

CATEGORY	QUESTION	0 Points	1 Point	2 Points	3 Points	4 Points
	Observable (Look for physical Evidence during tour, may need to ask follow up questions.)					
Daily Schedule	<p>Tell me about the daily schedule of your classrooms and how teachers plan learning experiences. Tell me about your learning environments and how teachers set them up.</p> <p>Scoring Criteria: - Each classroom has a daily schedule that is appropriate for the age group. - Each classroom has a daily plan of learning experiences. - Each classroom has distinct areas for varied learning experiences and activities. - Classroom environments and learning plans are reflective of the needs, interests, and abilities of the children.</p>	0 criteria are met.	1 criterion is met.	2 criteria are met.	3 criteria are met.	4 criteria are met.
Adult to Child Ratio	<p>What is the current adult to child ratio in each classroom? If a program is found to be out of ratio in any classroom, they may be ineligible to receive funding and will be reported to licensing.</p> <p>Three-Star Adult to Child Ratio: Birth to 1 Year (1:4), 1-2 Years (1:4), 2-3 Years (1:6), 3-4 Years (1:8), 4-5 Years (1:10)</p> <p>Two-Star Adult to Child Ratio: Birth to 1 Year (1:4), 1-2 Years (1:6), 2-3 Years (1:8), 3-4 Years (1:10), 4-5 Years (1:12)</p> <p>One-Star Adult to Child Ratio: Birth to 1 Year (1:5), 1 Year (1:7), 2 Years (1:11), 3 Years (1:13), 4 Years (1:5), 5 Years (1:19)</p> <p>Minimum requirements for B-3/City Seats: ratios are no higher than one (1) teacher to four (4) children for infants and toddlers, and one (1) teacher to eight (8) children for three-year olds; with no group having more than eight (8) children at all times.</p> <p>Minimum requirements for LA4/NSECD: ratios are no higher than one (1) teacher to 10 children for three and four year olds or two (2) teachers to 20 children for three and four year olds.</p>	Program is not in compliance with ratio. Note that this may disqualify them from receiving funding.	Meets one-star teacher/child ratio.	Meets two-star teacher/child ratio.	Meets three-star teacher/child ratio.	N/A
Outdoor Play	<p>Do children (including infants and toddlers) have an opportunity to play outside every day? Describe a typical outdoor session for each age group, including length of time outside. What is the teacher's role in outdoor play?</p> <p>Scoring Criteria: - Children have at least two opportunities for outdoor play daily (one in the morning, one in the afternoon; for infants, at least one). - Outdoor play opportunities last at least one hour daily (ex. 30 minutes in the morning and 30 minutes in the afternoon; for infants, at least 30 minutes total). - Children are provided with equipment to engage in large motor experiences that stimulate a variety of skills, enhance sensory-motor integration, and develop controlled movement. Children with varying abilities are able to have large motor experiences similar to those of their peers. - Teachers encourage and facilitate active play involving physical movement as well as pretend or dramatic play.</p> <p>There are general health and safety procedures in place. Document this during tour.</p>	0 criteria are met.	1 criterion is met.	2 criteria are met.	3 criteria are met.	4 criteria are met.
Health & Safety	<p>Scoring Criteria: - Obvious hazards such as dangerous substances, electrical cords, uncovered electrical outlets, cleaning materials, etc. are inaccessible to children. - Fire extinguishers are on site and prepared. - Sinks and bathrooms are stocked with appropriate supplies. - The program has policies and practices to ensure safe administration of medicine. - Classrooms and shared spaces are clean and orderly.</p>	0 or 1 criteria are met.	2 criteria are met.	3 criteria are met.	4 criteria are met.	All 5 criteria are met.
Physical Environment	<p>The physical environment is appropriate for children. Document this during tour.</p> <p>Scoring Criteria: - The site is clean and in good repair. - Learning materials and furniture are in good condition. - There are sufficient, varied, and age-appropriate learning materials. - The outdoor play area is appropriately equipped and safe. - The food service facilities are appropriate for the type of food service being provided.</p>	0 or 1 criteria are met.	2 criteria are met.	3 criteria are met.	4 criteria are met.	All 5 criteria are met.
	Discussion-Based (Ask questions, may need to look for physical evidence).					
