Quality Start Center Self Assessment

The Center Self Assessment is a checklist of information and documentation needed in order to request a rating of two to five stars. Centers that have been licensed for six months and have achieved one star may apply for a higher star rating. Requirements for each star rating are explained in the Quality Start Child Care Rating System MODEL (March 2012) and can be found at www.qrsloouisiana.org

Completion of the Center Self Assessment form is required. The Center Self Assessment includes a review of Administration Practices, Family & Community Involvement, Program, and Staff Qualifications for the director and Lead Teachers. After completion of the Center Self Assessment, the Center Improvement Plan must be completed.

Centers should develop a Quality Start Portfolio. This portfolio can be organized in a file cabinet, expandable folder, or a binder. The Quality Start Portfolio should include not only the Center Self Assessment but also the documentation for each requirement and the Center Improvement Plan. In this way the materials are organized and ready for the Verification Visit that is conducted by the DCFS Child Care Quality Start Specialist.

Instructions for Completing the Center Self Assessment

Enter center’s identifying information – Name of the center, whether it is a Class A, Class M, or Class B center, the date the Self Assessment began and the date completed, who completed the center’s Self Assessment, the center’s license number, license expiration date, the begin date and end date of the center’s Quality Start Rating Award which can be found on the center’s Quality Start Award letter or certificate and verification that directors and teachers have enrolled in LA Pathways and documentation sent to LA Pathways.

Administration Practices, Family & Community Involvement - Please read each question carefully and mark the appropriate response. Examples of acceptable documentation for each requirement are listed.

Program - Please read each question carefully and mark the appropriate response. Examples of acceptable documentation for each requirement are listed.

ERS Self Assessment using Environment Rating Scales (ERS) – Enter the dates, classrooms observed, names of observers, ERS used, and scores. Centers must conduct at least one ITERS (if you serve children younger than 30 months) and one ECERS (for classrooms serving children 30 months or older). It is strongly encouraged that an ERS self assessment is conducted in every classroom for children birth to five using the appropriate scale and this information is used to complete the Center Improvement Plan. Centers are encouraged to study the ERS materials and then conduct observations of classrooms before applying for three to five stars. This preparation and observation will give you important information about quality improvements that could increase official ERS scores and perhaps improve your star rating.

Staff Qualifications

Staff Qualifications Worksheets – Staff Qualifications Worksheets must be completed. Complete information is required for each member of the teaching staff (Director, Assistant Director, and Lead Teacher). Space is included for more than one staff member on each worksheet. Make copies as needed. These worksheets will assist in organizing the documentation of training and professional development needed. This information will be used to request the Staff Qualifications Audit from LA Pathways and to verify staff qualifications at the Verification Visit and ERS Assessment.

ALL DIRECTORS AND ALL TEACHERS ARE REQUIRED TO ENROLL IN LA PATHWAYS AND COPIES OF ALL EDUCATION AND TRAINING DOCUMENTATION AND EMPLOYMENT VERIFICATIONS MUST BE SENT TO LA PATHWAYS. PRIOR TO SUBMITTING YOUR QUALITY START APPLICATION FOR TWO TO FIVE STAR RATING, DIRECTORS SHOULD CONTACT LA PATHWAYS FOR GUIDANCE IN ESTIMATING ANY POINTS IN STAFF QUALIFICATIONS FOR WHICH YOUR CENTER MIGHT QUALIFY. YOU MAY CONTACT LA PATHWAYS TOLL FREE AT 1 800 245-8925 OR (318) 677-3163 FOR ASSISTANCE.
Do you need more information about participation
in the Quality Start Child Care Rating System?

Help is available. If you have any questions about how to complete the Center Self Assessment or you need help in planning for three to five stars, you may call your Child Care Resource and Referral (CCR&R) agency for assistance. Checklists and other materials are available to assist in determining points to qualify for three to five stars. Your CCR&R may be able to provide technical assistance at your center.

