



# Streamlined Re-rating Readiness Checklist

## for Family Child Care Centers

**Instructions:** When your program is ready to begin the streamlined re-rating process, **complete “File for Rating” in the Grow NJ Kids dashboard of NJCCIS and email a copy of this completed checklist to [GNJKRating@montclair.edu](mailto:GNJKRating@montclair.edu).** Please also upload this document to the NJCCIS File Cabinet using the GNJK Readiness Checklist document type, **and ensure that the Star Rating Readiness Checklist and Rating Summary Report from your previous Star Rating have been uploaded to the NJCCIS File Cabinet.**

**About the Streamlined Re-rating Readiness Checklist:** This checklist is designed for **FCC programs with an expired or expiring Official Grow NJ Kids Star Rating who wish to submit for the streamlined re-rating process.** The information on this checklist must be fully completed and submitted with any additional applicable documents requested for your program. This checklist will serve as notification to Grow NJ Kids Rating that you are ready to begin the re-rating process.

Date: \_\_\_\_\_ Primary Contact Name: \_\_\_\_\_

Family Child Care Center Address: \_\_\_\_\_

Primary Contact #: \_\_\_\_\_ Primary Contact Email: \_\_\_\_\_

School Closing Phone # and/or Website: \_\_\_\_\_

TAS Name: \_\_\_\_\_  Information may be shared with my TAS during the rating process, including the Rating Summary Report

TAS Primary Contact #: \_\_\_\_\_ TAS Email: \_\_\_\_\_

Please indicate which of the following apply:  Family Child Care Center  Receives Subsidy Curriculum used: \_\_\_\_\_

Applying for 3-Year Renewal:  Yes Applying for Star Rating of:  3  4  5 Date last Star Rating received: \_\_\_\_\_

Prior Star Rating Received:  3  4  5

Parking available?  Yes  No If no, please check the days of alternate side parking (if applicable):  M  T  W  Th  F

Location of parking: \_\_\_\_\_

Instructional day start time: \_\_\_\_\_ Arrival time for children: \_\_\_\_\_ Building hours: \_\_\_\_\_

Names of assistants (if applicable): \_\_\_\_\_ Days worked: \_\_\_\_\_ Hours worked: \_\_\_\_\_

Number of children enrolled in program: \_\_\_\_\_ Age range of students: \_\_\_\_\_

Number of identified children with special needs currently enrolled: \_\_\_\_\_ Primary language of instruction: \_\_\_\_\_

Please indicate how many children are in each age group: Preschool Programs: 3yr old: \_\_\_\_\_ 4yr old: \_\_\_\_\_

Infant/Toddler Programs: Infants (under 11 months): \_\_\_\_\_ Toddlers (12 months-23 months): \_\_\_\_\_ Twos (24 months-35 months): \_\_\_\_\_

Family Child Care Provider Certificate of registration attached:  Yes  No NJCCIS Facility ID: \_\_\_\_\_

**Two-Month Window:** Grow NJ Kids Rating will conduct an onsite observation of your program as part of the streamlined re-rating process. Please provide a window of two months during which the observation can occur. Please list any dates of exclusion within this time (e.g., holidays, days of special events, etc.). **Up to 10 dates of exclusion within your selected two-month window are permitted.** Once documentation has been reviewed, Grow NJ Kids Rating will contact you with the date on which the observation will occur.

Requested Two-Month Window: \_\_\_\_\_

10 Days of Exclusion: \_\_\_\_\_

## Documentation Review

All providers seeking a streamlined re-rating should **ensure that the Star Rating Readiness Checklist and Rating Summary Report from their prior Star Rating can be found on the NJCCIS File Cabinet.**

**Records from training on Developmentally Appropriate Practices, and records for all training standards for which the program submitted during the previous rating submission will be reviewed for all providers seeking a streamlined re-rating\*.** If professional development transcripts are not up-to-date in NJCCIS, your Quality Rating Coordinator will ask for evidence of completed training.

**Providers seeking the same star rating as their last rating submission** will only be asked to resubmit evidence for **select** time-sensitive standards by uploading documentation to the NJCCIS File Cabinet using the appropriate GNJK category as the Document Type. The specific documentation requested will be determined by the Quality Rating Coordinator based on your previous rating submission and as follows

- Providers seeking a Star 3 Re-rating will be asked to resubmit evidence of 3 randomly selected time-sensitive standards
- Providers seeking a Star 4 Re-rating will be asked to resubmit evidence of 6 randomly selected time-sensitive standards
- Providers seeking a Star 5 Re-rating will be asked to resubmit evidence of 9 randomly selected time-sensitive standards

In addition to evidence for select time-sensitive standards above, **providers seeking a higher star rating than they received during their previous Star Rating may submit new documentation from any level or category** to receive points towards meeting the threshold for the requested new Star Rating. Please upload these new files to the NJCCIS File Cabinet using the appropriate GNJK category as the Document Type, and list the **new standards for which your program has uploaded documentation on pages 3 and 4**, along with the file name of each document. If additional documentation is required to submit and/or resubmit in order to ensure point requirements have been met, Grow NJ Kids Rating will notify you. The required points for each Star Rating is provided on page 5.

