



Sample Facility Profile

Family Home and Group Child Care

This is a sample *Facility Profile* for a fictional family home child care, Jumping Jacks. This *Facility Profile* is generated based on an *Application for a Facility Profile*, a self-study that a facility uses to identify any quality indicators currently in place in a child care facility enrolled in the IdahoSTARS Quality Rating and Improvement System (QRIS).

The *Facility Profile* is not a star rating; it is a report that shows how the current practices in the facility compare to the QRIS quality indicators. Think of it as a snapshot in time, with no ‘right’ or ‘wrong’ answers. The sole purpose of the *Facility Profile* is to begin the improvement planning process, since quality improvement is the focus of the QRIS.

Along with a *Facility Profile*, a facility participating in the QRIS receives an IdahoSTARS *QRIS Improvement Plan*, an IdahoSTARS *QRIS Funding Request*. These documents are used to plan for continuous quality improvement in the short and long term.

For more information on the QRIS, dial 2-1-1 Idaho CareLine and ask to speak to your Quality Child Care Consultant.

Facility Name: Jumping Jacks Home Child Care		Contact name: Jack Jackson		
Phone: 123-4567		Date: May 11, 2010		
Quality Standard				
<p>1. Environment: Measures environment through the <i>Environment Rating Scales</i>.</p>				
Not yet at Tier 1 <input type="checkbox"/>				
<input checked="" type="checkbox"/> Tier 1 <input type="checkbox"/> <i>Environment Rating Scale</i> score 3.0-3.49	<input type="checkbox"/> Tier 2 <input type="checkbox"/> <i>Environment Rating Scale</i> score 3.50-3.99	<input type="checkbox"/> Tier 3 <input type="checkbox"/> <i>Environment Rating Scale</i> score 4.0-4.99	<input type="checkbox"/> Tier 4 <input type="checkbox"/> <i>Environment Rating Scale</i> score 5.0-5.49	<input type="checkbox"/> Tier 5 <input type="checkbox"/> <i>Environment Rating Scale</i> score 5.5 or above

Additional Notes: **Score 3.19**

Quality Standard

2. Education: Documents current qualifications of owner.

Not yet at Tier 1

<input type="checkbox"/> Tier 1	<input checked="" type="checkbox"/> Tier 2	<input type="checkbox"/> Tier 3	<input type="checkbox"/> Tier 4	<input type="checkbox"/> Tier 5
<input type="checkbox"/> Owner PDS Registry level 1.2 – 2.4 OR 4.0 -4.1 OR 5.0-5.1 OR educational equivalent <input type="checkbox"/> Owner is enrolled in CDA coursework or has declared a major in ECE	<input checked="" type="checkbox"/> Owner PDS level 3.0 – 3.6 OR 4.2 OR documents completed CDA coursework <input checked="" type="checkbox"/> Owner has additional 15 hours training or one college credit in business in the past 5 years <input checked="" type="checkbox"/> Owner has at least one year experience operating a child care facility	<input type="checkbox"/> Owner PDS level 4.3-4.6 OR 5.2 OR 6.0-6.1 <input type="checkbox"/> Owner has additional 30 hours training or two college credits in business in the past 5 years <input type="checkbox"/> Owner has at least two years experience operating a child care facility	<input type="checkbox"/> Owner PDS level 5.3-5.5 OR 6.2 <input type="checkbox"/> Owner has additional 45 hours training or three college credits in business in the past 5 years <input type="checkbox"/> Owner has at least three years experience operating a child care facility	<input type="checkbox"/> Owner PDS level 6.3 – 8.0 <input type="checkbox"/> Owner has at least five years experience operating a child care facility

