ExceleRate® Illinois |

January 2022
Licensed Center Application
**Silver Circle of Quality Supplement -
Assessment Path**

ExceleRate® ILLINOIS | Preparing Children for Success

Section 1 - Required Training

An on-site Program Administrator and/or teaching staff must complete the following trainings (as specified below) before applying for the Silver Circle of Quality. A Program Administrator may be any person listed in Section 4 of the main application as a Director, Assistant Director, or Director/Teacher. Completion of trainings will be verified by the Gateways Registry.

1. Has an on-site Program Administrator completed the *ExceleRate Illinois Orientation* **?**
New programs to ExceleRate Illinois will need to complete ExceleRate Orientation after 12/2021.

○ YES   ○ NO

2. Has an on-site Program Administrator and at least 50% of teaching staff completed the *Introduction to the Environment Rating Scales (ERS)* **training?**

○ YES   ○ NO

3. Has an on-site Program Administrator and at least 50% preschool teaching staff completed *ECERS-3* **training?**

○ YES   ○ NO

4. Has an on-site Program Administrator and at least 50% preschool teaching staff completed *CLASS* **training?**
(Note: CLASS can only be chosen for classrooms caring for children 3–5)

○ YES   ○ NO
○ N/A - (PROGRAM DOESN'T USE CLASS)

5. Has at least 50% of teaching staff completed an ExceleRate-approved training on aligned curriculum?
(as specified under 1B)

○ YES   ○ NO

6. Has and on-site Program Administrator and at least 50% of teaching staff completed an ExceleRate-approved training on inclusion of children with disabilities or developmental delays?

○ YES   ○ NO

7. Has an on-site Program Administrator completed the *Getting Ready for the Program Administration Scale (PAS)* **training?**

○ YES   ○ NO

IDCFS LICENSE NUMBER _____

Administered through **inccrra**

ExceleRate Illinois Is administered through INCCRRA under joint direction of the Governor's Office of Early Childhood Development, the Illinois Department of Human Services Bureau of Child Care and Development, and the Illinois State Board of Education   EX13©2013 INCCRRA   REV 01.31.24

1 of **6**

Preparing
Children for
Success

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. Completion of required trainings and credentials will be verified by the Gateways Registry.

1A AND 1C – ASSESSMENT TOOLS

**1. Which tool was used for program self-assessment, in coordination
with a CCR&R Specialist (and will be used for on-site verification)?**   ◯ ERS   ◯ CLASS
(AGES 3-5 ONLY)

◯ Submit the Assessment Profile Sheet(s) (must be completed
within the last 6 months)—ITERS-R, ECERS-3, SACERS-U
or CLASS Scoring Summary Sheet depending on tool chosen.

Please Note:
ITERS-R is used to assess classrooms with children birth thru 35 months.

ECERS-3 is used to assess classrooms with children 36 months to 5 years
(unless you have chosen CLASS).

SACERS-U is used to assess classrooms with children 5 years and older.

If a program has a combined classroom of 2 and 3 year old children,
ECERS-3 will be used if 75% or more of the children are age 3 or older at the
time of verification. Otherwise ITERS-R will be used to assess the classroom.

1B – CURRICULUM

**2. Do you utilize a curriculum in your program that is
aligned with the Illinois Early Learning Guidelines/Standards?**   ◯ YES   ◯ NO

2a. If *Yes*, what is the name of the curriculum? _____

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

IDCFS LICENSE NUMBER _____

Administered through
inccrra®

ExceleRate Illinois Is administered through INCCRRA under joint direction of the Governor's Office of Early
Childhood Development, the Illinois Department of Human Services Bureau of Child Care and Development,
and the Illinois State Board of Education   EX13©2013 INCCRRA   REV 01.31.24

2 of **6**

ExceleRate® Illinois |
January 2022
Licensed Center Application
Silver Circle of Quality Supplement -
Assessment Path

ExceleRate®
ILLINOIS | Preparing
Children for
Success

1D – CHILD SCREENING

(NOTE: DOCUMENTATION FOR THIS STANDARD WILL BE VERIFIED ON SITE)
* For credit to be given for 1D, assessor is looking for all three points in the Standard to be addressed in program policy. If screenings are conducted by CFC or other entity, policy must address how all three points of the Standard are implemented.

3. Does your program conduct screenings of all children (birth - 5) at least annually?   ◯ YES   ◯ NO

3a. *The program's screening policy and practices include that all parents are provided screening results?*   ◯ YES   ◯ NO

3b. *The program's screening policy and practices include that all parents are provided information on where to go for additional evaluation and services?*   ◯ YES   ◯ NO

1E – CHILD ASSESSMENT

4. Does your program use an assessment tool that is aligned with the Illinois Early Learning Standards?   ◯ YES   ◯ NO

4a. If *Yes*, what is the assessment tool? _____

4b. If *No*, what include a narrative description of how the assessment tool is aligned with the Illinois Early Learning Standards.

