2026-2027 Network Level CFR Seat Application Rubric (City Seats and ECEF Seats)

Updated 9/15/2025

Dimension	Indicator	Rating Scale 0	1	2	3	Mechanism(s) of Assessment
Program Operations	**Days of Operation** *The ECCE program is open and maintains normal hours of operation on all dates indicated in the Parent Handbook and only closes due to events that prohibit the safe operation of the site.*	Insufficient evidence was provided that illustrates that the program is open and maintains normal hours of operation on all dates indicated in the Program Handbook and only closes due to events that prohibit the safe operation of the site. -or- With the exception of events that were out of the program's control, the site was closed for more than 5 days within the prior year. -or- [for returning sites] The site failed to notify the program administrator (Agenda for Children) of a program or classroom closure within the prior year, as required by the MOU.	Evidence was provided that illustrates that the program is open and maintains normal hours of operation for **most dates indicated in the Program Handbook** and only closes due to external events that prohibit the safe operation of the site (events out of the program's control, including, but not limited to, severe weather, flooding, loss of utilities, etc.). -and- With the exception of events that were out of the program's control, **the site was closed between 3 and 5 days within the prior year.** **MINIMUM STANDARD**	Evidence was provided that illustrates that the program is open and maintains normal hours of operation for the **majority of dates** indicated in the Program Handbook and only closes due to events that prohibit the safe operation of the site (external events out of the program's control, including, but not limited to, severe weather, flooding, loss of utilities, etc.). -and- With the exception of events that were out of the program's control, **the site was closed fewer than 3 days within the prior year.**	Evidence was provided that illustrates that the program is open and maintains normal hours of operation on **all dates** indicated in the Program Handbook and only closes due to events that prohibit the safe operation of the site (external events out of the program's control, including, but not limited to, severe weather, flooding, loss of utilities, etc.). -and- With the exception of events that were out of the program's control, **the site was not closed on any additional days within the prior year.**	Self Report w/ Documentation Self Report: • Application short answer response Required Documentation: • Program Handbook
	Hours of Operation *The ECCE program has hours of operation that meet the needs of working families.*	Insufficient evidence was provided that illustrates that the program has hours of operation that meet the needs of working families by providing full day, year-round services for: • at least 8 hours per day, 5 days per week for ECEF Seats • up to 10 hours per day, 5 days per week for City Seats	The program provides • full day, year-round services for at least 8 hours per day, 5 days per week for ECEF Seats • Full day child care program during all days and hours of operation, including special openings/sessions. All children in a City Seat must have access to the center's child care program for all days the center is open and for all hours of the center's operation. The center	Meets all criteria in "meeting expectations" **-and-** **Is open and available for all children (regardless of funding source) for at least 9.5 hours per day~~, and is open until 5:30 pm, allowing for sufficient commuting time for working families~~** *Strikethroughed text indicates that the information was changed or removed at the request of the Coordinated Enrollment SubCommittee*	Meets all criteria in "meeting expectations," is **open and available for all children (regardless of funding source) for more than 10 hours. ~~9.5 hours per day, and is open until 6:00 or later.~~** *Strikethroughed text indicates that the information was changed or removed at the request of the Coordinated Enrollment SubCommittee*	Self Report w/ Documentation Self Report: • Application short answer response Required Documentation: • Program Handbook • Staffing Plan

