

NJ Center for Quality Ratings at WPU

NAEYC Accredited Programs – Documentation Review Protocol

The following documentation requirements apply to NAEYC Accredited programs seeking a 3, 4 or 5 star rating. **ALL** programs that wish to be rated must send the following documentation from NAEYC validating your current accreditation status to NJCQR for review:

- Copy of current NAEYC Accreditation Certificate
- Copy of most recent Accreditation Decision report
- Copy of completed NAEYC Annual Reports for years 1-3 as appropriate
- GNJK Quality Improvement Plan based on GNJK Self-Assessment (1.1.1; 2.1.1; 3.1.1; 4.1.1; 5.1.1)



NAEYC accredited programs are not required to have onsite classroom observations for a 3 star rating. The following documentation for a 3 star rating will be reviewed and approved by the NJ Center for Quality Ratings:

- PINJ Registry: Professional Development & Training/Staff Credentials (4.3.1; 4.3.2; 4.3.3; 4.3.5; 4.3.6; 4.3.7; 4.3.9)
- List of community organizations that welcome parent representatives (3.3.5)
- Self-Assessed PAS: Minimum score of 3 (5.3.1)

Based on review of the listed documentation which has been electronically submitted, additional evidence of meeting GNJK standards may be required.



The following documentation for a 4 star rating will be reviewed and approved by the NJ Center for Quality Ratings. Based on review of the listed documentation which has been electronically submitted or reviewed onsite, additional evidence of meeting GNJK standards may be required:

- Classroom Observations by NJCQR (see chart for requirements at 4 star rating)

- A health tracking system of children's files for oral, vision and hearing screenings; parent consent (1.4.2)
- Documentation of results from performance-based assessment shared with parents (2x in a 10 month program) (2.3.5)
- Child's Transition Folders (2.4.5)
- Parent/Family Group Meeting agendas; sign-in sheet; minutes (3.3.2; 3.4.2)
- Annually updated SFPF Quality Improvement Plan/Head Start programs use PFCE Framework in your Program: Markers of Progress (3.4.1)
- Examples of communication strategies with parents/families; e.g. newsletters, letters, parent workshops, flyers (3.4.3)
- Documentation of offered home visits (2x per year) (3.4.4)
- List of community organizations with parent representatives; meeting minutes/agendas (3.4.5)
- All teaching staff have professional development or college level course work that prepares them to work with young children with special needs. **(PINJ: 4.4.1)**
- Professional Development on: Pyramid Model, Social and Emotional Development, and Infant Early Childhood Mental Health. **(PINJ: 4.4.3)**
- 60 hours of Professional Development obtained in 3 years on: Special needs, supporting teacher-child interactions, supporting English Language Learners (ELL), cultural competence, transition, and the Strengthening Families Protective Factors **(PINJ: 4.4.4)**
- Copy of completed curriculum implementation/fidelity checklist/instrument used (4.4.5)
- Self-Assessed PAS: Minimum score of 4 (5.4.1)
- Advisory council meeting minutes/sign-in sheets (5.4.2)
- Business/Strategic Plan (5.4.3)





The following documentation for a 5 star rating will be reviewed and approved by the NJ Center for Quality Ratings. Based on review of the listed documentation which has been electronically submitted or reviewed onsite, additional evidence of meeting GNJK standards may be required:

- Classroom Observations by NJCQR (see chart for requirements at 5 star rating)
- All adults identified as *staff* have a Pediatric First Aid & CPR Certificate. (PINJ: 1.5.2)
- Aggregated classroom data from performance-based assessments of comparative progress across the school year (2.5.2)
- Evidence of program fully integrating SFPF Framework/Head Start programs use PFCE Framework in your Program: Markers of Progress (3.5.1)
- List of ethnic demographics of student population; Annual calendar of culturally relevant dates and activities reflecting student demographics (3.5.2)
- Individual Professional Development/Agency Training Plans (4.5.1)
- Completed assessments: Pyramid Model TPOT and/or TPITOS (All classrooms) (4.5.2)
- Self-Assessed PAS: Minimum score of 5 (5.5.1)
- Benefit policy describing the benefit(s) employees receive (*Employee Handbook*) (2 benefits minimum) (5.5.2)
- Documentation of ongoing reflective practice opportunities/*Head Start Programs: Practice-Based Coaching document* (5.5.3)
- Documentation of individual professional development plans; incentive programs (5.5.4)

PLEASE NOTE:

- Programs applying for a 3 star rating need to submit documentation required for ALL programs as noted as well as documentation listed as 3 star rating additional documentation.
- Programs applying for a 4 star rating need to submit documentation required for ALL programs as noted as well as documentation listed as 3 and 4 star rating additional documentation.
- Programs applying for a 5 star rating need to submit documentation required for ALL programs as noted as well as documentation listed as 3, 4 and 5 star rating additional documentation.

Required Classroom Observation Scores for Star Ratings by NJ Center for Quality Ratings for NAEYC Accredited Programs		
		
CLASS Emotional Support and Classroom Organization	Score of 5 Center/school-wide average of random selection by NJ Center for Quality Ratings of 50% of all appropriate classrooms	Score of 5.5 Center/school-wide average of random selection by NJ Center for Quality Ratings of 50% of all appropriate classrooms
CLASS Instructional Support/Engaged Support for Learning	Score of 3 Center/school-wide average of random selection by NJ Center for Quality Ratings of 50% of all appropriate classrooms	Score of 3.3 Center/school-wide average of random selection by NJ Center for Quality Ratings of 50% of all appropriate classrooms
ERS ECERS-3/ITERS-R	Score of 5 or higher; no subscales below a 4 Center/school-wide average of random selection by NJ Center for Quality Ratings of 50% of all classrooms by each age group (Preschool or I/T)	Score of 6 or higher; no subscales below a 5 Center/school-wide average of random selection by NJ Center for Quality Ratings of 50% of all classrooms by each age group (Preschool or I/T)

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