New Policy/Procedure Memo

Date: August 15, 2023
Policy: Change in Location for Grow NJ Kids-Rated Programs
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Rationale: The physical location, use, and arrangement of space plays a significant role when assessing the level of early childhood education program quality. If a program moves or relocates after achieving a Grow NJ Kids (GNJK) Star Rating, an observation using the applicable ERS tool(s) will be required to determine if the Star Rating will be maintained through the current listed expiration date.

Description of policy/procedure:
A program with a GNJK rating that changes its physical location or address **must** notify GNJK Rating at CREEHS via email (GNJKRating@montclair.edu) *within six months of the relocation*. Location changes include moving to a different building or physical space than what was originally observed during the program's GNJK Star Rating process.

Once GNJK Rating at CREEHS has been made aware of the change in location, additional information will be requested from the program, including details regarding the preschool and/or infant/toddler classrooms at the new location. An Independent Rater(s) will be assigned to complete a rating observation(s) of the new location using the same guidelines as the original observation:

- **50% of the classrooms for *each age group*** will be randomly selected to be observed
- If the program has more than 10 classrooms for an age group, **1/3 of the classrooms for *each age group*** will be observed
- If the program has only 2 classrooms for an age group, **both classrooms** will be observed

The program **will not** be required to resubmit documentation for GNJK Standards or formal curriculum training records at that time.

Programs that do not notify GNJK Rating at CREEHS within six months of a location change will forfeit their Star Rating.

Programs that have changed locations may be ineligible for the streamlined re-rating option during their next rating submission.