

STATE OF COLORADO
Office of Early Childhood
COLORADO SHINES
QUALITY RATING & IMPROVEMENT
SYSTEM

Application for Accrediting
Entities for QRIS Level
Assignment



Revision July 2015



COLORADO
Office of Early Childhood
Department of Human Services



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COLORADO SHINES QRIS APPLICATION INSTRUCTIONS

APPLICATION FOR ACCREDITING ENTITIES FOR QUALITY LEVEL ASSIGNMENT

PHILOSOPHY

Colorado Shines QRIS began in the Fall of 2014, including a new brand name. There are five quality levels from Level 1 to Level 5, considered a hybrid of the block and points systems. Levels 1 and 2 are based on the block system, while levels 3 - 5 are based on a points system. The hybrid structure for Colorado Shines indicates levels of quality and support programs with a variety of ways to meet identified quality levels. Additionally, the Environmental Rating Scales (ERS) are incorporated into Colorado's QRIS.

In most rating systems, accreditation is included as a measure of quality for ratings. In some states, accreditation stands in for a rating in the quality system and no further evidence of quality is required. In other states accreditation is required to meet the highest level in the QRIS.

In Colorado, accepted accreditation programs will be included in Levels 3 and 4 based on their submitted crosswalk data. Colorado Shines requires accredited programs to demonstrate not only verification of their current accreditation status but show evidence that the program meets additional specific Colorado Shines standards.¹ Programs wishing to pursue Level 5 will need to apply to be rated by a qualified Colorado Shines assessor by submitting an application to be evaluated.²

Additionally, Colorado Shines Workforce Qualifications and Professional Development requirements must be met at each QRIS level, regardless of a program's accreditation status. The Workforce Qualifications and Professional Development and the staff professional development plans will be verified by the Colorado Professional Development Information System (PDIS). Therefore, all staff qualifications and the staff PD plans within the PDIS are not included as part of the accreditation application process.

Once an accrediting institution is approved for participation at Level 3 or Level 4, Colorado licensed Early Education programs will submit an application after completing the required activities in Colorado's PDIS.³

REVIEW COMMITTEE

An application review committee has been established and includes representatives from the Colorado Office of Early Childhood (OEC), the Colorado Department of Education (CDE), and Qualistar Colorado. The Committee has substantive expertise in early childhood education, quality improvement, and school district operations. The committee's role is to review applications and make recommendations to the OEC about approval and the QRIS level a school district program will receive, provided the program meets the stated requirements. OEC's Colorado Shines QRIS Manager, along with the QRIS rating administrator and the Colorado Department of Education CPP

¹ Additional specific standards adopted based on the Pennsylvania's Keystone Stars QRIS

²

³

COLORADO SHINES QRIS APPLICATION INSTRUCTIONS

CRITERIA

All accrediting institutions applying to be a recognized as an accrediting organization under Colorado Shines must satisfactorily meet all the criteria listed below. Applications must describe how they meet the criteria listed below and submit supporting documentation as described below:

Criteria I: Fiscal and Administrative Capability for Administering an Accrediting Process (5 page maximum)

- A. Demonstrated fiscal and administrative capability
Describe in sufficient detail the organizational capacity for administering an accreditation program (support documents may be included such as the most recent audit or annual financial report, current operating budget, organizational chart, staff resources, job descriptions, etc.)
- B. A nationally established program
A national accreditation program must be established for at least three (3) years and oversee accredited programs in multiple states. Documents of how long the program has been in existence, the number of accreditation visits conducted and the number of currently accredited programs nationally and in Colorado. The accreditation program must serve at least one (1) program in the state of Colorado to be considered.
- C. Verifiable, public listing of accredited programs
Indicated how and where the accrediting body maintains a verifiable, current, public listing of accredited programs.

Criteria II: Administrative Policies and System Evaluation Procedures (10 page maximum)

- A. Administrative Policies
Administrative policies and system evaluation procedures are in place to avoid conflicts of interest and address issues such as deferred status, withdrawal of accreditation, appeal processes, and complaints.
- B. Validation/Assessment
Describe the academic qualifications and formal training requirements of the applicant's staff by the accrediting group.
- C. Continuous Improvement/Quality Assurance
Peer-reviewers, training procedures, and instruments used in the process are evaluated for reliability and validity. Describe process and frequency.