Additional Notes: **Owner/provider has CDA**

Quality Standard

3. Professional Development: Documents on-going training and education of owner.

Not yet at Tier 1

<input checked="" type="checkbox"/> Tier 1	<input type="checkbox"/> Tier 2	<input type="checkbox"/> Tier 3	<input type="checkbox"/> Tier 4	<input type="checkbox"/> Tier 5
<input checked="" type="checkbox"/> Owner has taken 8 hours of IdahoSTARS approved training in the 12 months prior to application	<input type="checkbox"/> Owner has taken 15 hours of IdahoSTARS approved training OR 1 ECE credit in the 12 months prior to application	<input type="checkbox"/> Owner has taken 20 hours of IdahoSTARS approved training OR 1 ECE credit and 5 hours training in prior 12 months	<input type="checkbox"/> Owner has taken 25 hours of IdahoSTARS approved training OR 1 ECE credit and 10 hours training in prior 12 months	<input type="checkbox"/> Owner has taken 30 hours of IdahoSTARS approved training OR 2 ECE credits in prior 12 months

Additional Notes: **Owner/provider has 14 hours training in 12 months prior to application**

Quality Standard

4. Inclusion: Documents how a facility supports children’s full participation and ways staff intentionally plan for each child and family to be successful.

Not yet at Tier 1

<input type="checkbox"/> Tier 1	<input type="checkbox"/> Tier 2	<input type="checkbox"/> Tier 3	<input type="checkbox"/> Tier 4	<input type="checkbox"/> Tier 5
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Owner has taken 1 hour of IdahoSTARS approved training in Component 9, <i>Special Needs</i>, in the 12 months prior to application <input checked="" type="checkbox"/> Written policy that reflects facility commitment to serving children with disabilities <input type="checkbox"/> Posted community resource list specific to serving children with disabilities 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Owner has taken 2 hours training in Component 9 <input checked="" type="checkbox"/> Submit <i>Inclusion Self-Reflection</i> to University of Idaho in the 12 months prior to application <input checked="" type="checkbox"/> Written policy and procedure to serve children with disabilities in the family’s primary language <input type="checkbox"/> Written policies and procedure to document each child’s developmental growth, strengths and challenges <input type="checkbox"/> Enrollment packet includes Child Find brochure & application 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Owner has taken 3 hours training in Component 9 <input checked="" type="checkbox"/> Written policy and procedure for referrals to outside support to address needs and/or concerns <input checked="" type="checkbox"/> Provide one formal parent/teacher conference per year to share child’s development <input type="checkbox"/> Methods for documenting children’s developmental growth, strengths and challenges are used at least once every three months 	<ul style="list-style-type: none"> <input type="checkbox"/> Owner has taken 4 hours training in Component 9 <input type="checkbox"/> Written policy and procedure to document follow-up of any referral out-comes <input type="checkbox"/> Methods for documenting children’s developmental growth, strengths and challenges are used at least once monthly 	<ul style="list-style-type: none"> <input type="checkbox"/> Owner has taken 5 hours training in Component 9 <input checked="" type="checkbox"/> Provide two formal parent/teacher conferences per year to share child’s development <input type="checkbox"/> Methods for documenting children’s developmental growth, strengths and challenges are used at least once weekly <input type="checkbox"/> 90% of children have their development screened by qualified staff within 90 days of enrollment

Additional Notes: Provides 2 conferences/year. Create policies & procedures

Quality Standard

5. Strengthening Families: Measures implementation of *Strengthening Families through Early Care and Education*.

Not yet at Tier 1

<input checked="" type="checkbox"/> Tier 1	<input type="checkbox"/> Tier 2	<input type="checkbox"/> Tier 3	<input type="checkbox"/> Tier 4	<input type="checkbox"/> Tier 5
<p><input checked="" type="checkbox"/> Owner has taken 3 hours training in Component 10, <i>Strengthening Families Protective Factors</i></p> <p><input checked="" type="checkbox"/> Written policy and procedures to recognize and respond to signs of child abuse and neglect</p> <p><input checked="" type="checkbox"/> Document 5 examples of written or posted communication</p> <p><input checked="" type="checkbox"/> Documented family orientation procedures</p>	<p><input checked="" type="checkbox"/> Owner has taken 5 hours training in Component 10</p> <p><input checked="" type="checkbox"/> Document 2 social events, 1 educational meeting, and 1 volunteer activity</p> <p><input type="checkbox"/> Posted community resource list</p>	<p><input checked="" type="checkbox"/> Owner has taken 7 hours training in Component 10</p> <p><input type="checkbox"/> Document 3 social events, 2 educational meetings, and 2 volunteer activities</p> <p><input type="checkbox"/> Intake form that includes family goals</p> <p><input type="checkbox"/> Establish Parent Work Group</p>	<p><input checked="" type="checkbox"/> Owner has taken 11 hours training in Component 10</p> <p><input type="checkbox"/> Document 4 social events, 3 educational meetings, and 3 volunteer activities</p> <p><input type="checkbox"/> Record of assistance connecting families with services</p> <p><input checked="" type="checkbox"/> Submit <i>Strengthening Families Self-assessment Summary</i></p> <p><input type="checkbox"/> Submit <i>Strengthening Families Action Plan</i></p>	<p><input checked="" type="checkbox"/> Owner has taken 15 hours training in Component 10</p> <p><input type="checkbox"/> Document 5 social events, 4 educational meetings, and 4 volunteer activities</p> <p><input checked="" type="checkbox"/> Documented system of emergency support</p>