1F – INCLUSION OF CHILDREN WITH DISABILITIES OR DEVELOPMENTAL DELAYS

5. Does your program have policies and procedures that support inclusion of children with disabilities or developmental delays?   ◯ YES   ◯ NO

◯ If *Yes*, include a copy of your program's written policies related to inclusion.

2A – FAMILY & COMMUNITY ENGAGEMENT

(NOTE: DOCUMENTATION FOR THIS STANDARD WILL BE VERIFIED ON-SITE)

* For credit to be given for 2A, assessor is looking for:

1. documentation that 5 family supports are offered (see PAS-2nd edition, page 42 for examples);

2. a policy in the parent/program handbook that the program offers at least 2 formal conferences for all families annually.

3. documentation showing that conferences have been offered at least twice in the past year (ie. completed & dated sign-up sheets, newsletter/email blast to parents announcing conference sign-up, etc).

IDCFS LICENSE NUMBER _____

ExceleRate® Illinois |

January 2022
Licensed Center Application
Silver Circle of Quality Supplement -
Assessment Path

ExceleRate® ILLINOIS | Preparing Children for Success

6. Does your program offer at least five family supports? ○ YES ○ NO

7. Does your program have policy and practices in place to offer at least two parent-staff conferences per year to all families? ○ YES ○ NO

7a. Did your program offer at least two parent-staff conferences to all families in the past year? ○ YES ○ NO

2B – TRANSITIONS

8. Does your program implement policies and practices to provide general information about transitions and engage parents in discussions and/or activities addressing child and family transitions? ○ YES ○ NO

○ If *Yes*, include transition policy and procedures program has implemented.

3A – PROGRAM ADMINISTRATION

9. Has your program completed a PAS self-assessment, in coordination with CCR&R specialist? ○ YES ○ NO

○ If *Yes*, include a copy of the PAS Profile sheet (must be completed within the last 6 months).

10. Please select the three Program Administration Scale (PAS) subscales below that you wish to be verified on.

○ CENTER OPERATIONS ○ PERSONNEL COST AND ALLOCATION
○ FISCAL MANAGEMENT ○ PROGRAM PLANNING AND EVALUATION
○ HUMAN RESOURCES DEVELOPMENT ○ TECHNOLOGY
○ MARKETING AND PUBLIC RELATIONS ○ STAFF QUALIFICATIONS

3C – CONTINUOUS QUALITY IMPROVEMENT

11. Does your program have a recent signed Consultation Agreement with CCR&R specialist?   ◯ YES   ◯ NO

◯ If *Yes,* include a copy of the recent signed Consultation Agreement.

12. In coordination with CCR&R specialist, has your program completed a Continuous Quality Improvement Plan using self-assessment results?   ◯ YES   ◯ NO

◯ If *Yes*, please enclose a copy of the program's Continuous Quality Improvement Plan. (At a minimum, CQIP must address as needed, 1A, 1C, and 3A)

4A/4B – DIRECTOR AND STAFF QUALIFICATIONS

13. Director holds Illinois Director Credential 1 or higher.   ◯ YES   ◯ NO

14. 30% of Teaching staff have a minimum of a Gateways ECE Credential Level 3.   ◯ YES   ◯ NO

15. 30% of Teaching staff in infant-toddler classrooms have a Gateways Infant Toddler Credential Level 2.   ◯ YES   ◯ NO

Administrator and Teaching staff must hold the applicable Gateways Credential, or have a pending application on file. If not meeting the applicable Credential, the program administrator/staff 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 program administrator/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/61-09-26-14-excelerate-credential-faq/file

Administered through

inccrra®

ExceleRate Illinois Is administered through INCCRRA under joint direction of the Governor's Office of Early Childhood Development, the Illinois Department of Human Services Bureau of Child Care and Development, and the Illinois State Board of Education   EX13©2013 INCCRRA   REV 01.31.24

IDCFS LICENSE NUMBER_____

5 of 6

4C – STAFF DEVELOPMENT

16. Do all classroom teaching staff in your program have written individualized professional development plans? ○ YES ○ NO

17. Do all classroom teaching staff in your program complete at least 20 hours of professional development per year? ○ YES ○ NO

○ If *Yes*, please enclose documentation of policy and procedures for teaching staff to attain 20 hours of professional development, including how program tracks each teacher's hours.

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 PAS assessment/ director interview. As part of PAS assessment, documentation review based on PAS subscales chosen will occur. Please refer to the Standards Overview for Licensed Child Care Centers and the Getting Ready for the Silver Circle of Quality checklist.

18. Has your program completed an organized portfolio of documentation for on-site review, including PAS documentation? ○ YES ○ NO

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.*

19. 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.dcfs.illinois.gov/

IDCFS LICENSE NUMBER _____