Criteria III: Accreditation Process (15 page maximum)

Describe the accreditation process including the following components:

- A. Self Evaluation
Accreditation program has a comprehensive self-evaluation that includes parents, staff, and program administrators, and that promotes program improvement. Describe.
- B. On-site program review
Describe the review process (program and administrative) including on-site reviews of programs applying for accreditation.

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- C. Decision process
Accreditation decision made by experts in the field after a review of all documentation, and based on boundaries and criteria established by the organization for the guidance of these experts.
- D. Award period
Describe the length of the award period and the process for interim accountability to ensure maintenance of high quality standards. Be sure to include frequency of interim program reports, content of the reports, process for turnover, etc.

Criteria IV: Institution's Standards for Early Learning Programs

- A. Research base
Program standards must be evidence-based and periodically updated. Provide information about the research basis for the accreditation standards, the review cycle of the standards and the date of the latest accreditation standards update. Also provide citations and summary of recently published research on the accreditation.
- B. Crosswalk of accreditation standards
Provide a crosswalk of the accreditation standards with applicable Colorado Shines Standards on the form provided in **Appendix B**. The crosswalk demonstrates how the accreditation standards address the categories defined in Colorado Shines point structure guide. Indicate how accreditation standards meet each indicator. If the accreditation standards do not address areas, please check the appropriate box noting they are not addressed in the standards. At the end of the document, indicate any accreditation standards which are not included in the Colorado Shines standards.

- See **Appendix B**: Accreditation Crosswalk with Colorado Shines QRIS Standards.

QUESTIONS

Michelle Snively-Gonzalez, Coaching, Technical Assistance & Accreditation Coordinator;
michellel.gonzalez@state.co.us or 303-866-5364

SUBMISSION

Submit Accreditation Application Packet by mail to:

Michelle Snively-Gonzalez,
Coaching, Technical Assistance & Accreditation Coordinator
Colorado Department of Human Services
Colorado Office of Early Childhood
1575 Sherman Street
Denver, CO 80203
michellel.gonzalez@state.co.us or 303-866-5364

COLORADO SHINES QRIS APPLICATION INSTRUCTIONS

FORMAT

Hard Copy: Submit as 8 ½ x 11" standard paper size, 3 hole punch in an appropriately sized binder. Format criteria documentation as follows:

- Margins 1", font Times New Roman 11pt.
- Graphics or tables may use Arial 9 pt.

Electronic: Submit 6 electronic copies on 6 separate flash drives with your binder submittal. Submit as one PDF with bookmarks denoting each section.

All Submissions must follow the outline below:

| Section/Title | Page Limitation |
|--|--|
| Cover | N/A |
| Title Page | N/A |
| Table of Contents | N/A |
| Appendix A: Cover Sheet | Use provided template format |
| I-Criteria: Fiscal and Administrative Capability | 5 |
| I-A Demonstrated Fiscal and Administrative Capability | Included in section I |
| I-B List of all Preschool Programs | Included in section I |
| I-C Preschool Teaching staff | |
| II-Criteria II: Administrative Policies and System Evaluation Procedures | 10 |
| II-A Governance of Preschool Program Quality | Included in section II |
| II-B Continuous Improvement/Quality Assurance | Included in section II |
| Appendix B Crosswalk of District Policies | Use provided template and page limitations |



COLORADO SHINES QRIS

APPENDIX A: ACCREDITATION APPLICATION

COVER SHEET

Include the following information as a cover sheet to the alternative pathway application for recognition in Colorado Shines QRIS

| Application Information | | | |
|--|------|--|-------|
| | | | |
| Name of Accrediting Entity | | Phone | |
| | | | |
| Address | City | State | Zip |
| | | | |
| Name of Person Submitting Application | | Title | Date |
| | | | |
| Contact Information: If different from above, indicate who should be contacted regarding any follow up questions. | | | |
| | | | |
| Name of Contact Person | | Email | Phone |
| | | | |
| Address | City | State | Zip |
| | | | |
| Area of Specialization: Please select all that apply: | | | |
| <input type="checkbox"/> Facility based Birth-5 years | | <input type="checkbox"/> School based PreK (4's) | |
| <input type="checkbox"/> Other: _____ | | <input type="checkbox"/> Family Child Care Homes | |
| Note: School Age programs are exempt from participation in Colorado Shines | | | |

