



Streamlined Re-rating Readiness Checklist for Center-based and In-district DOE Programs

NAEYC-Accredited, Head Start and Family Child Care Programs should refer to the Readiness Checklist applicable to their program.

Instructions: When your program is ready to begin the streamlined re-rating process, **complete “File for Rating” in the Grow NJ Kids dashboard of NJCCIS and email a copy of this completed checklist to GNJKRating@montclair.edu.** Please also upload this document to the NJCCIS File Cabinet using the GNJK Readiness Checklist document type, and ensure that the **Star Rating Readiness Checklist and Rating Summary Report from your previous Star Rating have been uploaded to the NJCCIS File Cabinet.**

About the Streamlined Re-rating Readiness Checklist: This checklist is designed for **center-based and in-district DOE programs with an expired or expiring Official Grow NJ Kids Star Rating who wish to submit for the streamlined re-rating process.** The information on this checklist must be fully completed and submitted with any additional applicable documents requested for your program. This checklist will serve as notification to Grow NJ Kids Rating that you are ready to begin the re-rating process.

Date: _____ Center/School Name: _____

Center/School Address: _____

Primary Contact Name: _____

Primary Contact #: _____ Primary Contact Email: _____

School Closing Phone # and/or Website: _____

TAS or MT Name: _____ ☐ Information may be shared with my TAS during the rating process, including the Rating Summary Report

TAS/MT Primary Contact #: _____ TAS/MT Email: _____

Please indicate which of the following apply: ☐ Child Care ☐ In-district DOE*/DOE-Contracted ☐ Receives Subsidy Curriculum used: _____

Applying for re-rating ☐ Yes Applying for Star Rating of: ☐ 3 ☐ 4 ☐ 5 Date last Star Rating received: _____

Prior Star Rating Received: ☐ 3 ☐ 4 ☐ 5

Parking available? ☐ Yes ☐ No If no, please check the days of alternate side parking (if applicable): ☐ M ☐ T ☐ W ☐ Th ☐ F

Location of parking: _____

Instructional day start time: _____ Arrival time for children: _____ Building hours: _____

Number of children enrolled in program: _____ Age range of students: _____

Number of classrooms per age group: Preschool Programs: 3yr old: _____ 4yr old: _____ Mixed 3/4yr old: _____

Infant/Toddler Programs: Infant (under 11 months): _____ Toddler/Twos (12 months-35 months): _____

Licensing Certification Number: _____ NJCCIS Facility ID: _____

***An In-district DOE Program is a program that does not have a childcare license and is located within a district building.**

Two-Month Window: Grow NJ Kids Rating will conduct onsite observations of randomly-selected classrooms as part of the streamlined re-rating process. Please provide a window of two months during which the observation(s) can occur. Please list any dates of exclusion within this time (e.g., holidays, in-service days, meetings, days of special events). **Up to 10 dates of exclusion within your selected two-month window are permitted.** Once documentation has been reviewed, Grow NJ Kids Rating will contact you with the date(s) on which the observation will occur.

Requested Two-Month Window: _____

10 Days of Exclusion: _____

Additional Items Required from All Programs:

Please upload the following items on NJCCIS, as applicable, with this checklist:

- ☐ Staff hire dates for all administrators, head/group/lead teachers, and paraprofessionals/teacher assistants. Please note if a staff member is part time (14 hours or less)
- ☐ A list with the dates of birth of all children enrolled, using the format MM/DD/YY, for **each Infant/Toddler classroom**
- ☐ Classroom schedules for all classrooms

Documentation Review

All programs seeking a streamlined re-rating should ensure that the **Star Rating Readiness Checklist and Rating Summary Report from their prior Star Rating** can be found on the NJCCIS File Cabinet.

Staff formal curriculum training records and records for all training standards for which the program submitted during the previous rating submission will be reviewed for all programs seeking a streamlined re-rating. If professional development transcripts are not up-to-date in NJCCIS for any staff member, the Quality Rating Coordinator assigned to the program will ask for evidence of completed training.

Programs seeking the same star rating as their last rating submission will only be asked to resubmit evidence for select time-sensitive standards by uploading documentation to the NJCCIS File Cabinet using the appropriate GNJK category as the Document Type. The specific documentation requested will be determined by the Quality Rating Coordinator based on the program's previous rating submission and as follows:

- Programs seeking a Star 3 Re-rating will be asked to resubmit evidence of 5 randomly selected time-sensitive standards
- Programs seeking a Star 4 Re-rating will be asked to resubmit evidence of 10 randomly selected time-sensitive standards
- Programs seeking a Star 5 Re-rating will be asked to resubmit evidence of 15 randomly selected time-sensitive standards

In addition to evidence for select time-sensitive standards above, **programs seeking a higher star rating than they received during their previous Star Rating may submit new documentation from any level or category** to receive points towards meeting the threshold for the requested new Star Rating. Please upload these new files to the NJCCIS File Cabinet using the appropriate GNJK category as the Document Type, and list the **new standards for which your program has uploaded documentation on pages 3 and 4**, along with the file name of each document. If additional documentation is required to submit and/or resubmit in order to ensure point requirements have been met, Grow NJ Kids Rating will notify you. The required points for each Star Rating is provided on page 7.

In-district DOE Programs should reference the Documentation Review Protocol for In-district DOE Programs for information on the standards that are waived for In-district DOE Programs.

Standards Documentation List

List the new standards for which your program has uploaded documentation to the NJCCIS File Cabinet, along with the file name of each document.

Standard Number (ex. 1.3.1)	File Name(s) (ex. 1.3.1 – Outdoor Play Area Inspection Logs)

Standards Documentation List

List the new standards for which your program has uploaded documentation to the NJCCIS File Cabinet, along with the file name of each document.

Standard Number (ex. 1.3.1)	File Name(s) (ex. 1.3.1 – Outdoor Play Area Inspection Logs)




[illegible][illegible]

Classroom Information List

Please fill out the following information for each classroom in your program. **Indicate Head/Group/Lead Teacher with a (T).**

[illegible]

Requirements for Streamlined Re-Ratings

Star Rating	ERS (ECERS-3/ITERS-3)	Implementation of Curriculum (GNJK Standard 2.4.1)	Required documentation
	Average of 3.75 No subscale below 3.0	Staff have attended minimum of 5 hours of training on selected research-based curriculum	Provide evidence for <u>5</u> time-sensitive standards and training records for all staff
	Average of 4.5 No subscale below a 4.0	Staff have attended minimum of 10 hours of training on selected research-based curriculum	Provide evidence for <u>10</u> time-sensitive standards and training records for all staff <u>Higher star rating:</u> 60 - 85 cumulative documentation points (prior Star Rating and Streamlined Re-rating points combined)
	Average of 5.0 No subscale below a 4.25	Staff have attended minimum of 20 hours of training on selected research-based curriculum	Provide evidence for <u>15</u> time-sensitive standards and training records for all staff <u>Higher star rating:</u> 86 - 100 cumulative documentation points (prior Star Rating and Streamlined Re-rating points combined)



Streamlined Re-rating Readiness Certification

I have identified the star rating my program is seeking and worked with my Technical Assistance Specialist to successfully prepare my center/school for the streamlined re-rating process. I have also noted on this checklist any documentation that has been submitted for review and consideration towards the final rating decision.

Signature of Center/School Primary Contact

Date

Signature of Technical Assistance Specialist

Date