

GUIDING STARS OF DUVAL

Duval County's (FL) Quality Rating and Improvement System



FAMILY CHILD CARE HOMES



ABOUT THE EARLY LEARNING COALITION OF DUVAL

www.elcduval.org

MISSION: To lead and support the early learning community in building the best foundation for children birth to five.

VISION: We are Jacksonville's first stop for early learning through collaborative leadership that ensures:

All children receive high-quality care and learning

All families have the support they need for their children to succeed

All children are ready for their academic and lifelong success



Overview of Guiding Stars of Duval for Family Child Care Homes

The Guiding Stars of Duval program for Family Child Care Home providers is designed to look at FCCH programs according to clearly defined quality standards, work with the provider to develop a plan for improving their FCCH program, and then offer the support needed to help the provider reach those goals. Guiding Stars of Duval is a voluntary program.

GOALS OF THE PROGRAM

1. Ensure that families in Duval County who are receiving School Readiness funding are provided with the best possible early learning experience through high quality child care programs.
2. Provide information, training, and support to the FCCH providers to improve and maintain the quality of their programs.

CONTINUOUS QUALITY IMPROVEMENT

This is the most important step! Providers participating in Guiding Stars will be asked to maintain an ongoing process of evaluation for your own program, reflecting on your quality goals, and continually making improvements. Top-notch providers in the field of child care are ALWAYS seeking new information, learning new techniques, and looking for ways to improve their programs. Participants in Guiding Stars will have learned many new techniques and ways of doing things. The Early Learning Coalition of Duval will depend on you to maintain the level of quality that you achieved during your participation, and also continue to find ways to improve even more!

RE-VALIDATION

Every 3 years, Guiding Stars participants will be re-validated. This process includes participation in a variety of training opportunities, and minimal coaching to refresh and remind providers of the criteria and requirements for star-rating. A new star-rating will be awarded. The new star-rating could be higher or lower than the first star-rating that was awarded. The level of quality that the FCCH provider has been able to maintain will directly affect the new star-rating.

Domain 1
Teacher – Child Interaction
20 points

DOMAIN 1 – TEACHER - CHILD INTERACTION – 20 POINTS

Based on observations in the classroom

Infant CLASS				
<u>1.1</u>	<u>1.2</u>	<u>1.3</u>	<u>1.4</u>	<u>1.5</u>
Responsive Caregiving: 3.00 to 3.49	Responsive Caregiving: 3.50 to 3.99	Responsive Caregiving: 4.00 to 4.49	Responsive Caregiving: 4.50 to 4.99	Responsive Caregiving: 5.00+
Toddler CLASS				
<u>2.1A</u>	<u>2.2A</u>	<u>2.3A</u>	<u>2.4A</u>	<u>2.5A</u>
Emotional/Behavioral Support: 4.00 to 4.49	Emotional/Behavioral Support: 4.50 to 4.99	Emotional/Behavioral Support: 5.00 to 5.49	Emotional/Behavioral Support: 5.50 to 5.99	Emotional/Behavioral Support: 6.00+
<u>2.1B</u>	<u>2.2B</u>	<u>2.3B</u>	<u>2.4B</u>	<u>2.5B</u>
Engaged Support for Learning: 2.00 to 2.25	Engaged Support for Learning: 2.26 to 2.50	Engaged Support for Learning: 2.51 to 2.75	Engaged Support for Learning: 2.76 to 3.25	Engaged Support for Learning: 3.26+
Pre-K CLASS				
<u>3.1A</u>	<u>3.2A</u>	<u>3.3A</u>	<u>3.4A</u>	<u>3.5A</u>
Emotional Support: 4.00 to 4.49	Emotional Support: 4.50 to 4.99	Emotional Support: 5.00 to 5.49	Emotional Support: 5.50 to 5.99	Emotional Support: 6.00+
<u>3.1B</u>	<u>3.2B</u>	<u>3.3B</u>	<u>3.4B</u>	<u>3.5B</u>
Classroom Organization: 3.50 to 3.99	Classroom Organization: 4.00 to 4.49	Classroom Organization: 4.50 to 4.99	Classroom Organization: 5.00 to 5.49	Classroom Organization: 5.50+
<u>3.1C</u>	<u>3.2C</u>	<u>3.3C</u>	<u>3.4C</u>	<u>3.5C</u>
Instructional Support: 2.00 to 2.25	Instructional Support: 2.26 to 2.50	Instructional Support: 2.51 to 2.75	Instructional Support: 2.76 to 3.25	Instructional Support: 3.26+