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			must be open and serving children for no less than 48 weeks per program year. **REQUIRED**			
	Enrollment Maintenance *The ECCE program does not utilize reduced attendance hours*, suspensions, or expulsions to address children's behaviors.* **Does not include reduction of hours recommended and approved by Wrap Around Partners or the Seat Program Administrator*	Insufficient evidence was provided that illustrates that the program does not utilize reduced attendance hours, suspensions, or expulsions to address children's behaviors.	Evidence was provided that illustrates that the program **seldom utilized** (3 to 4 times) reduced attendance hours, suspensions, or expulsions to address children's behaviors. **MINIMUM STANDARD**	Evidence was provided that illustrates that the program **rarely utilized** (1 to 2 times) reduced attendance hours, suspensions, or expulsions to address children's behaviors.	Evidence was provided that illustrates that the program **never utilized** reduced attendance hours, suspensions, or expulsions to address children's behaviors.	Self Report w/ Documentation Self Report: • Application short answer response Required Documentation: • Program Handbook
Program Safety	**Licensing Compliance** *The ECCE program meets Louisiana Early Learning Center Licensing Regulations*.* **See list of applicable Licensing findings below.* Note: The publicly-funded seat administrator reserves the right to not renew existing providers' ongoing participation, or revoke providers' current participation, in publicly-funded seat programs due to any licensing findings no matter the number.	Insufficient evidence was provided that illustrates that the program meets Louisiana Early Learning Center Licensing Regulations. -or- The program has 5 or more applicable Licensing findings over the past 12 months.*	The program meets Louisiana Early Learning Center Licensing Regulations as evident by the receipt of **some** *(3 to 4)* **applicable findings during agency monitoring visits** over the past 12 months..* **MINIMUM STANDARD**	The program meets Louisiana Early Learning Center Licensing Regulations as evident by the receipt of **few** *(1 to 2)* **applicable findings during agency monitoring visits** over the past 12 months..*	The program meets all applicable regulatory standards as evident by the receipt of **no applicable findings during agency monitoring visits** over the past 12 months..*	Self Report w/ Documentation Self Report: • Application short answer response Required Documentation: • Licensing Reports from the past 12 months
	Child to Staff Ratio and Group Size *The ECCE program ensures that the program has the capacity to adhere to required ratios and group sizes at all times.*	Insufficient evidence was provided that illustrates that the program has the capacity to adhere to required ratios and group sizes for the funded-seat program. -or- [for returning sites] Site has temporarily closed City Seats or ECEF classrooms on three or more occasions due to lack of staffing	The program **has the capacity to adhere to the required ratios and group sized for the funded seats program as follows**: • Infants & 1 Year Olds (Children under 24 mos.): 4:1 Ratio (Max Group Size = 8) • 2 Year Olds: 6:1 Ratio (Max Group Size = 12) • 3 Year Olds: 8:1 Ratio (Max Group Size = 16)	The program **has the capacity to adhere to the required ratios and group sized for the funded seats program as follows**: • Infants & 1 Year Olds (Children under 24 mos.) : 4:1 Ratio (Max Group Size = 8) • 2 Year Olds: 6:1 Ratio (Max Group Size = 12) • 3 Year Olds: 8:1 Ratio (Max Group Size = 16) **-and-**	The program **has the capacity to adhere to the required ratios and group sized for the funded seats program as follows:** • Infants & 1 Year Olds (children under 24 mos.): 4:1 Ratio (Max Group Size = 8) • 2 Year Olds: 6:1 Ratio (Max Group Size = 12) • 3 Year Olds: 8:1 Ratio (Max Group Size = 16) **-and-**	Self Report w/ Documentation Self Report: • Application short answer response Required Documentation: • Program Handbook • Staffing Plan