COLORADO SHINES QRIS

APPENDIX B: CROSSWALK TEMPLATE AND ACCREDITATION STANDARDS

Crosswalk of Colorado Shines and Applying Accreditation Standards

Nationally accrediting organizations will provide a crosswalk of their respective accreditation standards with applicable Colorado Shines Standards on the template provided. Refer to Child Care Centers standards. The completed crosswalk will demonstrate how the accreditation standards address the categories defined in Colorado Shines. Additionally, the crosswalk may be used to illustrate how the accreditation standards might address additional areas of high quality early care and education. The most recent Colorado Shines Point Structure Guide can be found at: <http://coloradoshines.force.com/ColoradoShines/resource/1431015934000/ColoShinesQRISPDF>

Instructions:

Each standard is comprised of 2 pages.

- Please check all appropriate boxes on page 1 of the standard to include:
 - where the accreditation standard does not meet Colorado Shines standard (there are disparate or substantially different practices and the Colorado Shines standard is higher)
 - where the accreditation program does not have a similar practice (there is no correlative school district policy or practice)
 - standards and evidence for Levels 3 and 4, including any minimal text requests
 - the level at which the accrediting entity's policies and practices align with Colorado Shines (Level 3 or Level 4)
 - the correlative standards as well as any additional standards that relate to the relevant area
- On page 2 for each standard please include:
 - the evidence or methodology used for verifying that licensed programs meet the standard, including individual classrooms as appropriate
- Please ensure that all text fits within the template. Any additional text or pages will not be considered as part of your application.

Note about Environmental Rating Scales - ERS (as identified under curriculum): The ERS tools are used to assess classrooms within Colorado Shines. Accrediting programs should demonstrate in that section how unique classrooms within the program are assessed. Nationally accredited programs in Colorado Shines may be selected for program evaluation in which ERS tool(s) will be used.

Colorado Shines QRIS

1. WORKFORCE QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

Note: Colorado Shines Workforce Qualifications must be met at each QRIS level, regardless of a program's accreditation status. Workforce Qualifications will be verified on a program level by the Colorado Professional Development Information System (PDIS).

| | | |
|---|---|---|
| 1.1.A On-going Professional Development | <input type="checkbox"/> Accreditation Standard does not meet Colorado Shines standard | <input type="checkbox"/> Program does not have a similar standard |
| | Standards and Evidence for Level 3 Quality | Standards and Evidence for Level 4 Quality |
| | The program has a program-wide professional development plan informed by the individual professional development plans of all staff that provide direct services to children and families | The program has a program-wide professional development plan informed by the individual professional development plans of all staff that provide direct services to children and families |
| | Evidence: <input type="checkbox"/> Current year documented professional development plan for the entire program | Evidence: <input type="checkbox"/> Current year documented professional development plan for the entire program, AND <input type="checkbox"/> All staff have professional development plans |
| | Aligned Standards and Verification of Implementation | |
| | Level Equivalent: | |
| Correlated Policies and/or Documented Procedure(s): | | |

1. WORKFORCE QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

Aligned Standards and Verification of Implementation (Continued) (Not to exceed 1 page)

Verification Methodology:

1.1.B On-going Professional Development



2. FAMILY PARTNERSHIPS/FAMILY AND COMMUNITY ENGAGEMENT

☐ Accreditation standard does not meet
Colorado Shines standard

☐ Program does not have a similar standard

Standards and Evidence for Level 3

The program provides documentation or written policy of the use of interpreters, or other resources for help with other languages of enrolled families

Evidence: Documentation such as:

- ☐ Invoices,
- ☐ Letter of in-kind donation,
- ☐ Policy noted in the parent handbook

Standards and Evidence for Level 4 Quality

The program provides documentation or written policy of the use of interpreters, or other resources for help with other languages of enrolled families

Evidence: Documentation such as:

- ☐ Invoices,
- ☐ Letter of in-kind donation,
- ☐ Policy noted in the parent handbook, including
- ☐ Parent signature of receipt of policy statement

Aligned Standards and Verification of Implementation

Level Equivalent:

Correlated Policies and/or Documented Procedure(s):

2.1.A Home Language

2. FAMILY PARTNERSHIPS/FAMILY AND COMMUNITY ENGAGEMENT

Aligned Standards and Verification of Implementation (Continued) (Not to exceed 1 page)