ORGANIZATION OF CLASSROOM ASSESSMENT SCORING SYSTEM

Infant CLASS Birth to 18 months	
DOMAIN	DIMENSIONS
Responsive Caregiving	Relational Climate
	Teacher Sensitivity
	Facilitated Exploration
	Early Language Support

Toddler CLASS 15 to 36 months	
DOMAINS	DIMENSIONS
Emotional and Behavioral Support	Positive Climate
	Negative Climate
	Teacher Sensitivity
	Regard for Child Perspectives
	Behavior Guidance
Engaged Support for Learning	Facilitation of Learning and Development
	Quality of Feedback
	Language Modeling

Pre K CLASS 3 to 5 years	
DOMAINS	DIMENSIONS
Emotional Support	Positive Climate
	Negative Climate
	Teacher Sensitivity
	Regard for Child Perspectives
Classroom Organization	Behavior Management
	Productivity
	Instructional Learning Formats
Instructional Support	Concept Development
	Quality of Feedback
	Language Modeling

Domain 2
Staff Qualifications and Professional
Development
10 points

STAFF QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT – 10 POINTS

Based on staff files and documentation review

If a program does not meet the requirements for level 1 in this domain, the program will remain at a 1-star level.

1	2	3	4	5
<p>Meets licensing standards.</p> <p style="text-align: center;">1 point</p>	<p>Meets licensing standards AND Provider completes a minimum of 15 hours annual in-service training</p> <p>Large FCCH = same as above AND Assistant teacher has High School diploma or GED</p> <p style="text-align: center;">3 points</p>	<p>Provider is enrolled in training for a DCF Staff Credential AND Provider has at least 2 yrs. early childhood education experience AND Provider completes 20 hours annual in-service training</p> <p>Large FCCH = same as above AND Assistant teacher has all mandatory DCF training completed.</p> <p style="text-align: center;">5 points</p>	<p>Provider has a DCF Staff Credential or higher AND Provider has at least 3 yrs. early childhood education experience AND Provider completes 25 hours annual in-service training.</p> <p>Large FCCH = same as above AND Assistant teacher is enrolled in training for a DCF Credential.</p> <p style="text-align: center;">7 points</p>	<p>Provider has a national CDA or at least 9 college credits in ECE AND Provider has at least 5 yrs. early childhood education experience. AND Provider completes 30 hours annual in-service training</p> <p>Large FCCH = same as above AND Assistant teacher has DCF Staff Credential.</p> <p style="text-align: center;">10 points</p>

★ Providers and teachers must meet all of the criteria in column 1 before moving to column 2, must meet all of the criteria in column 2 before moving to column 3, etc.

DOCUMENTATION CHECKLIST – STAFF QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

