ExceleRate® Illinois |

Licensed Center Application
Silver Circle of Quality Supplement -
Assessment Path

ExceleRate® ILLINOIS | Preparing Children for Success

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   ○ PERSONNEL COST AND ALLOCATION

○ FISCAL MANAGEMENT   ○ PROGRAM PLANNING AND EVALUATION

○ HUMAN RESOURCES DEVELOPMENT   ○ TECHNOLOGY

○ MARKETING AND PUBLIC RELATIONS

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

4A/4B – DIRECTOR AND STAFF QUALIFICATIONS

Currently, the enforcement of Standards 4A and 4B is delayed while we analyze programs' CQIP plans and progress. Programs not in full compliance are required to include concrete, achievable goals and action steps in their CQIP and also to describe their progress in the annual report. Please make every effort to support your staff and your own efforts to attain the required credentials as quickly as possible. Further information will be announced when the analysis of CQIP plans is complete.

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

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PROGRAM PORTFOLIO

The Silver Circle of Quality application requires a two-part verification process (both parts include an on-site visit).

Part one consists of a state approved assessor reviewing several pieces of documentation on site at your program. To make sure you have all required documentation available, please review the *Getting Ready for the Silver Circle of Quality* checklist. All pieces listed must be included in the portfolio in order for your application to move forward to part two. This portfolio includes detailed policies (as required by some standards), self-assessment, CQIP, PAS documentation, etc.

13. Have you completed an organized portfolio inclusive of all required documentation to address ExceleRate standards?   ◯ YES   ◯ NO

By choosing <u>YES</u> above, you are acknowledging that you have gathered all required documentation for review and you will have these documents available during your part one verification visit. If a complete portfolio is unavailable for review, your program will be ineligible for Silver (and any applicable CCAP add-on will end).

If <u>NO</u>, your program is not ready to apply (should you submit your application and mark NO, your application will be deemed ineligible). Please visit the website for resources and contact your local CCR&R for assistance in getting prepared.

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