

Section 1 - Required Training

The primary Licensed Family Child Care and Group Home Provider and assistants, if applicable, must complete the following trainings (as specified below) before applying for the Silver Circle of Quality. The primary provider is the person listed in Section 1 of the main application. Completion of trainings will be verified by the Gateways Registry.

1. Has the primary provider completed all the following trainings:

- *ExceleRate Illinois Orientation for Licensed Family Child Care*
New programs to ExceleRate Illinois will need to complete the
ExceleRate Orientation after January 2022. YES NO
- *An Introduction to the Environment Rating Scale/Family Child Care*
Environment Rating Scale (FCCERS-R) or How ERS Works YES NO
- *Illinois Early Learning Guidelines (IELG) training*
(if licensed to care for children birth-3) YES NO
- *Illinois Early Learning & Development Standard (IELDS) training*
(if licensed to care for children 3-5) YES NO
- *Training on a specific curriculum chosen for use OR*
Off the Shelf and Into Practice: Using Your Curriculum Every Day YES NO
- *Introduction to Developmental Screening Tools or Early Childhood*
Developmental Screening YES NO
- *Welcoming Each & Every Child or Special Care*
(and Assistant if applicable) YES NO
- *Getting Ready for the Business Administration Scale (BAS) 2nd Edition* YES NO

Section 2 - Standards and Evidence

For each question below, check either Yes or No to indicate whether your program meets the standard as listed.

If answering Yes, additional information may be required, including on-site verification. The provider should use the Getting Ready for Silver checklist to prepare for on-site verification. If answering No, you will not meet eligibility requirements.

In order for FCCERS assessment to occur, at least 3 children must be present for a minimum of three consecutive hours. At least 2 of the children cannot be the provider's own.

1A – LEARNING ENVIRONMENT

1. Have you completed self-assessment using the Family Child Care Environment Rating Scale-Revised (FCCERS-R) (excluding Personal Care Routines subscale and Active Physical Play item #26)? YES NO

- If Yes, submit the Assessment Profile Sheet for the FCCERS-R Scoring Summary Sheet (must be completed within the last 6 months)

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1B – SAFE AND HEALTHY ENVIRONMENT

2. Have you regularly completed the CCAT-R for ages cared for over the last year? (Note: This will be verified on-site) YES NO

1D – CURRICULUM AND CHILD ASSESSMENT

3. Do you utilize a curriculum and assessment tool in your program that is aligned with the Illinois Early Learning Guidelines/Standards? YES NO

3a. If Yes, what is the name of the curriculum? _____

3b. If Yes, what is the name of the assessment? _____

3c. If Yes, is the curriculum on the list of aligned curricula found on the ExceleRate Illinois Website? _____

If No, include a narrative description of how the curriculum is aligned with the Illinois Early Learning Guidelines/Standards?

1E – CHILD SCREENING

4. Does your program have policies and procedures for screening children at least annually sharing results with parents, and information on additional evaluation resources? (Note: This will be verified on-site) YES NO

1F – INCLUSION OF CHILDREN WITH DISABILITIES OR DEVELOPMENTAL DELAYS

5. Does your program have policies and procedures to support children with disabilities or developmental delays? YES NO

If Yes, submit policy and procedures

2A – FAMILY-PROVIDER COMMUNICATION & COLLABORATION

6. Does your program engage in at least 2 modes of communication with parents? (Note: This will be verified on-site) YES NO

7. Does your program offer at least 2 conferences with each family per year? (Note: This will be verified on-site) YES NO

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2B – CONNECTING AND SUPPORTING FAMILIES

- 8. Do you have a list of current local community services and organizations available to share with families if needed? YES NO
(Note: This will be verified on-site)
- 9. Does your program offer at least 2 family supports? YES NO
(Note: This will be verified on-site)
- 10. Does your program offer at least 2 formal/informal gatherings per year? YES NO
(Note: This will be verified on-site)

2C – TRANSITIONS

- 11. Does your program implement and communicate general information about transitions and engage parents in discussions and/or activities addressing child and family transitions? YES NO