If you have questions about the Quality Start Child Care Rating System, you may call the Quality Improvement Unit at (225) 342-0549 or 1-877-453-2721. Additional information is also available on the following website: www.qrs louisiana.org

Your success is our success – we hope you will continue to participate in the Quality Start Child Care Rating System. In addition to communicating the level of quality in your center, your child care business, your staff, and your parents may be eligible for tax credits based on your participation in the Quality Start Child Care Rating System. Thank you for your commitment to children and for the vital work you do in providing child care services.
### Center Self Assessment

**Louisiana Quality Start Child Care Rating System**

<table>
<thead>
<tr>
<th>Child Care Center Name:</th>
<th>Class: Circle one</th>
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<tbody>
<tr>
<td></td>
<td>A     B   M</td>
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</table>

<table>
<thead>
<tr>
<th>Date Self Assessment Began:</th>
<th>Date Completed:</th>
<th>Prepared by:</th>
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</table>

### ONE STAR

- **Child Care License Number:**
- **License Expiration Date:**
- **Quality Start Rating Award Begin Date:**
- **Quality Start Rating Award End Date:**

Have all of your directors and teachers been enrolled in LA Pathways and copies of all documentation and information submitted to LA Pathways?  

- [ ] Yes  
- [ ] No

Has your center been licensed for at least six months?  

- [ ] Yes  
- [ ] No

### TWO to FIVE STARS

#### Administration Practices

1. **Written personnel policies including:**
   - Operational hours
   - Dress code
   - Use of telephone
   - Schedule

   **Documentation:** Copy of Policy

2. **Job descriptions including list of qualifications**
   - Job descriptions provided to all staff

   **Documentation:** Copy of job description and documentation that teachers and staff have been provided copy

3. **Provide one staff benefit from the following list for all full-time staff:**
   - Employee health insurance or comparable health benefits
   - Paid annual leave
   - Paid sick leave
   - Paid holidays
   - Child care benefit/discount
   - Bonus based on merit/achievement or education
   - Retirement compensation
   - Annual increments based on merit
   - Tuition reimbursement and/or other related educational expenses such as books, travel, fees, substitutes
   - Differential shift pay
   - Flextime
   - Professional association membership fee paid

   **Documentation:** Copy of staff information showing benefits (i.e. pay stub, payroll report, etc.)
Family & Community Involvement

1. ✓ Parent provided pre-enrollment visit and center tour

   **Documentation:** Copy of Policy, Parent Handbook, sign-in sheet from tour conducted, etc.

2. ✓ List of community resources including, but not limited to, LaCHIP, Medicaid, Child Care Assistance, housing assistance, Supplemental Nutrition Assistance Program (SNAP) and information on a child’s medical home given to parents

   **Documentation:** Copy of current resource list and parent signature that they have received the list

Program

1. ✓ Four of the following activity areas made available daily:

   — Art and creative play
   — Children’s books
   — Blocks and block building
   — Manipulatives
   — Family living and dramatic play

   **Documentation:** DCFS will verify activity areas in all classrooms for three and four year olds during on-site visit.

2. ✓ Completed self assessment of program that includes completed classroom ERS self assessments as outlined in instructions on page 1. It is recommended that an ERS self assessment be conducted in every classroom for children birth through five using the appropriate scale and this information used to complete the Center Improvement Plan.

   ✓ Completed Center Improvement Plan (QS CIP) included

   **Documentation:** Completed ERS scoring forms and Center Improvement Plan

Classroom Self Assessments using Environment Rating Scales (ERS)

<table>
<thead>
<tr>
<th>DATE</th>
<th>CLASSROOM OBSERVED</th>
<th>NAME OF OBSERVER</th>
<th>ERS USED (CIRCLE ONE)</th>
<th>TOTAL SCORE</th>
<th>SOCIAL EMOTIONAL SUBSCALE SCORE</th>
</tr>
</thead>
<tbody>
<tr>
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<td>ITERS ECERS</td>
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</table>

**Documentation:** Copies of score sheets completed by your Center
# Staff Qualifications

## TWO to FIVE STAR Staff Qualifications Worksheet

### DIRECTOR

<table>
<thead>
<tr>
<th>NAME OF DIRECTOR (*Space has been provided for up to two Directors – make copies as needed)</th>
<th>Name of Director 1*</th>
<th>Name of Director 2*</th>
</tr>
</thead>
</table>

## QUALIFICATIONS

<table>
<thead>
<tr>
<th>Introduction to Environment Rating Scale (ERS) Training</th>
<th>Date Completed:</th>
<th>Date Completed:</th>
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</thead>
<tbody>
<tr>
<td>Documentation: Certificate of Attendance</td>
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</tbody>
</table>