1 point	<p>1. Provider meets licensing standards – provider has completed the 30-hour DCF mandated basic training and the 5-hour Early Literacy course (in the allowable time frame). Documentation includes the following....</p> <p>_____ Copy of DCF training transcript</p>
3 points	<p>2. A. Provider completes a minimum of 15 hours annual in-service training. Documentation includes....</p> <p>_____ Copies of training certificates for any training not shown on DCF transcript (<i>15 hrs</i>)</p> <hr style="border-top: 1px dashed black;"/> <p>2. B. Large FCCH = same as above PLUS Assistant teacher has High School diploma or GED.</p> <p>_____ (<i>Large FCCH</i>) – copy of assistant teacher’s High School diploma or GED</p>
5 points	<p>3. A. Provider is enrolled in training for a DCF Staff Credential. Documentation includes....</p> <p>_____ Copy of a completed “CF-FSP Form 5211, April 2006, Staff Credential Application” with date that it was submitted</p> <hr style="border-top: 1px dashed black;"/> <p>3. B. Provider has at least 2 yrs. early childhood education experience. Documentation includes ONE of the following....</p> <p>_____ Copy of a current resume reflecting at least 2 yrs. experience in an early childhood setting</p> <p>_____ Copies of DCF child care licenses reflecting at least 2 years of FCCH operation</p> <hr style="border-top: 1px dashed black;"/> <p>3. C. Provider completes 20 hours annual in-service training. Documentation includes....</p> <p>_____ Copies of training certificates for any training not shown on DCF transcript (<i>20 hrs</i>)</p> <hr style="border-top: 1px dashed black;"/> <p>3. D. Large FCCH = same as above PLUS Assistant teacher has all mandatory DCF training completed. Documentation includes....</p> <p>_____ (<i>Large FCCH</i>) – copy of assistant teacher’s DCF training transcript which includes date of completion of all DCF mandated training</p>
7 points	<p>4. A. Provider has a DCF Credential or higher. Documentation includes....</p> <p>_____ Copy of current Staff Credential or copy of DCF training transcript which includes date of completion</p>

	<p>4. B. Provider has at least 3 yrs. early childhood education experience. Documentation includes ONE of the following....</p> <p>_____ Copy of a current resume reflecting at least 3 yrs. experience in an early childhood setting _____ Copies of DCF child care licenses reflecting at least 3 years of FCCH operation</p> <hr/> <p>4. C. Provider completes 25 hours annual in-service training. Documentation includes....</p> <p>_____ Copies of training certificates for any training not shown on DCF transcript <i>(25 hrs)</i></p> <hr/> <p>4. D. Large FCCH = same PLUS Assistant teacher is working towards a DCF Staff Credential. Documentation includes....</p> <p>_____ (Large FCCH) – A copy of a completed “CF-FSP Form 5211, April 2006, Staff Credential Application” with date that it was submitted by Assistant teacher.</p>
<p>10 points</p>	<p>5. A. Provider has a national CDA or at least 9 college credits in Early Childhood Education. Documentation includes ONE of the following....</p> <p>_____ Original or copy of CDA which includes date of completion _____ Transcript showing completion of 9 college credits in Early Childhood Education</p> <hr/> <p>5. B. Provider has at least 5 yrs. early childhood education experience. Documentation includes ONE of the following....</p> <p>_____ Copy of a current resume reflecting at least 5 yrs. experience in an early childhood setting _____ Copies of DCF child care licenses reflecting at least 5 years of FCCH operation</p> <hr/> <p>5. C. Provider completes 30 hours annual in-service training. Documentation includes....</p> <p>_____ Copies of training certificates for any training not shown on DCF transcript <i>(30 hrs)</i></p> <hr/> <p>5. D. Large FCCH = same PLUS Assistant teacher has DCF Staff Credential. Documentation includes....</p> <p>_____ (Large FCCH) – same as above PLUS copy of assistant teacher’s current Staff Credential or copy of DCF training transcript which includes date of completion</p>

Domain 3

Program Administration

20 points

(Family Engagement – 10 points and Business Practices – 10 points)

PROGRAM ADMINISTRATION – FAMILY ENGAGEMENT – 10 POINTS

Based on documentation review

1	2	3	4	5
<p>A minimum of 3 modes of communication are used to share information with families.</p>	<p>A Parent Handbook is written. AND signed acknowledgement of receipt of Parent Handbook is in each child's file.</p>	<p>Developmental screening is used two times per year with each child enrolled</p>	<p>Parent conferences are offered two times per year to review child's progress and to set goals to meet child's needs based FL Early Learning and Developmental Standards AND activities are provided for children and families to assist with transition to new settings or to kindergarten or VPK</p>	<p>At least 2 family activities are scheduled each year AND Families evaluate Provider in writing at least once yearly</p>
1 point	3 points	5 points	7 points	10 points

