

## 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 Silver 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.

**1. Has the primary provider completed all the following trainings:**  YES  NO\*

- *ExceleRate Illinois Orientation for Licensed Family Child Care*
- *Introduction to the Family Child Care Environment Rating Scale (FCCERS) or Introduction to the Environment Rating Scales (ERS)*
- *Getting Ready for the Business Administration Scale (BAS)*
- *Completed an ExceleRate-approved training on inclusion of children with special needs (and assistant if applicable)?*

*\*If answering No, you will need to delay your application, use the appropriate resources available to complete this standard requirement.*

## 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.

In order for on-site assessment to occur, the provider must have at least 2 children present (that are not the provider's own) for at least three consecutive hours.

### 1A,1C AND 1G – SELF-ASSESSMENT

**1. Did you use the Family Child Care Environment Rating Scale-Revised (FCCERS-R) for the program self assessment (excluding Personal Care Routines subscale and Active Physical Play item #26)?**

If Yes, submit the Assessment Profile Sheet for the FCCERS-R Scoring Summary Sheet  YES  NO\*

*\*If answering No, you will need to delay your application, use the appropriate resources available to complete this standard requirement.*

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1D – CURRICULUM AND 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\*

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

2b. If Yes, what is the name of the assessment tool? \_\_\_\_\_

2c. If Yes, is this curriculum on the list of aligned curricula found on the ExceleRate Illinois website?  YES  NO

If No, include a narrative description of how the curriculum is aligned with the Illinois Early Learning Guidelines/Standards.

2d. If Yes, has the primary provider completed an ExceleRate-approved training on curriculum implementation or training on the identified curriculum and completed an ExceleRate-approved training on Illinois Early Learning Guidelines/Early Learning Development Standards.  YES  NO\*

*\*If answering No, you will need to delay your application, use the appropriate resources available to complete this standard requirement.*

1E – CHILD SCREENING

3. Does the primary provider conduct child screening?  YES  NO

3a. If Yes, has the primary provider completed an ExceleRate-approved training on screening tools?  YES  NO\*  N/A  
*(only if provider uses outside entity to do screening)*

3b. If No, who is completing child screening? \_\_\_\_\_

*\*If answering No, you will need to delay your application, use the appropriate resources available to complete this standard requirement.*

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3A – BUSINESS ADMINISTRATION

4. Has the primary provider completed a Business Administration Scale (BAS) self-assessment?  YES  NO\*

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

5. Fiscal Management and Record Keeping items from the BAS will be verified on-site. Please select two additional BAS items below that you wish to be verified on.

- COMMUNITY RESOURCES
- INCOME AND BENEFITS
- WORK ENVIRONMENT
- RISK MANAGEMENT
- MARKETING AND PUBLIC RELATIONS
- PROVIDER AS EMPLOYER (ONLY IF PROVIDER HAS AN ASSISTANT)
- PROVIDER-PARENT COMMUNICATION

*\*If answering No, you will need to delay your application, use the appropriate resources available to complete this standard requirement.*

3C – CONTINUOUS QUALITY IMPROVEMENT

6. Has the primary provider completed a Continuous Quality Improvement Plan (CQIP) using self-assessment results?  YES  NO\*

If Yes, please enclose a copy of the completed CQIP. (At a minimum, CQIP must address, as needed, 1A, 1G, AND 3A)

*\*If answering No, you will need to delay your application, use the appropriate resources available to complete this standard requirement.*

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#### 4A – PROVIDER QUALIFICATIONS

Initial ExceleRate Illinois applications receive an extension related to provider & staff qualifications. Provider/assistants, and substitutes (if applicable), are required to apply for the Gateways Credentials. Gateways Credentials must be achieved within the first year of the program’s eligibility.

7. Has the primary provider attained the Gateways FCC Credential Level 4 or higher?  YES  NO

#### 4B – ASSISTANT & SUBSTITUTE QUALIFICATIONS

Initial ExceleRate Illinois applications receive an extension related to provider & staff qualifications. Provider/assistants, and substitutes (if applicable), are required to apply for the Gateways Credentials. Gateways Credentials must be achieved within the first year of the program’s eligibility.

#### 4D – ONGOING PROFESSIONAL DEVELOPMENT

8. Has the primary provider, completed a written individualized professional development plan and completed at least 20 hours of professional development per year?  YES  NO\*

9. Has the assistant(s) if applicable, completed a written individualized professional development plan and completed at least 10 hours of professional development per year?  YES  NO\*  N/A

*\*If answering No, you will need to delay your application, use the appropriate resources available to complete this standard requirement.*

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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, BAS documentation, etc.

10. Have you completed an organized portfolio inclusive of all required documentation to address ExceleRate standards?

YES

NO

By choosing YES 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 NO, 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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