



# Family Child Care Documentation Checklist

## Domain: Learning Environment

### Family Child Care Environment Rating Scale (15 points possible)

- Points given for FCCERS average score

### Teacher-Child Ratios/Group Size (5 points possible)

- Do you have a written policy that limits your maximum capacity to a number smaller than your licensed capacity? Document this with a copy of this policy.
- Do you limit the enrollment for any of the following age groups: infants only, birth to five, 3s and 4s only, birth to 12? Document with a copy of this policy.

### Curriculum/Child Assessment (5 points possible) What Curriculum? \_\_\_\_\_

#### CU 1

- Have you declared a curriculum? Document with a copy of your curriculum book.

#### CU 2

- Have you completed 6 hours of training for your declared curriculum or Florida Standards? Document with in-service training certificates for declared curriculum or Florida Standards training.

#### CU 3

- Substitutes used more than 40 hours per month employed 6 month or more have received at least 3 hours of training implementing the program's chosen developmentally appropriate curriculum.
- Do you have written lesson plans that express the relationship between your curriculum and the Florida Learning Standards? Document with a copy of your current lesson plan and observation of plans being implemented.
- For Large Family Child Care Homes: Has your assistant(s) employed for 6 months or more received 3 hours of training in your declared curriculum? Document with in-service training certificates.

#### CU 4

- Is your declared curriculum fully implemented into your program? Documentation by observation of your room arrangement and posted schedule.
- Are lesson plans and program practices based on on-going child observation and assessment? Document with a copy of a child's portfolio or file of anecdotal notes.

#### CU 5

- Is your declared curriculum adapted to meet the individual needs of children? Document with a copy of a recent anecdotal note or developmental assessment and a lesson plan showing small group or individual lessons which develops a skill needing practice according to the anecdotal note or recent assessment.

## Domain: Staff Qualifications and Professional Development

### Staff Qualifications (10 points possible)

#### SQ 2

- Are you working toward (or have) a DCF Staff Credential? Document with a transcript if you are working on a DCF Staff Credential...
- Do you have at least 1 year of ECE experience? Document with past FCC Licenses or Licensing Inspection Reports.
- For Large Family Child Care Homes: Does your assistant teacher have a H.S. diploma or GED certificate? Document with diploma or certificate.

#### SQ 3

- Do you have a current DCF Staff Credential or higher? Document with a DCF transcript.
- Do you have at least 2 years of ECE experience? Document with past FCC Licenses or Licensing Inspection Reports.
- For Large Family Child Care Homes: Has your assistant(s) completed all of the mandatory DCF training classes? Document with a copy of their DCF transcript.

#### SQ 4

- Are you working toward (or have) an AA/AS degree, or 60 credits with 18 credits in ECE? Document with a transcript.
- Do you have at least 3 years of ECE experience? Document with past FCC Licenses or Licensing Inspection Reports.
- For Large Family Child Care Homes: Is your assistant(s) working toward the DCF Staff Credential? Document with a transcript.

#### SQ 5

- Do you have an AA/AS or higher in ECE, or 60 credits with 18 credits in ECE? Document with a copy of your diploma and a transcript.
- Do you have at least 5 years of experience in ECE? Document with past FCC Licenses or Licensing Inspection Reports.
- For Large Family Child Care Homes: Does your assistant(s) have a DCF Staff Credential? Document with a DCF transcript.

### Professional Development (5 points possible)

#### PD 1

- Have you completed a minimum of 10 hours of in-service training since March 2008? Document with in-service certificates.

#### PD 2

- Have you completed a minimum of 15 hours of in-service training since March 2008? Document with in-service certificates.

**PD 3**

- Have you completed a minimum of 20 hours of in-service training since March 2008? Document with in-service certificates.
- For Large Family Child Care Homes: Has your assistant completed 15 hours of in-service training since March 2008? Document with in-service certificates.

**PD 3,4,5**

- Have you attended an Early Childhood of Family Child Care Conference since March 2008? Document with certificate of attendance or CEUs from up to 3 conferences.
- Are you a current member of a family child care or other early childhood organization? Document with current membership card(s) for up to 3 FCCH/ECE groups.

**PD 4**

- Have you completed a minimum of 25 hours of in-service training since March 2008? Document with in-service certificates.
- For Large Family Child Care Homes: Has your assistant completed 20 hours of in-service training since March 2008? Document with in-service certificates.

**PD 5**

- Have you completed a minimum of 30hours of in-service training since March 2008? Document with in-service certificates.
- For Large Family Child Care Homes: Has your assistant(s) attended one early childhood conference since March 2008? Document with in-service certificate or CEUs.
- For Large Family Child Care Homes: Is your assistant a current member of a family child care organization? Document with a copy of a current membership card.

