

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
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 an on-site Program Administrator and at least 50% of teaching staff completed an ExceleRate-approved training on inclusion of children with special needs? YES NO
7. Has an on-site Program Administrator completed the *Getting Ready for the Program Administration Scale (PAS)* training? YES NO

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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 (and will be used for on-site verification)? ERS CLASS (AGES 3-5 ONLY)

Submit the Assessment Profile Sheet(s)—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.

1E – CHILD ASSESSMENT

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

3a. If Yes, what is the assessment tool? _____

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1F – INCLUSION OF CHILDREN WITH SPECIAL NEEDS

4. Does your program have policies and procedures that support inclusion of children with special needs? YES NO

2B – TRANSITIONS

5. 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

3A – PROGRAM ADMINISTRATION

6. Has your program completed a PAS self-assessment? YES NO

If Yes, include a copy of the PAS Profile sheet.

7. 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

8. 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, 3A, and 3D)

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3D – LINGUISTICALLY AND CULTURALLY APPROPRIATE PRACTICE

9. Has your program completed a self-assessment of the linguistic and cultural appropriateness of your policies and practices, AND created a continuous improvement plan based on the results? YES NO

10. In your program, are children encouraged to use their home language in play and learning experiences and, wherever possible, does your program communicate with families in their home language? YES NO

4B – STAFF QUALIFICATIONS

Initial ExceleRate Illinois applications receive an extension related to staff qualifications. Program staff are required to apply for the Gateways Credentials. Program staff must achieve the Gateways Credentials within the first year of the program’s eligibility.

4C – STAFF DEVELOPMENT

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

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

PROGRAM PORTFOLIO

As part of the Silver verification process, a state-approved assessor will be on-site at your program to review several pieces of documentation, including self-assessments, CQIP and policies. Please refer to the “Getting Ready for the Silver Circle of Quality” on the ExceleRate Illinois website.

13. Has your program completed an organized program portfolio including all necessary documentation? YES NO

If No, your program will not meet Part 1 verification requirements and will not move on to Part 2 verification.

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