Additional Notes: **Many high level indicators; no community resource list posted on-site**

Quality Standard

6. Child-to-staff Ratio: Documents child-to-staff ratio in each classroom or group.

Not yet at Tier 1

Tier 2

Legally operating

Tier 4

Use the following formula:

Child's age:	Points:
Birth but less than 2 years	2
2 years but less than 4 years	1
4 years and above	½

The maximum number of points or children per provider is 10, as determined by actual count or by using the formula, whichever method results in the lower number of children

Tier 5

Ratio of the youngest child applies if the group is mixed

Age	QRIS Ratio
<i>Birth but less than 12 months</i>	4:1
<i>12 months but less than 2 years</i>	5:1
<i>2 years but less than 3 years</i>	6:1
<i>3 years but less than 5 years</i>	10:1
<i>Kindergarten and up</i>	12:1

Additional Notes: **1 child age 14 months**

Quality Standard

7. Group Size: Documents group size in each classroom or defined group.

Not yet at Tier 1

Tier 2

Legally operating

Tier 5

Group size for the youngest child applies if the group is mixed

Age	QRIS Group Size
<i>Birth but less than 12 months</i>	8
<i>12 months and above</i>	12

Additional Notes: **6 children present for observation**

Quality Standard

8. Business Practices: Documents business practices of the facility.

Not yet at Tier 1

<input type="checkbox"/> Tier 1	<input type="checkbox"/> Tier 2	<input type="checkbox"/> Tier 3	<input type="checkbox"/> Tier 4	<input type="checkbox"/> Tier 5
<p>Child enrollment form includes information for:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Allergy <input checked="" type="checkbox"/> Chronic medical conditions and <input type="checkbox"/> Authorization to pick up children with photo ID <input checked="" type="checkbox"/> Documented training in recognizing and responding to signs of child abuse and neglect <input checked="" type="checkbox"/> An operating budget for the current year is available <input type="checkbox"/> Written policy for maintaining continuity for children and families, including reasoning, schedule and proactive actions regarding dismissal 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Individual children's allergy information is posted <input checked="" type="checkbox"/> Facility has basic business liability insurance <input checked="" type="checkbox"/> Facility tracks meals and snacks served to children <input checked="" type="checkbox"/> Written open door policy 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Facility has comprehensive business liability insurance <input type="checkbox"/> Written policy and procedure to collect tuition and/or fees in advance of care & to charge for irregular or unscheduled care giving <input type="checkbox"/> Parents use satisfaction survey every year to evaluate the program <input type="checkbox"/> Written policy and procedure for accident reports 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Emergency information and field trip authorization for each child is readily available and taken with the provider any time the children are taken outside the facility <input type="checkbox"/> Facility gives parents end-of-the year statement of all payments received <input type="checkbox"/> Facility is enrolled in USDA Food program and is reimbursed monthly for food served <input type="checkbox"/> Written policy and procedure for daily health checks 	<ul style="list-style-type: none"> <input type="checkbox"/> Completed self-study using the <i>Business Administration Scale for Family Child Care</i> <input type="checkbox"/> Improvement plan based on self-study

Additional Notes: **Consider parent satisfaction survey**