

Specialized Child Care Checklist and Observation Form

This checklist and observation form is intended to be used as a tool for the CIS Child Care Coordinators to document their on-site visits. The form will be submitted with the Specialized Child Care Part 3 Agreement to the Child Development Division.

Please verify and complete the required information below, prior to scheduling your visit!

➡ Check Provider's Credentialing Account in BFIS for the following:

- ❖ Date of BSC training: _____
- ❖ Date Online Mandated Reporters training complete: _____

➡ Licensing History: Have there been serious violations within the past twelve months? Yes ☐ No ☐

➡ Date of last licensing visit: _____ ★ Number of Stars: _____

Name of Program Director/FCCP who met with you: _____ Date: _____

Review of Part 3 Agreement: The following statements provide you with starting points for your conversation with the program. Please check the appropriate response and include any follow up plans or comments.	Yes	No	Comments
Program documents and reports absences to the CIS Child Care Coordinator if a child under a protective service need does not show up for three consecutive days. (Programs are required to contact parents and foster parents within the same day.)			
Program has written payment policies for parents and payment rates match the ones listed in BFIS.			
Program has information on community resources readily accessible for all families (CCFAP, CIS, EEE, Playgroups, Food Share, etc.)			
Program has intake/ enrollment paperwork which requests information on the child's individualized needs, One Plan, IEP goals.			
Program has clear procedures in place for sharing children's plans with lead teachers and staff (parent consent on file.)			
Program demonstrates multiple strategies for communicating with families.			
Program has written policies that are shared with families that outlines preventative steps for handling challenging behaviors and making referrals to outside supports.			
Program is open to program improvements and resources to support the individualized needs of children in their care.			
Program is collaborative and works well with service providers and families.			
Program has a written expulsion policy which is shared with families and includes two week notice prior to expulsion.			
Program keeps ongoing documentation when working with a child who is experiencing challenging behaviors.			

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Please check the appropriate response to the following questions based on your observation of the child care program:	Yes	No	Not Observed	Comments:
The general atmosphere is pleasant, friendly and free of tension.				
Children's voices appear relaxed, happy and appropriate in tone and volume.				
Adults respond to children's communication attempts and engage in reciprocal responses.				
Adults encourage children to appropriately express their feelings				
There is a quiet and safe space for a child to retreat.				
Program has a variety of developmentally appropriate toys and materials. The program has enough toys available for multiple children at the same time. (Refer to ECERS)				
Adults provide children with opportunities to make choices throughout their day (ex." This book or this book?")				
Interactions between adults, classroom staff, and family members are respectful and promote positive social interactions.				
Adults redirect children engaging in challenging behavior to more appropriate behavior.				
Adult interactions with children are positive, warm and respectful.				
Adults respond appropriately to children in distress.				
Program has schedules that are posted for children and families.				
Adults discuss routines and transitions with children to help them be independent.				
Children seem happy and content and are engaged in exploring their environment.				
Has the program created a plan to meet the Specialized Child Care requirements by September 2018?				
Additional Comments:				

What goals do we hope to achieve?

- Specialized Child Care providers will have a deeper understanding of their role and responsibility in caring for children with specialized needs.

What specific strategies will need to happen to reach that goal?

- C3 will ensure the CCP has an opportunity to review the Part 3 Agreement before your visit.
- C3 will discuss the Part 3 Agreement, answer questions and provide additional resources to the child care provider.
- C3 will complete the on-site observation and part 3 checklists. C3 will keep copies of the on-site observation and part 3 Review on file and submit a copy to CIS/CDD.

What do we hope will happen as an expected result of our work?

- SCCP will be aware and informed of children's individualized needs.
- SCCP will have a better understanding of what they can expect or ask of FSD, CIS Service Providers or Specialized Consultants.
- SCCP will communicate with CIS Child Care Coordinator to make referrals or request supports before expelling children/families
- C3 will work with SCC providers and FSD to enhance the communication around the child's individual needs, transitions, and capacity of Specialized Child care Programs.