**Domain: Family Involvement and Engagement****Family Involvement and Engagement (5 points possible)****FI 1**

- Do you complete developmental screenings on all the children in your care with signed parental consent to do so? Document with copies of the first page of the assessments for each child registered in your program, between the ages of Birth to 5-years old, which have been completed in the past year. (You may remove the children's name from the file to maintain confidentiality). You must also show parental permission with copies of signed consent for each child between the ages of Birth to 5.
- Do you share child and program information with families using a minimum of 3 modes of communication? For example: newsletter, bulletin board, notes to parent, conference forms, daily report, e-mail, or phone call. Document with copies of different modes of communication: newsletter, note, e-mail, web page, page from phone log, or daily report. Make sure the assessor doesn't miss seeing your bulletin board by placing a note in the file with the other documentation.

**FI 2**

- Do you have a Parent/Family Handbook which includes policies, parental rights and responsibilities, a philosophy statement, curriculum information, and an overview of your program? Document with a copy of your Parent Handbook.
- Do you have a signed acknowledgement of receipt of handbook by parent? Document with signed acknowledgement of receipt of handbook for each family

**FI 3**

- Do you offer at least 2 family activities per year, one of which is a scheduled family-provider conference to review child's progress and needs and to set goals? Document with copies of an invitation, announcement, notice, and/or note to parents.

**FI 4**

- Do you invite families to scheduled family-provider conferences to review child's progress and needs and to set goals, 2 times a year? Document with copy of conference sign-up schedule or a page documenting dates of all conference from your Calendar Keeper or appointment book.
- Do you provide activities to ease the transition for new children and families entering your program as well as children who are leaving your program to start kindergarten or moving? Document with a policy statement of how you transition children in and out of your program or a copy of an old lesson plan illustrating planned transition activities.

**FI 5**

- When families are invited to 2 scheduled family-provider conferences per year to review their child's progress/needs and to set goals, do you document the conference and give a copy to parents? Document with a copy of two conference forms completed for one child in the last 12 months. Conference forms must show what was discussed at the conference and be signed by the parent/guardian. (You may remove the child's name from the conference form to maintain confidentiality).
- Do families have an opportunity to evaluate the provider in writing at least annually? Document with a copy of your evaluation form.
- Are activity suggestions developed with input from both provider and parent? Document with a specific example of an instance of how a parent suggestion was adopted into activities.

**Domain: Administrative and Business Practices****Administrative and Business Practices (5 points possible)****AD 1**

- Do you have a written risk management plan in place? (Written action plan must address hurricanes, flood, tornado, and evacuation plan) Document with copies of your risk management plan from your Parent Handbook.
- Are you up to date with your monthly fire drills and is your fire drill route posted? Document with an up to date copy of your fire drill log and make sure your fire drill route is posted in a conspicuous place.

**AD 2**

- Do you have a current marketing plan? Document with 3 of the following: brochure, flier, poster, sign, business card, and /or written plan.

**AD 3**

- Do you have a family-provider contract or agreement which is updated annually and signed by a parent/guardian? Document with a current written contract that is signed and dated.
- Do you have written program policies and procedures which are given to each family with a signed acknowledgement kept on file? Document with copy of all policies included in your Parent Handbook and signed acknowledgement from each family with children in your program.
- For Large Family Child Care Homes: Do you have a written staff handbook which includes procedures, policies, job description, performance requirements and state and local requirements? Document with a copy of your staff handbook.

**AD 4**

- Do you have a financial record keeping system in place and is it current? Document with one of the following: Calendar Keeper, monthly report prepared by a bookkeeper, spreadsheet, or any system of accounting that includes both accounts receivable and accounts payable. (Please note that financial records must be up to date: previous month must be balanced before the end of the current month).
- Do you have a yearly proposed budget? Document with a copy of your proposed budget.
- For Large Family Child Care Homes: Do you conduct annual written performance evaluations, which include an observation, for all assistants? Document with a copy of a performance evaluation completed within the last year.

**AD 5**

- Do you have a business checking account? Document with a blank business check which has been voided.
- For Large Family Child Care Homes: Do you have a professional development plan for each assistant included in their written annual performance plan? Document with a copy of a page from the annual performance evaluation that addresses the assistant's professional development plan.

**Bonus Points (3 points possible)****BP 1**

- Do you have a BA/BS or higher with 18 credits in ECE. Document with a copy of college transcript (1 point)

**BP 2**

- Commitment to children with challenging behavior that clearly goes above and beyond expectations. Document with at least 3 criteria listed below: (1 point)

- using the DECA assessment tool with children and families
- contacting the Warm Line and documentation that suggested strategies have been implemented and verification by the Florida Center that Warm Line services have been utilized
- working with parents to support their children's needs, through means such as extra parent conferences and providing resources to share with families
- facilitating appropriate referrals as verified by referral forms
- additional targeted teacher training
- taking all available measures to work with challenging children, rarely or never asking a child to leave

**BP 3**

- Commitment to children with special needs: (1 point)  
Document with all 3 criteria listed below:
  - proof of specialized training
  - IEP in child's file
  - children with special needs enrolled in program