 If Yes, submit transition policy and procedures

3A – BUSINESS ADMINISTRATION

- 12. Has the provider completed a Business Administration Scale (BAS) 2nd Edition self-assessment (must be completed within the last 6 months)? YES NO

 If Yes, include a copy of the BAS 2nd Edition Profile sheet.
- 13. Provider will be assessed on BAS items: Fiscal Management and Record-Keeping. Please select two additional BAS items below that you wish to be verified on. *Verification is for continuous quality improvement purposes.*
 - Provider-Family Communication
 - Marketing & Community Relations
 - Income & Benefits
 - Risk Management
 - Family Support and Engagement
 - Provider as Employer (only if provider has an assistant)
 - Work Environment

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3C – CONTINUOUS QUALITY IMPROVEMENT

14. Do you have a recent signed Consultation Agreement with a CCR&R Specialist? YES NO

(Note: This will be verified in statewide data system)

If Yes, please enclose a copy of signed consultation agreement

15. Has the primary provider, in coordination with a CCR&R Specialist, completed a Continuous Quality Improvement Plan (CQIP) using self-assessment results? YES NO

If Yes, please enclose a copy of the completed CQIP.
(At a minimum CQIP must address 1A, 1C, and 3A)

4A – PROVIDER QUALIFICATIONS & 4B – ASSISTANT & SUBSTITUTE QUALIFICATIONS

16. Has the primary provider attained the Gateways FCC Credential Level 4 or higher? YES NO

17. Has the Assistant attained the required Gateways ECE Credential Level 1 or Gateways FCC Credential Level 2 or CDA? YES NO N/A

18. Has the Substitute attained the required Gateways ECE Credential Level 2 or Gateways FCC Credential Level 2 or CDA? YES NO N/A

Provider, Assistant and Substitute (if applicable) must hold the applicable Gateways Credentials or have a pending application on file. If not meeting the applicable Credential, the provider may write a CQIP to outline goals, action steps, specific coursework/training the individual can accomplish over the year to work towards the applicable Credential. The provider/staff should use the letter each individual received from the Credential Department to guide CQIP development in what coursework/training is needed. Updated CQIP of accomplishments will be required at annual report and progress must be shown towards Standards 4A and 4B Credential attainment.

Please refer to the ExceleRate/Credentials FAQ for additional details <https://www.excelerateillinoisproviders.com/docman/resources/193-excelerate-illinois-and-gateways-to-opportunity-credentials-frequently-asked-questions-for-licensed-family-child-care/file>

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4C – FCC PROVIDER PEER SUPPORT

19. Does the provider participate in a professional provider association, cohort or professional peer group? YES NO
(Note: This will be verified on-site)

4D – ONGOING PROFESSIONAL DEVELOPMENT

20. Has the provider completed a written individualized professional development plan and completed at least 20 hours of professional development per year? YES NO
(Note: This will be verified on-site)
21. Has the assistant(s) if applicable, completed a written individualized professional development plan and completed at least 10 hours of professional development per year? YES NO
(Note: This will be verified on-site)

PROGRAM PORTFOLIO

As part of the Silver verification process, a state-approved assessor(s) will be on-site at your program to conduct classroom assessment/teacher interview, as well as a BAS assessment/ interview. Please refer to the Quality Standards Overview for Licensed Family Child Care and the Getting Ready for the Silver Circle of Quality checklist.

22. Has your program completed an organized portfolio of documentation for on-site review, including BAS documentation? YES NO
(Note: This will be verified on-site)
- If *No*, your program will not meet verification requirements. Please use the **Getting Ready for the Silver Circle of Quality** checklist to review the Standards that will be reviewed on-site. All pieces of documentation must be available for review at the time of verification.
23. Have you worked with your IDCFS licensing representative to clear all pending and substantiated violations (from the last 12 months)? YES NO
To check if your program has violations please visit <https://sunshine.dcf.illinois.gov>

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