PROGRAM ADMINISTRATION – BUSINESS PRACTICES – 10 POINTS

Based on documentation review

1	2	3	4	5
<p>A Disaster Plan is written and in place.</p> <p>Large FCCH = the Disaster Plan has been reviewed with teachers and dated and signed agenda from the review is on file</p>	<p>Written Parent Agreement contract is in place AND a simple financial record keeping system is current and in place.</p>	<p>Written Parent Agreement contract is given to parent with a dated & signed copy kept on file AND Provider is a member of a professional association.</p> <p>Large FCCH = same as above and written staff policies as well as a job description are in place with a dated and signed copy kept in staff files.</p>	<p>Marketing Plan is in place AND a yearly proposed budget is developed.</p> <p>Large FCCH = same as above and written performance evaluations for Assistant teachers are completed annually and include observation.</p>	<p>A separate business checking account is maintained AND Provider participates in <u>one</u> professional involvement activity each year.</p> <p>Large FCCH = same as above and Assistant teachers are also members of a professional association.</p>
1 point	3 points	5 points	7 points	10 points

DOCUMENTATION CHECKLIST - FAMILY ENGAGEMENT

1 point	<p>1. A minimum of 3 modes of communication are used to share information with families. _____ Written documentation for 3 modes of parent communication could include:</p> <ul style="list-style-type: none"> • Quarterly or monthly parent newsletter • Photo of family bulletin board that includes info on health, nutrition, and parent info • Daily or weekly reports on child including meals, nap, toileting or diapering info • Monthly calendar of events in the FCCH program • Photo of a family resource area – could include parenting books, magazines, videos • Written 2-way communication logs with signatures of parent or guardian • Copies of letters mailed to parent’s homes • Emails to parents • Documentation of phone calls
3 points	<p>2. A. A Parent Handbook is written and includes: _____ A copy of the Parent Handbook which contains ALL of the following information:</p> <ul style="list-style-type: none"> • Welcome • Statement of parent or guardian rights and responsibilities • Statement of mandated reporting of suspected child abuse • Statement of an Open Door Policy • Discipline policy • Drop-off and pick-up procedures • Emergency or severe weather closing information • Curriculum information • Health & safety info & requirements such as allergies, illness, medication, incident reports, fire drills • Suggested ways that parents can volunteer or participate • Parent conference information <p>Documentation includes the following: a copy of the Parent Handbook.</p> <hr style="border-top: 1px dashed black;"/> <p>2. B. The Parent Handbook contains a signature page documenting that parents or guardians have received the Parent Handbook. Documentation includes.... _____ A copy of the dated signature page showing parents or guardians have received Parent Handbook – needed for all children enrolled in the FCCH program</p>

5 points	<p>3. At least 2 times a year, children are screened to determine developmental progress or needs. Documentation includes... _____ Copies of written , dated screening assessments of each child enrolled in this FCCH program</p>
7 points	<p>4. A. At least two times a year parents are invited to attend scheduled parent-provider conferences to review child’s progress and needs, and to set goals for the child. Documentation includes ONE of the following:</p> <p>_____ dated flier inviting parents to attend a parent-provider conference _____ dated sign-in sheet from parent conferences _____ dated and signed agenda from parent conferences _____ dated and signed copy of child developmental screening with goals outlined</p> <hr/> <p>4. B. Activities are provided for children and families to assist with transition to new settings within the FCCH or for transitioning to VPK or kindergarten. Documentation includes ONE of the following:</p> <p>_____ copy of a dated letter, notice, or information packet sent to parents _____ a written policy for transitioning new children is included in Parent Handbook _____ copies of dated lesson plans targeted to support the transition to kindergarten _____ documentation of a field trip to an elementary school to see a classroom</p>
10 points	<p>5. A. At least 2 family activities are provided each year. Documentation includes ONE of the following for EACH family event:</p> <p>_____ dated flier sent to parents describing the family event & inviting participation _____ dated photos of the family event _____ dated sign-in sheet for the family event</p> <hr/> <p>5. B. Families evaluate the FCCH provider in writing at least one time per year. Documentation includes...</p> <p>_____ Copies of all completed Parent Satisfaction Surveys</p>

