

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* ?** YES NO
New programs to ExceleRate Illinois will need to complete ExceleRate Orientation after 12/2021.
- 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?** YES NO
(Note: CLASS can only be chosen for classrooms caring for children 3–5)
 N/A - (PROGRAM DOESN'T USE CLASS)
- 5. Has at least 50% of teaching staff completed an ExceleRate-approved training on aligned curriculum?** YES NO
(as specified under 1B)
- 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

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.

1D – CHILD SCREENING

3. Does your program conduct developmental screenings for all children at least annually? YES NO

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

If Yes, include a copy of your program’s written policies related to developmental/child screening.

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? _____

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: THIS STANDARD WILL BE VERIFIED ON-SITE)

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

7. Does your program offer at least two parent-staff conferences per year? YES NO

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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
- FISCAL MANAGEMENT
- HUMAN RESOURCES DEVELOPMENT
- MARKETING AND PUBLIC RELATIONS
- PERSONNEL COST AND ALLOCATION
- PROGRAM PLANNING AND EVALUATION
- TECHNOLOGY
- 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)

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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>

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.

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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.