Verification Methodology:

2.1.B Home Language

2. FAMILY PARTNERSHIPS/FAMILY AND COMMUNITY ENGAGEMENT

☐ Accreditation standard does not meet Colorado Shines standard

☐ Program does not have a similar standard

Standards and Evidence for Level 3

The program provides material and resources (information about community-based programs, community mental health, child nutrition, physical fitness, food banks, Child Find, medical/dental resources) in a way that is accessible to all families, including families with high needs¹

Evidence:

- ☐ Program posts/distributes information as noted above to all families AND
- ☐ Information is provided in languages that represent the population served as well as the surrounding community

Standards and Evidence for Level 4 Quality

The program provides material and resources (information about community-based programs, community mental health, child nutrition, physical fitness, food banks, Child Find, medical/dental resources) in a way that is accessible to all families, including families with high needs¹

The program offers opportunities for all families, including those from different backgrounds and communities, to get to know one another and work together for the benefit of the children in the program

Evidence:

- ☐ Program posts/distributes information as noted above to all families AND
- ☐ Information is provided in languages that represent the population served as well as the surrounding community AND
- ☐ Program hosts parent events, provides a calendar of events at least quarterly, AND ☐ Parents have an opportunity for volunteering in the program, AND
- ☐ Program documents hours of volunteers

Aligned Standards and Verification of Implementation

Level Equivalent:

Correlated Policies and/or Documented Procedures(s):

2.2.A Sensitivity of Diversity

¹ Children with high needs are children who: live in low-income families; have disabilities or developmental delays; are English-Language learners; reside on "Indian lands;" live in migrant families; are homeless; live in foster care; or are recent immigrants.



2. FAMILY PARTNERSHIPS/FAMILY AND COMMUNITY ENGAGEMENT

Aligned Standards and Verification of Implementation (Continued) (Not to exceed 1 page)

Verification Methodology:

2.2.B Sensitivity of Diversity

2. FAMILY PARTNERSHIPS/FAMILY AND COMMUNITY ENGAGEMENT

☐ Accreditation standard does not meet Colorado Shines standard

☐ Program does not have a similar standard

Standards and Evidence for Level 3

The program has written policies and procedures that describe how transitions are supported among all early childhood and home settings and how transition information is shared with families

Evidence:

☐ Policy/procedure documenting transition expectations

Standards and Evidence for Level 4 Quality

The program has written policies and procedures that describe how transitions are supported among all early childhood and home settings and how transition information is shared with families

The program offers information sessions and/or individual family meetings specific to child transitions (e.g. what to expect in terms of transitions from one classroom to another; from home to a classroom, to another setting, connecting families with schools for children transitioning into school)

Evidence:

☐ Policy/procedure documenting transition expectations AND

☐ Agenda/sign in sheets showing family meetings specific to child transitions

Aligned Standards and Verification of Implementation

Level Equivalent:

Correlated Policies and/or Documented Procedures(s):

2.3.A Transitions



2. FAMILY PARTNERSHIPS/FAMILY AND COMMUNITY ENGAGEMENT

Aligned Standards and Verification of Implementation (Continued) (Not to exceed 1 page)

Verification Methodology:

2.3.B Transitions



2. FAMILY PARTNERSHIPS/FAMILY AND COMMUNITY ENGAGEMENT

☐ Accreditation standard does not meet Colorado Shines standard

☐ Program does not have a similar standard

Standards and Evidence for Level 3 Quality

Program conducts an annual family survey to ask families for suggestions on how to improve the program and 1) the results from the survey are shared with families; 2) The program documents changes made as a result of the survey

The program conducts two annual parent/teacher conferences

Evidence:

- ☐ Copy of family survey AND
- ☐ Documented changes based on survey results AND
- ☐ Dated copy of parent conference notice OR
- ☐ Parent conference as part of child's records

Standards and Evidence for Level 4 Quality

Program conducts an annual family survey to ask families for suggestions on how to improve the program and 1) the results from the survey are shared with families; 2) The program documents changes made as a result of the survey

The program includes survey data asking parents how the program can support their needs, and documents changes made as a result of the survey

The program conducts two annual parent/teacher conferences. The program offers annual educational information sessions on child development and learning

