### Minimum Standards

- **Professional Development**
  - Qualifications of Teaching Staff: A Child Development Associate Credential (CDAC) or a bachelor’s degree in early childhood education or a related field.

- **Developmental Learning**
  - Maintenance of copies of the applicable developmental learning standards on site and available to staff.

- **Parent/Family Engagement**
  - Provision of an orientation meeting for parents and families.

- **Business Management**
  - Provision of a parent packet that includes developmental standards.

- **Program Assessment**
  - Provision of a parent orientation meeting by the child care agency and the parent.

### Higher Quality Standards

- **Primary educator has, at a minimum, a Child Development Associate Credential (CDAC).**

- **Primary educator completes 30 hours of training in each year, in addition to the Department’s annual training requirements.**

- **Primary educator observes and documents the use of the applicable developmental learning standards.**

- **100% of teaching staff, including the primary educator, shall participate in 30 hours of DHS approved training on the applicable developmental learning standards.**

### Three Star Rating

- **Primary educators and administrators have an annually updated Professional Development Plan and training hours that support the goals of the plan.**

- **The primary educator should have 30 hours of family child care training, on documented enrollment forms, through TECTA, a Tennessee Technology Center, or a Tennessee College of Applied Technology.**

- **The primary educator observes and documents the use of the applicable developmental learning standards.**

- **In programs with a single educator, the use of the applicable developmental learning standards shall be documented annually.**

- **Provides an orientation meeting for parents and families.**

- **Provides written communication to parents re: enrollment.**

- **Provides a quarterly updated bulletin board for communications/ announcements to parents.**

### Two Star Rating

- **Primary educators and administrators have an annually updated Professional Development Plan and training hours that support the goals of the plan.**

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### One Star Rating

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### Compliance with Licensing Standards

- **All staff completes 3 hours of training on the applicable developmental learning standards within first 3 months.**

- **Primary education observers and document the use of the applicable developmental learning standards.**

### Ongoing Communication with Parents

- **Ongoing communication with parents/guardians to include curricular changes in a personal and any changes affecting children’s routines.**

- **Provides information about the benefits of immunizing children against influenza each year.**

- **Since 2019, has had a written expulsion policy.**

- **Documents use of a developmental checklist as a guide for conducting annual individual parent meetings to discuss the child’s progress and development.**

### Reporting Card Components for Family and Group Child Care Homes

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