1. Three semester hour credits in the care of young children or child development<sup>1</sup>
   - Substitutions listed below
   - Documentation: Transcript

2. Three semester hour credits in administration<sup>2</sup>
   - Substitutions listed below
   - Documentation: Transcript

3. One year of experience teaching young children in early childhood program
   - Documentation: Letter from supervisor or other verification of employment

<sup>1</sup>Substitutions for Care of Young Children or Child Development Education

- CDA
  - Documentation: Copy of certificate with renewal date

- Five years of full time experience in an early childhood program
  - Documentation: Employment verification form

- Approved high school child development course
  - Documentation: Transcript

- LA Pathways Child Care Assistant Teacher 1
  - Documentation: Copy of certificate

<sup>2</sup>Substitutions for Administration Education

- LA Pathways Administrator Certificate
  - Documentation: Copy of certificate with renewal date

- National Administrator Credential (NAC)
  - Documentation: Copy of certificate with renewal date

- 3 Years experience in administration
  - Documentation: Employment verification form

- Combination of 1 year in administration experience and 4 years of teaching young children in an early childhood program
  - Documentation: Employment verification form

All Directors and Teachers are required to enroll in LA Pathways and copies of all education and training documentation and employment verifications must be sent to LA Pathways prior to submitting your Quality Start Application for Two to Five Star Rating.
## TWO to FIVE STAR Staff Qualifications Worksheet

### ASSISTANT DIRECTOR

<table>
<thead>
<tr>
<th>NAME OF ASSISTANT DIRECTOR (*Space has been provided for up to two Assistant Directors – make copies as needed)</th>
<th>Assistant Director 1*</th>
<th>Assistant Director 2*</th>
</tr>
</thead>
</table>

### QUALIFICATIONS

1. Three semester hour credits in the care of young children or child development¹
   - Course Title:
   - Site:
   - Documentation: Transcript
   - Substitutions listed below

   - CDA
     - Documentation: Copy of certificate with renewal date
     - Site:
     - Documentation: Transcript
   - Five years full time experience in an early childhood program
     - Site:
     - Documentation: Employment verification form
   - Approved high school child development course
     - Site:
     - Documentation: Transcript
   - LA Pathways Child Care Assistant Teacher 1
     - Site:
     - Documentation: Copy of certificate

¹Substitutions

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All Directors and Teachers are required to enroll in LA Pathways and copies of all education and training documentation and employment verifications must be sent to LA Pathways prior to submitting your Quality Start Application for Two to Five Star Rating.
## TWO to FIVE STAR Staff Qualifications Worksheet

<table>
<thead>
<tr>
<th>Teacher Name</th>
<th>Teacher 1*</th>
<th>Teacher 2*</th>
<th>Teacher 3*</th>
<th>Teacher 4*</th>
<th>Teacher 5*</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>![Teacher 1 Icon]</td>
<td>![Teacher 2 Icon]</td>
<td>![Teacher 3 Icon]</td>
<td>![Teacher 4 Icon]</td>
<td>![Teacher 5 Icon]</td>
</tr>
</tbody>
</table>

### QUALIFICATIONS

For 2 stars 75% of All Lead Teachers must meet one of the following. To receive points, 100% of Lead Teachers must meet one of the following:

1. **Three semester hour credits in the care of young children or child development**<sup>1</sup>
   - **Course Title:**
   - **Site:**
   - **Documentation:** Transcript
   - **Substitutions** listed below

2. **Enroll and complete within one year of employment.**
   - **Course Title:**
   - **Site:**
   - **Documentation:** Fee bill, or Course Schedule

<sup>1</sup>Substitutions:

- CDA
  - **Documentation:** Copy of certificate with renewal date
- Five years full time experience in an early childhood program
  - **Documentation:** Employment verification form
- Approved high school child development course
  - **Documentation:** Transcript
- LA Pathways Child Care Assistant Teacher 1 Certificate
  - **Documentation:** Copy of certificate

All Directors and Teachers are required to enroll in LA Pathways and copies of all education and training documentation and employment verifications must be sent to LA Pathways prior to submitting your Quality Start Application for Two to Five Star Rating.