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			REQUIRED	**has at least one additional staff member who is not the director** to fill in for teachers who are absent from the classroom as part of efforts to ensure these ratios are consistently maintained.	**has at least one additional qualified teacher who is not the director** to fill in for teachers who are absent from the classroom as part of efforts to ensure these ratios are consistently maintained.	
	Critical Incidents *The ECCE program actively works to ensure that critical incidents are minimal.* **See list of applicable Critical Incidents below.* Note: The publicly-funded seat administrator reserves the right to not renew existing providers' ongoing participation, or revoke providers' current participation, in publicly-funded seat programs due to any findings of critical incidences no matter the number.	Insufficient evidence was provided that supports that the provider has minimal (2 or less) ~~(4 or less)~~ critical incidents* in any given quarter (3 month period). -or- The provider had ~~5~~ 3 or more critical incidents* in any given quarter (3 month period). *Strikethroughed text indicates that the information was changed or removed at the request of the Coordinated Enrollment SubCommittee*	The program **had some (2) ~~(3 to 4)~~ critical incidents*** in any given quarter (3 month period). *Strikethroughed text indicates that the information was changed or removed at the request of the Coordinated Enrollment SubCommittee* *See list of applicable Critical Incidents below.* **MINIMUM STANDARD**	The program **had few (1) ~~(1 to 2)~~ critical incidents*** in any given quarter (3 month period). *Strikethroughed text indicates that the information was changed or removed at the request of the Coordinated Enrollment SubCommittee* *See list of applicable Critical Incidents below.*	The program **had no critical incidents*** in the review period. *See list of applicable Critical Incidents below.*	Self Report w/ Documentation Self Report: • Application short answer response Required Documentation: • Redacted Critical Incident Reports from the last 12 months
ECCE Workforce	**Teacher Credentials** *The ECCE program ensures that teachers have the education necessary and required credentials needed to provide high quality ECCE.*	Insufficient evidence was provided that illustrates that teachers in classrooms providing care for publicly-funded children have an ECAC -or- have been enrolled in an ECAC program within 90 days of hire.	**All lead teachers in classrooms have been enrolled in an ECAC program within 90 days of hire** if they don't already have an ECAC. **REQUIRED**	**The majority of lead teachers** (51 to 79%) **have an ECAC** (as determined by total number of classrooms ~~with publicly funded~~ children divided by total number of teachers in these classrooms with ECAC certifications). *Strikethroughed text indicates that the information was changed or removed at the request of the Coordinated Enrollment SubCommittee*	**Almost all lead teachers** (80% or more) have an ECAC (as determined by total number of classrooms ~~with publicly funded children~~ divided by total number of teachers in these classrooms with ECAC certifications). *Strikethroughed text indicates that the information was changed or removed at the request of the Coordinated Enrollment SubCommittee*	Self Report w/ Documentation Self Report: • Application short answer response Required Documentation: • Staffing Plan • Staff Handbook • Copies of Teachers' ECAC certifications • Evidence that Teachers' are actively enrolled in an ECAC program
	Teacher Retention *The ECCE program retains teachers in classrooms serving*	Insufficient evidence was provided that illustrates that lead teachers in classrooms with	**Some lead teachers** (25 to 50%) in classrooms stay employed at the site for the full duration of	**The majority of lead teachers** (51 to 79%) stay employed at the site for the full duration of	**Almost all lead teachers** (80% or more) stay employed at the site for the full duration of the	Self Report w/ Documentation Self Report:

