## REPORT CARD COMPONENTS FOR CHILD CARE CENTERS



## **Developmental Parent/Family Staff Compensation Program Child Health and** Ratio and Director **Professional Development** Learning **Qualifications Engagement Group Size Assessment Well-being** Adult:child ratios in multi-age grouping\* Qualifications of Teaching Staff\* \* Exception for practicum/technical child care program students STAR RATING HREE • 1 educator in each classroom has a high Maintain copies of applicable develop- Provides a monthly updated bulletin Meets the following adult:child (A:C) · Provides a pay scale for all staff; One hundred percent (100%) of all staff · High School diploma or equivalent with Selected rooms or groups were assessed current Child Development Associate school diploma or equivalent; and mental learning standards on site and board for communications and anratios and group sizes: by trained observers using a scale that have current certification in CPR and · Provides a pay scale for teaching staff credential or Early Childhood Technical available to staff indicates the level of quality in the room or First Aid. - current CDA: or nouncements to parents A:C Ratio Group Size that is related to the employee's educa-Certificate or equivalent and 7 years of group as being either "Inadequate," "Mini-Infant 1:4 - completed 1 academic course in • Director and 100% of teaching staff Provides written communication to tion/training and longevity in child care/ The child care agency meets requireexperience administering an early care mal," "Average," "Good," or "Excellent." Toddlei 1:4 12 participate in 3 hours of DHS-approved child development or early childearly childhood services. ments for Gold Sneaker certification. parents monthly and/or education program. 1:5 10 2 yrs. hood education. training on the applicable developmental • This agency received a score of 5.0 Provides at least 4 of the following Offers and documents 1 group parent 1:8 16 3 yrs. 6 hours annual training, in addition to learning standards. or above. This score indicates a level All teaching staff have an annually meeting per licensing year to all parents employee benefits listed below: 4 yrs. 1:13 20 of quality observed in this child care required training for directors. updated Professional Development Plan Director shall observe and document of enrolled children. - Payment of individual professional 1:15 20 5 yrs. agency that was at least GOOD or higher Annually updated Professional and training hours that support the the use of the applicable developmental membership or association fees. Offers and documents 3 individual paras compared to national findings. Development Plan. goals of the plan. learning standards. 25 K-8 yrs. 1:17 ent conferences per licensing year that - Insurance supplement. Following the annual agency assess-9-12 yrs. 1:19 25 • One (1) of the following: · Written plan for transitioning children focuses on the child's developmental - Paid leave (e.g., sick, vacation, holiment, has developed an improvement affected by teaching staff turnover. status or needs - Associates degree in a relevant \*The adult:child ratio in a multi-age day, personal, family, bereavement). plan based upon the agency's Assessarea and 4 years' experience · All teaching staff receive at least 6 hours Provides parent education handouts to grouping shall be determined by the - Reduced fee to staff for child care ment Results administering an early care and/or age of the majority of the children in annual training in addition to the training education program. the group unless the group contains an required by department regulations. - Money or cash equivalent bonuses Offers and documents 1 project or - Relevant bachelor's degree or infant, in which case the adult:child ratio (e.g., gift cards). • 50% of teaching staff have 1 of the activity involving families in the child for infants shall always be maintained. higher and 2 years' experience - Insurance (e.g., health, life, accifollowing: care center If the ages of the children are evenly administering an early child care dent, disability, dental, vision). - 4 years' experience in an early Offers 1 parent education training per divided and, thus, there is no majority and/or education program. care and/or education program - Tuition for academic education. licensing year to all families receiving age, the adult:child ratio for the group - Program Administrator Credential. and documented enrollment in shall be determined by the adult:child - Paid participation in staff develop-TECTA orientation or equivalent ratio required in a single age grouping of ment/training. · Provides list of current community the youngest child in the group. - Retirement fund resources for enrolling parents. - 3 years' experience in an early care - Flex time. · Offer parents an annual opportunity and/or education program and to evaluate the curriculum structure - Differential shift pay. documented enrollment in Child and parent involvement aspects of the Development Associate credential or Early Childhood Technical Certificate program or equivalent. · Maintain a Parent Advisory Council with - 2 years' experience in an early care documented meetings at least 2 times and/or education program and a per year. current Child Development Asso-· Offer and document monthly opporciate credential or Early Childhood tunities for parent participation in the Technical Certificate or equivalent. - 1 year experience in an early care and/or education program and associates degree in relevant field. - Bachelor's degree or higher in relevant field. RATING STAR 1 educator in each classroom has a high Meets the following adult:child (A:C) Provides a pay scale for teaching staff. 75% of all staff have current certification High School diploma or an equiva-Maintain copies of applicable develop-Provides a monthly updated bulletin Selected rooms or groups were in CPR and First Aid. lent with current Child Development school diploma or equivalent. mental learning standards on site and board for communications and anratios and group sizes: assessed by trained observers using a · Provides at least 3 of the following Associate credential or Early Childhood available to staff nouncements to parents. scale that indicates the level of quality in A:C Ratio - current CDA: or Group Size employee benefits listed below: Agency displays updated child health Technical Certificate. the room or group as being either "Inad-Infant 1:4 Provides written communication to Director and 75% of teaching staff and well-being practices throughout the - completed 1 academic course in - Payment of individual professional equate," "Minimal," "Average," "Good," Toddler 1:5 10 30 hours of pre-service orientation participate in 3 hours of DHS-approved child development or early childparents every two months membership or association fees. or "Excellent." training, including age specific training. 