Family members act in leadership positions on program and/or advisory boards and are provided with a training and/or orientation on their role

Evidence:

- ☐ Copy of family survey AND
- ☐ Documented changes based on survey results AND
- ☐ Dated copy of parent conference notice OR
- ☐ Parent conference as part of child's records AND
- ☐ Agenda and parent sign in records of educational sessions AND
- ☐ Roster of parent leaders

Aligned Standards and Verification of Implementation

Level Equivalent:

Correlated Policy and/or Documented Procedure(s):



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2. FAMILY PARTNERSHIPS/FAMILY AND COMMUNITY ENGAGEMENT

Aligned Standards and Verification of Implementation (Continued) (Not to exceed 1 page)

Verification Methodology:

2.4.B Engagement of Families



2. FAMILY PARTNERSHIPS/FAMILY AND COMMUNITY ENGAGEMENT

☐ Accreditation standard does not meet Colorado Shines standard

☐ District does not have a similar standard

Standards and Evidence for Level 3 Quality

The program has a written plan describing procedures to refer and connect families to appropriate community agencies (e.g., mental health, health, developmental services, educational services)

Evidence:

☐ Written plan describing procedures to refer parents

Standards and Evidence for Level 4 Quality

The program has a written plan describing procedures to refer and connect families to appropriate community agencies (e.g., mental health, health, developmental services, educational services)

The program coordinates and/or collaborates with community service providers, families, school district personnel, etc. in order to design learning activities that aid in meeting outcomes/goals of Individualized Family Service Plans (IFSP), Individual Education Programs (IEP), School Readiness Plans, Individual Learning Plans, and/or other individual plans

Evidence:

☐ Written plan describing procedures to refer parents
AND

☐ If applicable, IEP/IFSP is on file AND

☐ There is evidence that goals are used in planning
AND

☐ There is evidence of on-going communication regarding the plan (at least semi-annually)

Aligned Standards and Verification of Implementation

Level Equivalent:

Correlated Policies and/or Documented Procedure(s):

2.5.A Engagement with the Community



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2. FAMILY PARTNERSHIPS/FAMILY AND COMMUNITY ENGAGEMENT

Aligned Standards and Verification of Implementation (Continued) (Not to exceed 1 page)

Verification Methodology:

2.5.B Engagement with the Community



3. LEADERSHIP, MANAGEMENT AND ADMINISTRATION

☐ Accreditation standard does not meet Colorado Shines standard

☐ Program does not have a similar standard

Standards and Evidence for Level 3 Quality

The program has developed a continuous quality improvement plan using multiple sources, which is updated annually, shared with staff, families, and stakeholders. The plan includes goals, timelines, and outcomes.

Evidence:

☐ The program has a continuous quality improvement plan **AND**

☐ Includes timelines **AND**

☐ Plan has been updated or created in the past 12 months

List sources:

1)

2)

3)

Standards and Evidence for Level 4 Quality

The district has developed a continuous quality improvement plan using multiple sources, which is updated annually, shared with staff, families, and stakeholders. The plan includes goals, timelines, and outcomes.

Evidence:

☐ The program has a continuous quality improvement plan **AND**

☐ Includes timelines **AND**

☐ Plan has been updated or created in the past 12 months **AND**

☐ Includes person(s) responsible for completion **AND**

☐ Includes goals for parent leaders

List Sources:

1)

2)

3)

3.1.A District Evaluation

Aligned Standards and Verification of Implementation

Level Equivalent:

Correlated Policies and/or Documented Procedure(s):

| 3. LEADERSHIP, MANAGEMENT AND ADMINISTRATION | |
|---|----------------------------------|
| Aligned Standards and Verification of Implementation (Continued) (Not to exceed 1 page) | |
| 3.1.B District Evaluation | <p>Verification Methodology:</p> |



3. LEADERSHIP, MANAGEMENT AND ADMINISTRATION

☐ Accreditation standard does not meet Colorado Shines standard

☐ Program does not have a similar standard

Standards and Evidence for Level 3 Quality

The district has a written code of professional conduct. Staff is trained annually on the code of conduct

The district conducts staff meetings Staff has an annual performance evaluation, which includes at least one classroom observation by their supervisor and a staff self-evaluation. The staff evaluation also informs the individual professional development plan

Teachers in each classroom are provided at least one hour of paid planning time per week

Evidence:

- ☐ Written Code of Conduct **AND**
- ☐ Staff has been trained on the Code of Conduct **AND**
- ☐ Staff monthly meeting agenda **AND**
- ☐ Staff meeting minutes **AND**
- ☐ Staff meeting sign in sheets **AND**
- ☐ Documentation of annual performance evaluation included in staff record **AND**
- ☐ Documentation of classroom observation by supervisor **AND**
- ☐ Documentation of employee self-assessment **AND**
- ☐ Policy on Teacher planning time to assure at least 1 hour of paid planning time per week away from the responsibility of caring for children

Standards and Evidence for Level 4 Quality

The program has a written code of professional conduct. Staff is trained annually on the code of conduct.

The program conducts monthly staff meetings. Staff has an annual performance evaluation, which includes at least one classroom observation by their supervisor and a staff self-evaluation. The staff evaluation also informs the individual professional development plan.

The program implements a salary scale based on education, experience, and job performance. All teaching staff is provided at least one hour of paid planning time per week.

Non-administrative personnel participate in decision-making for hiring, curriculum development, program goal-setting and/or annual planning. The program has a recruitment and retention plan that is reviewed and revised on an annual basis

Evidence:

- ☐ Written Code of Conduct **AND**
- ☐ Staff has been trained on the Code of Conduct **AND**
- ☐ Staff monthly meeting agenda **AND**
- ☐ Staff meeting minutes **AND**
- ☐ Staff meeting sign in sheets **AND**
- ☐ Documentation of annual performance evaluation included in staff record **AND**
- ☐ Documentation of classroom observation by supervisor **AND**
- ☐ Documentation of employee self-assessment **AND**
- ☐ Documented salary scale **AND**
- ☐ Policy on Teacher and Teaching Assistants planning time to assure at least 4 hours of paid planning time per month away from the responsibility of caring for children **AND**
- ☐ Meeting agenda and staff sign-in sheets for planning/hiring/curriculum development **AND**
- ☐ Copy of the recruitment/retention plan

3.2.A Personnel



3. LEADERSHIP, MANAGEMENT AND ADMINISTRATION

Aligned Standards and Verification of Implementation (Continued) (Not to exceed 1 page)

Level Equivalent:

Correlated Policies and/or Documented Procedure(s):

3.2.B Personnel



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Aligned Standards and Verification of Implementation (Continued) (Not to exceed 1 page)

Verification Methodology:

3.2.B Personnel



3. LEADERSHIP, MANAGEMENT AND ADMINISTRATION

☐ Accreditation does not meet Colorado Shines standard

☐ Program does not have a similar standard

Standards and Evidence for Level 3 Quality

The program offers full-time staff a compensation package with benefit options to include paid holidays, paid time off, and health insurance

Evidence:

- ☐ Policies or information regarding staff benefits is given to staff

Standards and Evidence for Level 4 Quality

The program offers full-time staff a compensation package with benefit options that include paid holidays, paid time off, health/dental insurance and at least three additional benefits such as:

- ☐ Life Insurance
☐ Employee Child Discount
☐ Retirement Plan
☐ Disability Insurance
☐ Other _____

Evidence:

- ☐ Policies or information regarding staff benefits is given to staff **AND**
☐ Information is provided to staff to outline at least three additional benefits as noted above

Aligned Standards and Verification of Implementation

Level Equivalent:

Correlated Standard(s):

3.3.A Benefits



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3. LEADERSHIP, MANAGEMENT AND ADMINISTRATION

Aligned Standards and Verification of Implementation (Continued) (Not to exceed 1 page)

Verification Methodology:

3.3.B Benefits



3. LEADERSHIP, MANAGEMENT AND ADMINISTRATION

☐ Accreditation standard does meet Colorado Shines standard

☐ Program does not have a similar standard

Standards and Evidence for Level 3 Quality

The program has a current business plan and/or strategic plan, created or revised in the past 36 months.

The program has a current year operations budget and quarterly income and expense statements that show revenues, expenses, and budget compared to actual.

Evidence:

- ☐ Current strategic/business plan
- ☐ Budget and income statement

Standards and Evidence for Level 4 Quality

The district has a current business plan and/or strategic plan, created or revised in the past 36 months.

The program has a current year operations budget and quarterly income and expense statements that show revenues, expenses, and budget compared to actual.

