

STEP 4



for Child Care Centers

STANDARD	REQUIREMENTS
Health and Safety	<ul style="list-style-type: none">• Classrooms with children ages 0-24 months maintain an adult-child ratio of 1:5 and a group size of 10.
Staffing and Professional Development	<ul style="list-style-type: none">• Teachers complete Essential Training 4 or have a minimum of current CDA, or 12 ECE credits.• Directors complete Essential Training 4, a minimum of a current CDA, 12 ECE credits or an approved Director's Credential.• Directors complete 15 additional hours of business management training.
Child Growth, Development and Learning	<ul style="list-style-type: none">• Schedule and lessons plans for each classroom are posted.• A Child Growth, Development, and Learning classroom assessment is completed annually.
Children with Diverse Abilities	<ul style="list-style-type: none">• Inclusion Readiness Checklist is completed for each classroom annually.
Strengthening Families and Communities	<ul style="list-style-type: none">• Program partners with families and/or agencies to support children's retention and success.• One parent-teacher conference is offered during the year.• Parents and staff have an annual opportunity to give the program feedback.
Leadership and Management	<ul style="list-style-type: none">• Directors complete the Program Administration Scale Action Plan annually.

Programs verified at Step 4 must meet the indicators in this current step, and all previous steps (1, 2, and 3).