DOCUMENTATION CHECKLIST – BUSINESS PRACTICES

<p>1 point</p>	<p>1. A. Disaster Plan is written and documentation includes.... _____ copy of Disaster Plan with written action plan for fire _____ copy of Disaster Plan with written action plan for severe weather</p> <p>The following is also provided: _____ copy of posted evacuation routes _____ copy of monthly fire drill log</p> <hr/> <p>1. B. LARGE FCCH – Disaster Plan has been reviewed with teacher. Documentation includes the following: _____ (LARGE FCCH) dated staff training sign-in sheet & agenda showing review of Disaster Plan</p>
<p>3 points</p>	<p>2. A. Written Parent Agreement contract is in place and includes ALL of the following: _____ FCCH name and parent & child's name _____ Hours of operation _____ Tuition information _____ Termination procedure _____ Holiday closings _____ Vacation policy for the FCCH provider _____ Charges for child absence _____ Charges related to provider illness or emergencies</p> <p>Documentation includes: _____ a copy of the Parent Agreement contract</p> <hr/> <p>2. B. A simple but effective recordkeeping system that can be used for preparing FCCH taxes is used. Documentation includes ONE of the following: _____ tax payments are up-to-date _____ Insurance payments are up-to-date</p>
<p>5 points</p>	<p>3. A. Written Parent Agreement contract has a page for parent signature. Documentation includes... _____ copies of the dated Parent Agreement signature page for each child enrolled</p> <hr/> <p>3. B. Provider is a member of a professional association – documentation includes... _____ Proof that Provider has current membership in a professional association</p>

	<p>3. C. Large FCCH – Staff policies are written. Documentation includes all of the following: <input type="checkbox"/> Signature page with staff’s signature and date staff policies were reviewed <input type="checkbox"/> Copy of written job description with staff signature and date reviewed</p>
7 points	<p>4. A. A Marketing Plan is in place. Documentation includes all of the following: <input type="checkbox"/> Marketing plan is written and in place – copy of Marketing Plan is provided <input type="checkbox"/> Marketing plan includes at least 1 of the following: <input type="checkbox"/> use of a logo for the FCCH <input type="checkbox"/> copy of any flyers used for advertising <input type="checkbox"/> copy of stationary or a business card <input type="checkbox"/> copy of a brochure used for advertising <input type="checkbox"/> sample of promotional items used <input type="checkbox"/> copy of an ad or phonebook advertisement</p> <p>4. B. A budget is in place. Documentation includes ONE of the following: <input type="checkbox"/> Copy of current budget, with line item revenue & expense <input type="checkbox"/> Copy of projected budget for the following year, with line item revenue & expense</p> <p>4. C. Large FCCH – annual performance evaluations for assistant teacher is completed. Documentation includes: <input type="checkbox"/> Copy of written annual performance evaluation with staff signature and date reviewed</p>
10 points	<p>5. A. A separate business checking account is maintained <input type="checkbox"/> Proof of separate business checking account such as letter from bank or cancelled check with FCCH named</p> <p>5. B. Provider participates in one professional involvement activity each year. <input type="checkbox"/> Proof that Provider attended a conference sponsored by an ECE professional association <input type="checkbox"/> Proof that the provider taught a workshop for a local or state professional association <input type="checkbox"/> Proof that the provider holds an office for a local or state professional association.</p> <p>5. C. Large FCCH - assistant teacher is a member of a professional association. Documentation includes... <input type="checkbox"/> (LARGE FCCH) Proof that Assistant teacher has current membership in a professional association</p>

All of the points earned in each of the different domains will added together to determine the potential Star Rating. The provider will be notified of the potential star-rating in writing. The point range for scoring is as follows:

Domain	Total points possible
Teacher Child Interaction	20
Staff Qualifications & Professional Development	10
Program Administration	- - -
<i>Family Engagement</i>	10
<i>Business Practices</i>	10
TOTALS	50

6 points or less	1 star	★
7 to 16 points	2 stars	★ ★
17 to 25 points	3 stars	★ ★ ★
26 to 36 points	4 stars	★ ★ ★ ★
37 to 50 points	5 stars	★ ★ ★ ★ ★