The program provides documentation of a certified financial review

Evidence:

- ☐ Current strategic/business plan
- ☐ Budget and income statement
- ☐ Certified financial review or independent audit

Aligned Standards and Verification of Implementation

Level Equivalent:

Correlated Policies and/or Documented Procedure(s):

3.4.A Business Administration



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Aligned Standards and Verification of Implementation (Continued) (Not to exceed 1 page)

Verification Methodology:

3.4.B Business Administration



4. LEARNING ENVIRONMENT

☐ Accreditation standard do not meet Colorado Shines standard

☐ Program does not have a similar standard

Standards and Evidence for Level 3 Quality

Standards and Evidence for Level 4 Quality

The program has a curriculum that has been aligned with the domains of Colorado's Early Learning and Development Guidelines, and is age specific to the children the district serves to include: 1) physical development and health; 2) social and emotional development; 3) language and literacy development; 4) cognitive development; 5) literacy knowledge and skills; 6) logic and reasoning; 7) mathematics knowledge and skills; 8) science knowledge and skills; 9) social studies knowledge & skills; 10) creative arts expression

The average facility score of all classrooms/age groups through an ERS must be a minimum of 3.75

Evidence:

☐ Program has crosswalk of how their curriculum aligns with the Early Learning Development Guidelines **AND**

☐ Program Self-Assessment of ERS tools showing a minimum of 3.75 **OR**

☐ Accreditation entity documentation of how unique classrooms within the program are assessed.

The program has a curriculum that has been aligned with the domains of Colorado's Early Learning and Development Guidelines, and is age specific to the children the district serves to include: 1) physical development and health; 2) social and emotional development; 3) language and literacy development; 4) cognitive development; 5) literacy knowledge and skills; 6) logic and reasoning; 7) mathematics knowledge and skills; 8) science knowledge and skills; 9) social studies knowledge and skills; 10) creative arts expression

The average facility score of all classrooms/age groups through an ERS must be a minimum of 4.75

The program provides documentation that 75% of educational staff participates in annual training on use of the selected curriculum

Evidence:

☐ Program has crosswalk of how their curriculum aligns with the Early Learning Development Guidelines **AND**

☐ Program Self-Assessment of ERS tools showing a minimum of 4.75 **OR**

☐ Accreditation entity documentation of how unique classrooms within the program are assessed **AND**

☐ Agenda/sign in sheets of staff attending annual curriculum training

Aligned Standards and Verification of Implementation

Level Equivalent:

Correlated Policies and/or Documented Procedure(s):

4.1.A Curriculum

4. LEARNING ENVIRONMENT

Aligned Standards and Verification of Implementation (Continued) (Not to exceed 1 page)

Verification Methodology:

4.1.B Curriculum



4. LEARNING ENVIRONMENT

| | | |
|---|---|--|
| 4.2.A Ratio, Group Size, and Continuity of Care | <input type="checkbox"/> Accreditation standard does not meet Colorado Shines standard | <input type="checkbox"/> Program does not have a similar standard |
| | Standards and Evidence for Level 3 Quality | Standards and Evidence for Level 4 Quality |
| | <p>The program meets Colorado licensing standards for ratio and group size; and has a plan with timeline to improve ratios beyond what is required by licensing²</p> <p>Primary caregiving practices are part of district policies and procedures</p> <p>Continuity of care practices are part of district policies and procedures</p> <p>Evidence:</p> <p><input type="checkbox"/> Evidence of meeting ratios from accreditation visit OR Licensing visit</p> <p><input type="checkbox"/> Program has a policy that supports primary caregiving³</p> <p>AND</p> <p><input type="checkbox"/> Program has a policy that supports continuity of care³</p> | <p>The program exceeds licensing standards for group size and staff:child ratios; and has a plan with timeline to align with NAEYC standards as follows:⁴</p> <ul style="list-style-type: none"> • Primary caregiving practices are part of program policies and procedures • Continuity of care practices are part of program policies and procedures <p>Evidence:</p> <p><input type="checkbox"/> Evidence of exceeding State ratios from accreditation visit OR Licensing visit</p> <p><input type="checkbox"/> Program has a policy that supports primary caregiving³ AND</p> <p><input type="checkbox"/> Program has a policy that supports continuity of care³</p> |
| | Aligned Standards and Verification of Implementation | |
| | Level Equivalent: | |
| | Correlated Policies and/or Documented Procedure(s): | |