## NJCCIS Registration

Providers and any additional staff members should be registered on NJCCIS with formal education and additional professional development/training documented on their professional profile. Any additional training documentation that is not available on NJCCIS should be available for review as well.

\*The training records outlined above apply to the provider, an alternate provider, and an assistant if working at the program regularly.

### Standards Documentation List

List the **new** standards for which your program has uploaded documentation to the NJCCIS File Cabinet, along with the file name of each document.




<b>Standard Number</b> <small>(ex. 1.3.3)</small>	<b>File Name(s)</b> <small>(ex. 1.3.3 – Sample Menus)</small>

### Standards Documentation List

List the new standards for which your program has uploaded documentation to the NJCCIS File Cabinet, along with the file name of each document.

<b>Standard Number</b> (ex. 1.3.3)	<b>File Name(s)</b> (ex. 1.3.3 – Sample Menus)

## Requirements for Streamlined Re-Ratings

Star Rating	FCCERS-3 Required Scores (GNJK Standards: 1.3.1; 1.4.1; 2.3.1)	Curriculum and Training on Developmentally Appropriate Practices*	Required documentation
	<p style="text-align: center;">Average of 3.75</p> <p style="text-align: center;">No subscale below 3.0</p>	<p style="text-align: center;">Provider has attended five hours of training in at least two Core Knowledge Areas focused on FCC Developmentally Appropriate Practices. See standard 2.3.2 for more information.</p>	<p style="text-align: center;"><u>All Programs:</u> Evidence for 3 time-sensitive standards and provider training records*</p>
	<p style="text-align: center;">Average of 4.5</p> <p style="text-align: center;">No subscale below a 4.0</p>	<p style="text-align: center;">Provider has attended 10 hours of training or more in at least three Core Knowledge Areas focused on FCC Developmentally Appropriate Practices. See standard 2.4.1 for more information.</p>	<p style="text-align: center;"><u>All Programs:</u> Evidence for 6 time-sensitive standards and provider training records*</p> <p style="text-align: center;"><u>Higher star rating:</u> 30 - 40 cumulative documentation points (prior Star Rating and Streamlined Re-rating points combined)</p>
	<p style="text-align: center;">Average of 5.0</p> <p style="text-align: center;">No subscale below a 4.25</p>	<p style="text-align: center;">Provider has attended 20 hours of training or more in at least ten training topics, with at least 10 training hours completed in topics listed under Core Knowledge Areas: “Learning Environment and Curriculum” and “Child Growth and Development,” and a curriculum reflective of current research and best practice is used. See standard 2.5.1 for more information.</p>	<p style="text-align: center;"><u>All Programs:</u> Evidence for 9 time-sensitive standards and provider training records*</p> <p style="text-align: center;"><u>Higher star rating:</u> 41 - 50 cumulative documentation points (prior Star Rating and Streamlined Re-rating points combined)</p>

\*The training requirements and records outlined above apply to the provider, an alternate provider, and an assistant if working at the program regularly.



## Observation Agreement

Independent Raters will arrive a few minutes before the scheduled observation to ask questions pertaining to non-observable items on the Environment Rating Scale such as the total number of children enrolled, if there are any children with identified disabilities, etc.

The Individual Raters entering the classroom(s) are there solely to observe, and will do their best to stay out of the way and not be disruptive to your program. Because the Raters are there to observe as much as possible during the three-hour observation, please keep interactions with Raters during this window to a minimum.

All adults in the state of NJ are mandated reporters. Whenever there is reasonable cause to believe that a child has been subjected to abuse or neglect by a provider/center staff member or any other person, our Raters must verbally notify the NJ Department of Children and Families State Central Registry. If there is any imminent danger(s) or hazard(s) that threaten the health and safety of children in a provider's home or childcare center, the Department of Children and Families Office of Licensing will be notified.

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**Signature of Program Primary Contact**

**Date**

## Star Rating Readiness Certification

I certify that my program has completed all Level 1 and Level 2 GNJK Standards and that my program's child care license is in good standing. I have also worked with my Technical Assistance Specialist to successfully prepare my center/school for the streamlined re-rating process. I have also noted on this checklist any documentation that has been submitted for review and consideration towards the final rating decision.

License is in good standing

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**Signature of Program Primary Contact**

**Date**

License is in good standing

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**Signature of Technical Assistance Specialist**

**Date**