



## Documentation Review Protocol for NAEYC-Accredited Programs

(See Star Rating Readiness Checklist for NAEYC-Accredited Programs for additional details on required documentation)

The following documentation requirements apply to NAEYC-accredited programs seeking a **3, 4, or 5-Star Rating** from *Grow NJ Kids*. Based on the findings from the Accreditation Decision Report and the completed NAEYC Annual Reports for years 1-3 by Grow NJ Kids Rating, additional documentation may be required to demonstrate evidence of meeting *Grow NJ Kids* standards and meeting points requirements for the requested Star Rating.

**ALL NAEYC-accredited programs must submit the following documentation to *Grow NJ Kids* Rating:**

- Copy of current NAEYC Accreditation Certificate
- Copy of most recent Accreditation Decision Report
- Copy of completed NAEYC Annual Reports for years 1-3 as appropriate
- This documentation can be uploaded to the NJCCIS File Cabinet using the GNJK Rating Readiness Checklist document type

**NAEYC-accredited programs are not required to have onsite classroom observations for an Official Star 3 Rating.**

*Programs should consider the NAEYC standards from the year in which the program was accredited, and the aligned GNJK standards to determine the number of points possibly waived. The standards successfully met through NAEYC Reports will be put towards the total points for the requested Star Rating.*

**Note:** *Grow NJ Kids standards aligned to NAEYC standards listed as "unmet" or found on the **Areas for Ongoing Improvement** section of the program's NAEYC Accreditation Decision Report are **not waived**.*

**Additional documentation may be required to meet the required points for the requested Star Rating. Please see "Additional Documentation to Meet Grow NJ Kids Star Rating Requirements" on page 3 of this document.**

**Category 1: Safe, healthy Learning Environments = 8 Possible Points waived**

**Outdoor Play Area Inspection Logs (1.3.1; 1.4.4)**

NAEYC-Aligned Standards

**2016:** 9.B.07; 10.B.04

**2018/2019:** 10D.4; 9B.3; 9D.5

**2022:** 9B.3; 9B.4; 10D.4

**Breastfeeding Policy & Documentation of Staff Orientation to the Breastfeeding Policy (Infant/Toddler Programs Only) (1.3.2)**

NAEYC-Aligned Standards

**2016:** 5.B.09

**2018/2019:** 5.B.1; 5.B.6; 5.B.7; 9.A.4

**2022:** 5B.6; 5B.7; 9A.4

**Sample Menus (1.3.3)**

NAEYC-Aligned Standards

**2016:** 5.B.15

**2018/2019:** 5B; 10.D.3

**2022:** 10D.3

**Copy of Developmental Screening Tool, Completed screenings and Protocol/policy (1.3.6)**

NAEYC-Aligned Standards

**2016:** 4.C.01

**2018/2019:** 4C.3

**2022:** 4C.3

**Valid First Aid & CPR: 50% of all teaching staff in each classroom (1.4.3)**

NAEYC-Aligned Standards

**2016:** 5.A.03

**2018/2019:** 5A.15

**2022:** 5A.15

**Evidence that vision, hearing and dental screenings are offered and results are shared with families (1.5.1)**

NAEYC-Aligned Standards

**2016:** 4.C.01; 4.C.02

**2018/2019:** 4C.2

**2022:** 4C.2

***Category 2: Curriculum and Learning Environments = 8 Possible Points waived***

- **Copy of policies for completed structured classroom observations/assessment tool(s) (e.g. ECERS; SELA; PCMI; PRISM; QBCC; ITES; CLASS; TPOT; TPITOS) (2.3.2; 2.4.2)**  
NAEYC-Aligned Standards  
2016: 4.C.03; 4.D.03  
2018/2019: 4.A.1  
2022: 3A.1; 3A.2; 3A.3; 3A.4
- **Evidence of Performance-Based Assessment used: sample portfolios, observation forms, completed rubrics (2.3.3)**  
NAEYC-Aligned Standards  
2016: Not aligned  
2018/2019: 4.E.2; 4.E.5  
2022: 4D.6; 4D.7
- **Evidence of how results from Performance-Based Assessment are used to modify/accommodate children's specific needs and abilities (Submit one week of lesson plans from 50% of classrooms with descriptions of how PBA results are used in the submitted lesson plans) (2.3.4)**  
NAEYC-Aligned Standards  
2016: 4.D.01; 4.D.04; 4.D.08  
2018/2019: 4A.2; 4B.2; 4D.1; 4D.2  
2022: 4D.1; 4D.4; 4D.5
- **Documentation of results from Performance-Based Assessment shared with families (2x in 10-month program) (2.3.5)**  
NAEYC-Aligned Standards  
2016: 7.A & 7.B.01  
2018/2019: 4E.1; 4E.2; 4E.5  
2022: 4E.5
- **Documentation of screening and referral policy; copies of completed referrals (2.4.4)**  
NAEYC-Aligned Standards  
2016: 4.A.03; 4.C.01  
2018/2019: 7B.3  
2022: 4C.1; 4C.2; 4C.3