² <http://www.colorado.gov/cs/Satellite?blobcol=urldata&blobheadname1=Content-Disposition&blobheadname2=Content-Type&blobheadvalue1=inline%3B+filename%3D%227.702+Center.pdf%22&blobheadvalue2=application%2Fpdf&blobkey=id&blobtable=MungoBlobs&blobwhere=1251820002192&ssbinary=true> PAGE 11

³ <http://www.zerotothree.org/early-care-education/child-care/primary-caregiving-continuity.html>

⁴ <http://www.dphhs.mt.gov/hcsd/childcare/bestbeginnings/documents/starskits/3workingto4/center/teachertochildratiochart.pdf>



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START STRONG
QUALITY EARLY LEARNING

4. LEARNING ENVIRONMENT

Aligned Standards and Verification of Implementation (Continued) (Not to exceed 1 page)

Verification Methodology:

4.2.B Ratio, Group Size, and Continuity of Care



4. LEARNING ENVIRONMENT

4.3.A Child Assessment

☐ Accreditation standard does not meet Colorado Shines standard

☐ Program does not have a similar standard

Standards and Evidence for Level 3 Quality

Standards and Evidence for Level 4 Quality

Developmentally appropriate child assessments (e.g., observation data, portfolios, work samples) are conducted within 90 calendar days after enrollment and two other times within a year. Results are shared during parent/teacher conferences in a culturally and linguistically appropriate manner.

Staff has been trained on the use of an approved assessment system.

Evidence:

☐ Evidence of meeting the 90 day timeframe and use of assessment to conduct parent teacher conference, noted in child's record

☐ Agenda and sign in sheets from staff training on assessment

Developmentally appropriate child assessments (e.g., observation data, portfolios, work samples) are conducted within 90 calendar days after enrollment and two other times within a year. Results are shared during parent/teacher conferences in a culturally and linguistically appropriate manner.

Staff has been trained on the use of an approved assessment system The district has a child assessment system that has been aligned with Colorado's Early Learning and Development Guidelines.

Assessment results are used to individualize curriculum and lesson planning.

Evidence:

☐ Evidence of meeting the 90 day timeframe and use of assessment to conduct parent teacher conference, noted in child's record

☐ Agenda and sign in sheets from staff training on assessment

☐ Program has aligned the assessment to Colorado's Early Learning and Development Guidelines

☐ Results from authentic assessment are used for curriculum planning, individual child planning, and referral to community resources

Aligned Standards and Verification of Implementation

Level Equivalent:

Correlated Policies and/or Documented Procedure(s):

4. LEARNING ENVIRONMENT

Aligned Standards and Verification of Implementation (Continued) (Not to exceed 1 page)

Verification Methodology:

4.3.B Child Assessment



5. CHILD HEALTH

☐ Accreditation standard does not meet Colorado Shines standard

☐ Program does not have a similar standard

Standards and Evidence for Level 3 Quality

The program provides or gathers screenings for vision, hearing, and dental with the child's physical

The program has implemented a health and wellness program

Evidence:

☐ Evidence of screening in child's record

AND

☐ Evidence of training in staff record, **OR**

☐ Documentation of agency/provider performing the screening

Standards and Evidence for Level 4 Quality

The program provides or gathers screenings for vision, hearing, and dental with the child's physical

The program has implemented a health and wellness program

All children receive a developmental screening and results are shared with the families

The program makes referral or provides referral information to the family for any child for whom a developmental concern has been identified

The program has a certified playground inspection and results are incorporated into the program's quality improvement plan. Program progress is monitored annually.

Evidence:

☐ Evidence of screening in child's record **AND**

☐ Evidence of training in staff record, **OR**

☐ Documentation of agency/provider performing the screening **AND**

☐ Documentation or policy of the referral **AND**

☐ Documentation or policy on the districts wellness program

Aligned Standards and Verification of Implementation

Level Equivalent:

Correlated Policies and/or Documented Procedure(s):



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5. CHILD HEALTH

Aligned Standards and Verification of Implementation (Continued) (Not to exceed 1 page)

Verification Methodology:

5.1.B Child Health Promotion



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List areas covered in the accreditation which do not
have a correlative Colorado Shines standard