

**QRIS Program Administration Self-Study
for child care centers**



This document is used in conjunction with the *Program Administration Scale* as a self-study tool for child care center directors. Completing this self-study will help evaluate business practices currently in place in your facility, and guide you as you plan improvements to existing business practices.

If you are participating in the IdahoSTARS QRIS, the self-study will guide your work through the tiers of quality. A completed self-study is required in Tier 5 of Business Practices in the QRIS, and many of the quality indicators in Tiers 1-4 are based on the *Program Administration Scale*. If requested, the completed self-study will be validated during a STAR rating verification visit when you apply for a STAR rating.

More information on the *Program Administration Scale* can be found by visiting www.idahostars.org and clicking on *More About the Standards for Centers*.

Date: _____
Program name: _____
Owner/Director name (please print): _____
Facility Address: _____
City: _____ **State:** _____ **Zip:** _____
Work Phone #: _____ **Fax:** _____
Email: _____

General Description of the Child Care Facility and Special Circumstances

Describe your facility here:

Example: *This is a child care center with a licensed capacity of 35 children. Currently there are 30 children enrolled on a daily basis. The children range in age from 3 to 5 years old. There are four teachers with a variety of experience and education.*

Quality scores of less than 5 in Personnel Cost and Allocation were largely due to insufficient or inadequate benefits and Staffing Patterns and Scheduling.

The full time teacher in a classroom shared her frustration with the lack of a bathroom in or adjacent to the classroom. Because the bathroom used by her class is down a hallway outside her classroom, it is often necessary for all the children to go at once. If a child needs to use the bathroom when she is the only teacher in the classroom, she has to take the whole class to insure adequate supervision. She has one child still in diapers and cannot adequately support toilet training.

Strengths: Items with Scores of 5 and Above

Items with scores of 5 and above are described in this section. Scores in this range are considered by the *Program Administration Scale* to reflect best practices ranging in quality from ‘Good’ (5 points) to ‘Excellent’ (7 points). These items are considered to be strengths because they promote and support positive program administration and business practices.

Item	Score	Indicators/Comments
Human Resource Development		
1. Staff Orientation	Record score here	Use this space to reflect on indicators currently in place, and those not yet in place. Consider <i>why</i> or <i>how</i> or <i>if</i> higher level indicators will be incorporated.
2. Supervision & Performance Appraisal		
3. Staff Development		
Personnel Cost & Allocation		
4. Compensation		
5. Benefits		
6. Staffing Patterns & Scheduling		
Center Operations		
7. Facilities Management		
8. Risk Management		
9. Internal Communication		

Child Assessment		
10. Screening & Identification of special Needs		
11. Assessment in Support of Learning		
Fiscal Management		
12. Budget Planning		
13. Accounting Practices		
Program Planning and Evaluation		
14. Program Evaluation		
15. Strategic Planning		
Family Partnerships		
16. Family Communications		
17. Family Support and Involvement		
Marketing & Public Relations		
18. External Communications		
19. Community Outreach		
Technology		
20. Technological Resources		
21. Use of Technology		

Staff Qualifications		
22. Administrator		
23. Lead Teacher		
24. Teacher		
25. Apprentice Teacher/Aide		

Needs Improvement: Items with scores less than 5

Items with scores of 4 and below are described in this section. Scores in this range are considered by the *Program Administration Scale* to reflect practices ranging in quality from ‘Inadequate’ (1 point) to ‘almost Good’ (4 points). These items may be considered for targeted improvement.

Keep in mind that no program will score high in all areas and it is the average total score (not any of the single items by themselves) that is viewed as the level of quality.

Item	Score	Indicators/Comments
Human Resource Development		
1. Staff Orientation	Record score here	Use this space to reflect on indicators currently in place, and those not yet in place. Consider <i>why</i> or <i>how</i> or <i>if</i> higher level indicators will be incorporated.
2. Supervision & Performance Appraisal		
3. Staff Development		
Personnel Cost & Allocation		
4. Compensation		
5. Benefits		

6. Staffing Patterns & Scheduling		
Center Operations		
7. Facilities Management		
8. Risk Management		
9. Internal Communication		
Child Assessment		
10. Screening & Identification of special Needs		
11. Assessment in Support of Learning		
Fiscal Management		
12. Budget Planning		
13. Accounting Practices		
Program Planning and Evaluation		
14. Program Evaluation		
15. Strategic Planning		
Family Partnerships		
16. Family Communications		
17. Family Support and Involvement		

Marketing & Public Relations		
18. External Communications		
19. Community Outreach		
Technology		
20. Technological Resources		
21. Use of Technology		
Staff Qualifications		
22. Administrator		
23. Lead Teacher		
24. Teacher		
25. Apprentice Teacher/Aide		

<i>My average subscale scores are:</i>	
1. Human Resources Development	Record score here
2. Personnel Cost and Allocation	
3. Center Operations	
4. Child Assessment	
5. Fiscal management	
6. Program Planning and Evaluation	
7. Family Partnerships	
8. Marketing and Public Relations	
9. Technology	
10. Staff Qualifications	
Total score	(A) Total of scores
Overall average score on this date: Total of scores (A) / 10 = overall average score	Overall average
Today's date	