Use of CLASS	How are you using CLASS to improve your program and inform your professional development plans for staff? How do you provide feedback to staff on their CLASS scores?	Answer indicates that provider does not have a clear understanding of CLASS or how to use it to guide staff PD.	Answer provides a general outline of how they are using CLASS, but provides no or few specific examples of how they are using CLASS to either improve the program or plan individual teachers' PD.	Answer provides 2 or more specific, appropriate examples of how they are using CLASS to either improve the program or plan individual teachers' PD.	Answer provides 3 or more specific, appropriate examples of how they are using CLASS to either improve the program AND plan individual teachers' PD.	N/A
Use of TSGOLD	How do you ensure that teachers are using GOLD appropriately? How do your teachers use GOLD? How many of your staff are Inter-Rater Reliable in GOLD?	Answer indicates a minimal understanding of GOLD (e.g. simply making sure that teachers enter checkpoint data by deadlines.)	Answer provides a general outline of how teachers are using GOLD (and being supervised in doing so), but offers few or no specifics.	Answer provides 2 or more specific, appropriate examples of how the program is using GOLD to document and assess children's program, use that information to guide and individualize instruction, and/or communicate with families.	Answer provides 2 or more specific, appropriate examples of how the program is using GOLD to document and assess children's program, use that information to guide and individualize instruction, and/or communicate with families. Additionally, at least 25% of staff are Inter-Rater Reliable.	N/A
Curriculum Use	<p>What curriculum do you use in your program? Is this a Tier 1 curriculum? How do you support teachers in the implementation of the curriculum?</p> <p>Note that City Seats programs must use a Tier 1 curriculum: Frog Street, Teaching Strategies Creative Curriculum, Kaplan Learn Every Day, Pearson Opening the World of Learning (OWL), Voyager We Can, Children's Literacy Initiative Blueprint for Early Literacy, Eureka Math, KinderCare Early Foundations, Robert-Leslie InvestGators, Kaplan Connect4Learning Preschool).</p>	Program does not use any type of curriculum.	Program uses curriculum (of any type or Tier) but does not adequately support teachers with implementation (professional development, coaching, workshops, communities of practice, etc.).	Program uses non-Tier 1 curriculum and provides specific ways teachers are supported with implementation (professional development, coaching, workshops, communities of practice, etc.).	Program uses Tier 1 curriculum and provide specific ways teachers are supported with implementation (professional development, coaching, workshops, communities of practice, etc.).	N/A

Meal Service	<p>Tell us about your meal service. What meals do you provide on site? Where are the meals prepared? How are the meals prepared?</p> <p>Scoring Criteria: - All meals are cooked on premises or are delivered to the program from a central location or food purveyor. - Food preparation follows all USDA food service regulations. - Children in all classrooms, including infant and toddler classrooms, partake in family-style food service. - Meals include breakfast, lunch, and afternoon snack.</p>	0 criteria are met.	1 criterion is met.	2 criteria are met.	3 criteria are met.	4 criteria are met.
Policies & Procedures	<p>Ask the director to see a copy of their policy and procedures handbook (or show you where they are posted in their physical location) and ask them each of the following questions. Listen for if the answer indicates that the director has not given sufficient thought to how to handle any of these needs or if the answer demonstrates that the center is fully prepared to meet the needs of children in its care.</p> <ul style="list-style-type: none"> - What policies and procedures are in place for a medical emergency, for example, if a child breaks a bone or is incoherent after falling down? - What policies, procedures, or accommodations are in place for children with food-borne or environmental allergies? - What policies, procedures, or accommodations are in place for children with special dietary needs, restrictions, or intolerances? - What policies, procedures, or accommodations are in place for children with chronic illnesses, such as asthma or epilepsy? - What policies, procedures, or accommodations are in place for children with physical or other disabilities, such as children who use mobility devices or who require special services? 	None or just one (1) of the answers demonstrate that the center is fully prepared to meet the needs of all children in its care.	Two (2) answers demonstrate that the center is fully prepared to meet the needs of all children in its care.	Three (3) answers demonstrate that the center is fully prepared to meet the needs of all children in its care.	Four (4) answers demonstrate that the center is fully prepared to meet the needs of all children in its care.	All 5 answers demonstrate that the center is fully prepared to meet the needs of all children in its care.
Recruitment	<p>What is your plan to recruit children and families to your program?</p>	Answer does not clearly or completely respond to question.	Answer indicates that provider does not have a clear understanding of what it might take to successfully attract and recruit children.	Answer provides a general plan to attract and recruit children, but provides no or few specific action steps to accomplish the plan.	Answer provides a plan with specific action steps to attract and recruit children that is clear and convincing.	Answer provides a plan with specific action steps to attract and recruit children that is clear and convincing. Answers also includes evidence that these strategies have been successfully implemented previously.
Community Perception	<p>Why would a family choose your program over another?</p>	Answer does not clearly or completely respond to question.	Answer indicates that provider does not have a clear understanding of what makes their program attractive to families and how to attract them.	Answer indicates the provider has a general understanding of what makes their program attractive to families and has a general plan to attract families, but provides no or few specific action steps to accomplish the plan.	Answer indicates the provider has a general understanding of what makes their program attractive to families and has a general plan to attract families, but provides no or few specific action steps to accomplish the plan.	Answer indicates the provider has a clear understanding of what makes their program attractive to families, offers a unique philosophy or program and has a plan with specific action steps to attract and recruit families that is clear and convincing.