

# Step 1

## Steps to Quality Verification for Centers



Health and Safety	Documentation:
Program gathers information on immunizations for individual children.	10% of children’s files will be chosen at random for observation. Documentation includes a record in IRIS, paper files or a parental waiver in each file.
Director and staff have current pediatric First Aid and pediatric CPR.	Current pediatric First Aid and pediatric CPR card for at least one staff member in each classroom.
Director and staff annually review the guidelines for recognizing child abuse and neglect.	Steps to Quality attendance sheet with every staff member’s signature in the prior 12 months.

Staffing and Professional Development	
Teachers and Directors are in the IdahoSTARS PDS Registry.	IdahoSTARS PDS Registry pathway level for the majority of teachers and the director. Professional Development Plans for teachers hired within the last three months are accepted.
Directors have completed ET 1 or have a minimum of current CDA or 12 ECE credits or an approved Director's Credential. Teachers have a minimum of current CDA or 12 ECE credits.	IdahoSTARS Training Log documents that teachers and director(s) meet this indicator. Professional Development plans are accepted for up to 50% of teachers.
Teachers and directors demonstrate ongoing professional development.	IdahoSTARS Training Log or college transcript of teachers and director(s) document at least four hours of training in the prior 12 months. Professional Development plans are accepted for up to 50% of teachers.

Child Growth, Development, and Learning (Can be completed in Step 1 or Step 2)	
Director completes ERS training.	IdahoSTARS Training Log.
Teachers complete ERS training.	IdahoSTARS Training Log. Professional Development plans are accepted for up to 50% of teachers.

Children with Diverse Abilities	
No verification in Step 1.	

### Strengthening Families and Communities

Prevention policy in parent and staff handbooks includes a policy for preventing child abuse and neglect, including sexual abuse.

Prevention policy in staff and parent handbooks.

### Leadership and Management

Program has a system for tracking staff records and professional development.

One file for each director and teacher. Confidential personnel files, such as resumes, transcripts of education, documentation of ongoing professional development, and results of performance evaluation, are kept in a secure location.

Program has an emergency plan.

Completed YIKES, Appendix B, Wall Chart or YIKES equivalent. Starting November 2017 plan is signed & updated in the 6 months prior to verification.

Program completes a Quality Improvement Plan (QIP).

Updated Quality Improvement Plan.