2 yrs. 1:6 12 training on the applicable developmental hood education · Offers and documents 1 group parent Agency has a daily lesson plan that reflects Insurance supplement 3 yrs. 1:9 18 This agency received a score of 4.50 children with special needs, and busilearning standards • At least 75% of teaching staff have an health and well-being practices. meeting per licensing year to all parents - Paid leave (e.g., sick, vacation, 1:13 20 4 vrs. ness management/administration. to 4.99. This score indicates a level annually updated Professional Devel-· Director shall observe and document of enrolled children. holiday, personal, family, 5 yrs. 1:16 20 Agency provides parent information on of quality observed in this child care · 4 hours annual training, in addition to opment Plan and training hours that the use of the applicable developmental Offers and documents 1 individual (Not in Kindergarter bereavement) health and well-being monthly agency that was between AVERAGE and required training for directors. support the goals of the plan. learning standards. 1:18 25 K-8 vrs. parent conference per licensing year that - Reduced fee to staff for child care GOOD as compared to national findings. focuses on the child's developmental · At least 25% of teaching staff have 1 of 9-12 yrs. 1:20 Annually updated Professional Developservices. · Following the annual agency assessthe following: status or needs. \* The adult:child ratio in a multi-age - Money or cash equivalent bonuses ment, has developed an improvement . One (1) of the following: · Provide parent education handouts to all grouping shall be determined by (e.g., gift cards). - 3 years' experience in early plan based upon the agency's Assessthe age of the majority of the chi 8 years' experience in early care dren in the group unless the group hours training through TECTA, a dent, disability, dental, vision). and/or education, with 4 years' Completes 2 additional items from the 3 contains an infant, in which case Tennessee Technology Center, or experience administering an early - Tuition for academic education. star category the adult:child ratio for infants equivalent training. care and/or education program. - Paid participation in staff developshall always be maintained. If the - A bachelor's degree or higher in a ment/training. - Documentation of enrollment in ages of the children are evenly relevant area and 5 years of experia Child Development Associate - Retirement fund divided and, thus, there is no ence in early (child) care and/or credential or Early Childhood majority age, the adult:child ratio - Flex time. education. Technical Certificate program. for the group shall be determined - Differential shift pay. - A Program Administrator by the adult:child ratio required · All teaching staff receive at least 3 hours Credential. in a single age grouping of the annual training in addition to the training youngest child in the group. required by department regulations. RATIN • 1 educator in each classroom has a high · High School diploma or equivalent with · Maintain copies of applicable develop-Provides a quarterly updated bulletin Meets the following adult:child (A:C) · Provides a pay scale for teaching staff. Selected rooms or groups were 50% of all staff have current certification mental learning standards on site and a Child Development Associate credenschool diploma or equivalent: and board for communications/ announceratios and group sizes: assessed by trained observers using a in CPR and First Aid. · Provides at least 2 of the following tial or Early Childhood scale that indicates the level of quality in - current CDA: or available to staff. ments to parents. A:C Ratio Group Size employee benefits listed below: Agency provides parent information on Technical Certificate. the room or group as being either "Inad-Infant 1:4 - completed 1 academic course in Director and 50% of teaching staff Provides written communication to health and well-being monthly. - Payment of individual professional equate," "Minimal," "Average," "Good," 12 Toddlei 1:6 30 hours of pre-service orientation training child development or early childparticipate in 3 hours of DHS-approved parents quarterly. membership or association fees. or "Excellent." 1:7 14 2 yrs. including age specific training, inclusion of hood education. training on the applicable developmental Offers and documents 1 group parent - Insurance supplement. 1:9 18 children with special needs and business 3 yrs. This agency received a score of 4.0 learning standards. 50% of teaching staff have an annually meeting per licensing year for all parents - Paid leave (e.g., sick, vacation, 4 yrs. 1:13 20 management/administration. to 4.49. This score indicates a level · Director shall observe and document updated Professional Development Plan of enrolled children. holiday, personal, family, 20 1:16 5 yrs. of quality observed in this child care 2 hours annual training, in addition to and training hours that support the the use of the applicable developmental bereavement). Offers and documents 1 individual agency that was AVERAGE compared to required training for directors. learning standards. goals of the plan. K& Above 1:20 25 parent conference per licensing year that - Reduced fee to staff for child care national findings. \*The adult:child ratio in a multi-age Annually updated Professional Develop-10% of teaching staff have 30 hours focuses on the child's developmental services Following the annual agency assessgrouping shall be determined by ment Plan. training through TECTA orientation, a status or needs. - Money or cash equivalent bonuses ment, has developed an improvement the age of the majority of the chil-Tennessee Technology Center, or, equiv-(e.g., gift cards). • One (1) of the following: Completes 1 additional item from the 3 plan based upon the agency's Assessdren in the group unless the group star category. - Insurance (e.g., health, life, acci--5 years of experience in early care ment Results. contains an infant, in which case All teaching staff receive at least 3 hours dent, disability, dental, vision). and/or education, with 4 years' the adult:child ratio for infants annual training in addition to the training experience administering an early - Tuition for academic education. shall always be maintained. If the required by department regulations. care and/or education program. ages of the children are evenly - Paid participation in staff develop--Program Administrator divided and, thus, there is no ment/training. Credential majority age, the adult:child ratio - Retirement fund for the group shall be determined - Flex time. by the adult:child ratio required - Differential shift pay. in a single age grouping of the youngest child in the group. • First Year: Completion of 16 clock hours · The director shall meet 1 of the mini-· All staff completes 3 hours of training • Ongoing communication with parents/ · Complies with licensing standards. • No minimum licensing standards. · No minimum licensing standards. · All staff obtains First Aid and CPR of training, 6 hours of which shall be on the applicable developmental learning guardians to include curriculum, mum requirements training within 90 days of employment.

