

Section 1 - Required Training

The primary Licensed Family Child Care and Group Home Providers and assistants must complete the following trainings (as specified below) before applying for the Gold 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. If provider has taken applicable trainings below, they must show on Section 3, 4, 5 of the provider's Professional Development Record

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
 - *Introduction to the Family Child Care Environment Rating Scale (FCCERS) or Introduction to the Environment Rating Scales (ERS)* YES NO
 - *Introduction to Developmental Screening Tools OR Early Childhood Developmental Screening* YES NO
 - *Getting Ready for the Business Administration Scale (BAS) 2nd Edition* YES NO
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- *Taking Your Program to a Higher Level with BAS (Recommended training, not required)*

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. If No, your program will not meet Gold requirements.

The provider should use the Getting Ready for the Gold Circle of Quality checklist to prepare for on-site verification. Many ExceleRate standards will be verified on-site, as referenced on the Getting Ready for Gold checklist. All Standards with a score requirement will be verified on-site by state approved assessor as well.

In order for FCCERS assessment to occur, at least 2 children must be present that are not the provider's own.

1A – LEARNING ENVIRONMENT (SELF-ASSESSMENT)

- 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

This is important to complete in preparation for on-site assessment and CQIP development.

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1D – CURRICULUM AND CHILD ASSESSMENT

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

Note: Connection to lesson plans will be verified on-site

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

2b. If Yes, what is the name of the assessment? _____

2c. 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?

3A – BUSINESS ADMINISTRATION

3. Provider will be verified on BAS items: Fiscal Management, Record Keeping and Risk Management. Please select three additional BAS items below that you wish to be verified on.

- FAMILY SUPPORT AND ENGAGEMENT
- INCOME AND BENEFITS
- WORK ENVIRONMENT
- MARKETING AND COMMUNITY RELATIONS
- QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT
- PROVIDER AS EMPLOYER (ONLY IF PROVIDER HAS AN ASSISTANT)
- PROVIDER-FAMILY COMMUNICATION

3B – RATIOS

4. Are you meeting ratios listed below? YES NO

(Note: This will be verified on-site)

GOLD

FCC HOME*

1. adult to 6 children with no more than 2 children under 2years of age

FCC GROUP HOME*

1. adults to 12 children with no more than 6 children under 30 months; no morethan 4 children under 15 months

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3C – CONTINUOUS QUALITY IMPROVEMENT

5. Has the primary provider completed a Continuous Quality Improvement Plan (CQIP) based on self-assessment results? YES NO

(Note: this will be verified on-site as specified on the Overview Chart for Licensed Family Child Care providers)

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

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

6. Does the primary provider have a Bachelor’s degree (required)? YES NO

7. Has the primary provider attained Gateways FCC Credential Level 5? YES NO N/A

8. Has the Assistant attained a Gateways ECE Level 2 or FCC Level 2 Credential? YES NO N/A

9. Has the Substitute attained a Gateways ECE Level 3 or FCC Level 3 Credential? YES NO N/A

Provider, Assistant and Substitute, if applicable, must hold the applicable Gateways Credential or have a pending application on file. If not meeting the applicable Credential, the provider (with staff) may write a CQIP (using the letter received from the Credential Department), to outline goals and action steps, coursework & training to accomplish towards the applicable Credential. Updated CQIP of accomplishments towards Credential attainment will be required at annual report and progress must be shown.

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>

4D – ONGOING PROFESSIONAL DEVELOPMENT

(Note: will be verified on-site)

10. Has the provider completed a written individualized professional development plan and completed at least 20 hours of professional development per year, including at least 5 Gateways Registry-Approved hours? YES* NO

11. Has the assistant(s) if applicable, completed a written individualized professional development plan and completed at least 20 hours of professional development per year, including at least 5 Gateways Registry-Approved hours? YES* NO N/A

*Gateways Registry hours will be verified by INCCRRA

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PROGRAM PORTFOLIO

As part of the Gold verification process, a state-approved assessor will be on-site at your program to review several pieces of documentation. Please refer to the Quality Standards Overview for Licensed Family Child Care and the Getting Ready for the Gold Circle of Quality checklist. All items in the Evidence column that state “verified on-site by state approved assessor” must be available for review during verification.

12. Has your program completed an organized program portfolio including all necessary documentation?

YES

NO

- If *Yes*, please have your portfolio organized in ExceleRate Standard order, according to the Gold Circle of Quality checklist.
- If *No*, your program will not meet verification requirements. All documentation must be available for review during verification.