbox"/> Social/Emotional Social Studies Creative Arts <input type="checkbox"/> Cognitive Math & Science Literacy <input type="checkbox"/> Physical Health Gross Motor Fine Motor
			<input type="checkbox"/> TN-ELDS <input type="checkbox"/> School Age Standards	<input type="checkbox"/> Language Speech <input type="checkbox"/> Social/Emotional Social Studies Creative Arts <input type="checkbox"/> Cognitive Math & Science Literacy <input type="checkbox"/> Physical Health Gross Motor Fine Motor
			<input type="checkbox"/> TN-ELDS <input type="checkbox"/> School Age Standards	<input type="checkbox"/> Language Speech <input type="checkbox"/> Social/Emotional Social Studies Creative Arts <input type="checkbox"/> Cognitive Math & Science Literacy <input type="checkbox"/> Physical Health Gross Motor Fine Motor



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**Child Care Family or Group Home Documentation:
Use of Developmental Learning Standards**

Date	Teaching Staff Observed (If Applicable) Write your name if you are the only caregiver.	Primary Caregiver Initials	Standards Observed	Developmental opportunities/activities were offered in the following areas:
			<input type="checkbox"/> TN-ELDS <input type="checkbox"/> School Age Standards	<input type="checkbox"/> Language Speech <input type="checkbox"/> Social/Emotional Social Studies Creative Arts <input type="checkbox"/> Cognitive Math & Science Literacy <input type="checkbox"/> Physical Health Gross Motor Fine Motor
			<input type="checkbox"/> TN-ELDS <input type="checkbox"/> School Age Standards	<input type="checkbox"/> Language Speech <input type="checkbox"/> Social/Emotional Social Studies Creative Arts <input type="checkbox"/> Cognitive Math & Science Literacy <input type="checkbox"/> Physical Health Gross Motor Fine Motor
			<input type="checkbox"/> TN-ELDS <input type="checkbox"/> School Age Standards	<input type="checkbox"/> Language Speech <input type="checkbox"/> Social/Emotional Social Studies Creative Arts <input type="checkbox"/> Cognitive Math & Science Literacy <input type="checkbox"/> Physical Health Gross Motor Fine Motor
			<input type="checkbox"/> TN-ELDS <input type="checkbox"/> School Age Standards	<input type="checkbox"/> Language Speech <input type="checkbox"/> Social/Emotional Social Studies Creative Arts <input type="checkbox"/> Cognitive Math & Science Literacy <input type="checkbox"/> Physical Health Gross Motor Fine Motor