- -4 years college or registered nurse
  - (RN) with less than 4 year degree and 1 year full-time experience with children in a group setting. -36 credit hours of college coursework with at least 30 hours in business or management, child or vouth development, early childhood education, or closely related field or a Tennessee Early Childhood Program Administrator Credential and 2 years full-time experience with children in a group setting. -High school diploma or equivalent and 30 hour TECTA Administrator Orientation or equivalent and 4 years full-time work experience
  - with children in a group setting. -Employed as an on-site director or child care agency owner since July
  - -6 Hours of health and safety training annually.

- completed within the first 6 months of employment and at least 6 hours must be health and safety
- After the first year: Completion of 12 training hours to include: -3 hours of training on pre-literacy
  - skills and education implementation. -6 hours of health and safety training.
- Evidence of completing training in Adverse
- Childhood Experiences every 5 years.
- standards within first 3 months
- · Director observes and documents use standards.
- of the applicable developmental learning
- changes in personnel and any changes affecting children's routine care.
- Provides information about the benefits of immunizing children against influenza each August or September to parents/ guardians of all children enrolled in the child care agency.
- Has 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.

- At least one staff member who has current certification in First Aid on-site at all times.
- · At least one staff member who has current certification in CPR on site at all times.
- "No Smoking" signs posted conspicuously at each child care entrance.

 $Tennessee \ Department \ of \ Human \ Services, \ Authorization \ No.\ 345753, \ February\ 2019, 2500 \ copies. \ This \ public \ document \ was \ promulgated \ at \ a \ cost \ of \ \$0.46 \ each.$