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	publicly-funded children.	publicly-funded children remain at the site for the full duration of the program year (July-August). -or- The program has a lead teacher turn-over rate of 76% or higher in classrooms with publicly-funded children.	the program year (July-August). **MINIMUM STANDARD**	the program year (July-August).	program year (July-August).	• Application short answer response Required Documentation: • Staffing Plan CLASS portal data
	Professional Development *The ECCE program ensures that teachers receive the training required to provide high quality early care and education.*	Insufficient evidence was provided that illustrates that the provider requires staff and administrators to participate in all required Professional Development (PD) training sessions and director-supported coaching visits.	The provider requires lead teachers and administrators to **participate in all required Professional Development (PD) opportunities***, including training sessions and director-supported coaching visits. **REQUIRED**	The provider requires lead teachers and administrators to participate in all required Professional Development (PD) opportunities*, including training sessions and director-supported coaching visits. **-and-** **Ensures that teachers attend trainings based on the age group they teach and/or site needs.**	The provider requires lead teachers and administrators to participate in all required Professional Development (PD) opportunities*, including training sessions and director-supported coaching visits. **-and-** **Ensures that teachers attend trainings based on their individual needs**	Self Report w/ Documentation Self Report: • Application short answer response Required Documentation: • Staffing Plan • Staff Handbook • List of teachers' completed trainings with copies of certificates for the last 12 months
Child Experience	**Teacher Presence** *The ECCE program ensures that there is a qualified teacher for each classroom with publicly funded seats enabling children to have consistency of care and education.*	Insufficient evidence was provided within a Staffing Plan that illustrates that the program ensures that there is a qualified teacher for each classroom with publicly funded seats enabling children to have consistency of care and education -or- An incomplete Staffing Plan was submitted -or- A staffing plan wasn't submitted	A Staffing Plan was provided that illustrates that the program ensures that **there is at least one qualified teacher, that is not the director, for each classroom with publicly funded seats** enabling children to have consistency of care and education. **MINIMUM STANDARD**	A Staffing Plan was provided that illustrates that the program ensures that **there is at least one qualified teacher, that is not the director, based on class size and ratio requirements for each classroom with publicly funded seats** enabling children to have consistency of care and education, i.e., in a classroom with eight one-year-olds there are two qualified teachers; one teacher for every 4 children creating a 8:2 child to qualified teacher ratio.	A Staffing Plan was provided that illustrates that the program ensures that **there is at least one qualified teacher, that is not the director, based on class size and ratio requirements and one additional qualified teacher, that is not the director, on staff who can fill in should a teacher be absent for each classroom with publicly funded seats** enabling children to have consistency of care and education.	Self Report w/ Documentation Self Report: • Application short answer response Required Documentation: • Staffing Plan
	Curriculum *The ECCE program uses a high-quality early childhood curriculum.*	Insufficient evidence was provided that illustrates that the program utilizes a Tier 1 Curriculum.	**The program utilizes a Tier 1 Curriculum in all classrooms ~~with publicly-funded seats~~.** **REQUIRED** *Strikethroughed text indicates*	The program utilizes a Tier 1 Curriculum in all classrooms ~~with publicly-funded seats~~ **-and-** **The majority of lead teachers (51-79%), not including directors, in these classrooms**	The program utilizes a Tier 1 Curriculum in all classrooms ~~with publicly-funded seats~~ **-and-** **Almost all lead teachers (80% or more), not including directors, in these classrooms**	Self Report w/ Documentation Self Report: • Application short answer response Required Documentation:

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			that the information was changed or removed at the request of the Coordinated Enrollment SubCommittee	**are trained to use this curriculum.** *Strikethroughed text indicates that the information was changed or removed at the request of the Coordinated Enrollment SubCommittee*	**are trained to use this curriculum.** *Strikethroughed text indicates that the information was changed or removed at the request of the Coordinated Enrollment SubCommittee*	• Copies of Curriculum Training Certificates
	High-Quality Teacher-Child Interactions *The ECCE program ensures that children in all classrooms with public funding experience high-quality teacher-child interactions that support development and learning as measured by CLASS.*	Insufficient evidence was provided that illustrates that all ECE classrooms have a 2024-2025 CLASS rating of Proficient or higher -or- All ECE classrooms have a 2024-2025 CLASS rating of "Approaching Proficient" or lower	**The majority (51-79%) of ECE classrooms** have a 2024-2025 CLASS rating of "Proficient" or higher. **MINIMUM STANDARD**	**Almost all (80% or more) ECE classrooms** have a 2024-2025 CLASS rating of "Proficient" or higher.	**All (100%) ECE classrooms** have a 2024-2025 CLASS rating of "Proficient" or higher.	Self Report w/ Documentation Self Report: • Application short answer response Required Documentation: • Staffing Plan CLASS portal data
Family Experience	**Communication** *The ECCE program ensures teacher-parent daily communication occurs as a regular part of the program.*	Insufficient evidence was provided that illustrates that the program ensures teacher-parent daily communication occurs as a regular part of the program	Evidence was provided that illustrates that the program requires teachers to **communicate verbally with parents daily at drop off or pick-up times.** **MINIMUM STANDARD**	Evidence was provided that illustrates that the program requires teachers to **communicate verbally with parents at drop off or pick-up times and in writing daily.*** *This indicator is beyond the licensing requirement for infants related to daily reports.	Evidence was provided that illustrates that the program requires teachers to **communicate verbally with parents of all children at drop off and pick-up times and in writing daily.** *This indicator is beyond the licensing requirement for infants related to daily reports.	Self Report w/ Documentation Self Report: • Application short answer response Required Documentation: • Staff Handbook • Parent Handbook • Daily written or electronic parent communication examples *Blue text indicates that the information was added at the request of the Coordinated Enrollment SubCommittee*
	Engagement *The ECCE program provides opportunities for families to be an active participant in their children's care, development, and learning.** **Fundraising opportunities do not qualify*	Insufficient evidence was provided that illustrates that the program provides opportunities for families to be an active participant in their children's care, development, and learning.	Evidence was provided that illustrates that the program **provides opportunities for families to be an active participant in their children's care, development, and learning occasionally** (quarterly = 4 times per year).	Evidence was provided that illustrates that the program provides opportunities for families to be an active participant in their children's **care, development, and learning regularly** (at least 6 times per year or every other	Evidence was provided that illustrates that the program provides opportunities for families to be an active participant in their children's care, development, and learning regularly (at least 6 times per year or every other month)	Self Report w/ Documentation Self Report: • Application short answer response Required Documentation: • Staff Handbook

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	as parent engagement activities.		**MINIMUM STANDARD**	month).	**-and-** **Holds parent/teacher conferences at least once per year.**	• Parent Handbook • Handouts, presentations, pictures, and other documentation from parent engagement events
	Concerns & Complaints *The ECCE program has procedures for addressing family concerns and complaints and has historically demonstrated the ability to effectively address concerns and complaints without intervention from the administrator of publicly-funded seats program.*	Insufficient evidence was provided that illustrates that the ECCE program has procedures for addressing family concerns and complaints and has historically demonstrated the ability to effectively address concerns and complaints.	Evidence was provided that illustrates that the program has procedures for addressing parent concerns and complaints. **MINIMUM STANDARD**	Evidence was provided that illustrates that the program has procedures for addressing parent concerns and complaints **-and-** **Has a specific process for parents to provide feedback and suggestions related to program operations and children's care and education.**	Evidence was provided that illustrates that the program has procedures for addressing parent concerns and complaints, has a specific process for parents to provide feedback and suggestions related to program operations and children's care and education **-and-** **Uses feedback to make changes to program operations and classroom practices.**	Self Report w/ Documentation Self Report: • Application short answer response Required Documentation: • Program Handbook • Staff Handbook • Parent Handbook • Examples of parent feedback, process documents, and parent feedback • Examples of program or classroom changes made based on parent feedback

List of Applicable Critical Incidents*

The following are considered applicable critical incidents:

- death;
- serious injury that required medical attention;
- a child left unsupervised for any amount of time (beyond ratio findings);
- an accident involving the transportation of children;
- any child given the wrong medication or an overdose of the correct medication;
- any other significant event relating to the health, safety, or well-being of any child, including but not limited to a lost child and abuse and neglect.

Applicable Licensing Findings*

The following are considered applicable licensing findings:

- failure to report abuse and neglect;
- failure to report critical incidents;
- physical safety;

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- supervision;
- failure to meet licensing-required ratios or group sizes;
- safe sleep; and
- director qualifications,

CCBC and First Aid/CPR findings are no longer taken into account for the CFR process, however, programs are expected to maintain compliance with these Licensing Regulations.

**The Publicly-Funded Seat Administrator(s) reserve(s) the right to consider particularly severe or egregious incidents, violations, findings, or activities that occur after the initial CFR application in the allocation process.*

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