***Category 3: Family Community Engagement = 3 Possible Points waived***

- **Documentation of Strengthening Families Protective Factor Framework used in program and collated survey results (3.3.1)**  
NAEYC-Aligned Standards  
2016: 10.B.07  
2018/2019: 7.A  
2022: 7A.2; 7A.3
- **Examples of communication strategies with families (3.4.3)**  
NAEYC-Aligned Standards  
2016: 1.A.01; 7.A.08  
2018/2019: 7B  
2022: 1A; 7B.1; 7B.2; 10B.18; 10.B.19; 10B.20

***Category 4: Work/Professional Development = 9 Possible Points waived***

- **Description of the annual staff performance evaluation process, including copy of evaluation, self-assessment, family surveys and Individual Professional Development Plans, as applicable (4.3.4)**  
NAEYC-Aligned Standards  
2016: 6.B.01  
2018/2019: 4A.02; 6D.10; 6D.11  
2022: 6D.11
- **Teaching staff have a minimum of a CDA or equivalent of 9 credits in field related to child growth or development (4.3.8; 4.4.2; 4.5.3)**  
NAEYC-Aligned Standards  
2016: 6.A  
2018/2019: 6.C  
2022: 6C.2
- **Supervisors of teaching staff have CDA or equivalent of 9 credits in field related to child growth or development (4.3.9)**  
NAEYC-Aligned Standards  
2016: 10.A.02  
2018/2019: 6.C.3  
2022: 6C.3
- **Evidence of aggregated classroom/program/child level data reports used 2x in 50% of classrooms and Program Improvement Plan (4.4.7)**  
NAEYC-Aligned Standards  
2016: 4.C.03; 4.D.04  
2018/2019: 4A  
2022: 4A.2

- Signed receipts showing non-instructional staff have received documentation of school practices (4.4.8)

NAEYC-Aligned Standards

2016: Not aligned

2018/2019: 10E

2022: 10E.2

**Category 5: Administration and Management = 13 Possible Points waived**

- Written definition of roles and responsibilities of the governing body (if nonprofit/public) (5.3.2)

NAEYC-Aligned Standards

2016: 10.B.06

2018/2019: 10B

2022: 10C.4

- Written policy/manual that includes financial operating procedures (5.3.3)

NAEYC-Aligned Standards

2016: 10.C.01

2018/2019: 10C.3; 10C.4

2022: 10C.3

- Current operating budget including statement of income and expenditures (5.3.5)

NAEYC-Aligned Standards

2016: 10.C.01

2018/2019: 10.C1

2022: 10C.1

- Evidence of parent/staff feedback used to evaluate program (5.3.6)

NAEYC-Aligned Standards

2016: 6.B.01

2018/2019: 10.F.4

2022: 6A

- Evidence of at least three internal communication strategies with staff within past three years of notification of ratings (5.3.7)

NAEYC-Aligned Standards

2016: 4.E.03

2018/2019: 10.F

2022: 6D.5; 6D.14

- Benefits policy describing the benefit(s) employees receive (Employee Handbook) (5.3.8; 5.5.2)

NAEYC-Aligned Standards

2016: 10.B.09

2018/2019: 6A.11; 6A.12; 6A.13; 6A.14

2022: 6A.11; 6A.12; 6A.13

- Annual report for previous year with financial system information (5.4.5)

NAEYC-Aligned Standards

2016: 10.C.01

2018/2019: 10.C2

2022: 10C.2

- Quarterly accounting review report from independent third party (5.4.6)

NAEYC-Aligned Standards

2016: 10.C.01

2018/2019: 10C.1

2022: 10C.1

- Signed contract with CPA and most recent audit (5.4.7)

NAEYC-Aligned Standards

2016: 10.C.01

2018/2019: 10C.2

2022: 10C.2

**Additional Documentation to Meet Grow NJ Kids Star Rating Requirements**

Documentation not waived through verification of the NAEYC Reports, can be submitted to ensure programs meet the required points for the requested Star Rating. Included below is this additional documentation, in addition to *Grow NJ Kids* standards which do not align to the 2022 NAEYC standards.

- Flyers/Sign-In sheets from health and safety workshops and signed receipts for the Parent Handbook (1.3.4)
- Policy of age-appropriate oral health care for all children including documentation of parent consent (1.4.2)
- Valid First Aid & CPR: 100% of all teaching staff in each classroom (1.5.2)




- Signed receipts teachers and teacher assistants have received a copy of the NJ Birth-Three Standards and/or NJ Preschool Teaching and Learning Standards (2.3.1)
- Aggregated classroom data summaries of comparative progress over 5-10 months from 50% of classrooms (2.5.2)
- Child's Transition Folders and Transition Policy (2.4.5)  
NAEYC-Aligned Standards (Transition Policy)  
2016: 7.C.06; 10.B.14  
2018/2019: 4B  
2022: Not aligned
- Parent/Family Group Meeting sign-in sheets, agendas and/or minutes (3.3.2; 3.4.2)
- Family Education workshop agendas and/or minutes (3.3.3)  
NAEYC-Aligned Standards  
2016: 10.F.04  
2018/2019: 7A  
2022: Not aligned
- Documentation of completed home visits with evidence they are offered up to 1x a year (letters to families, policy, etc.) (3.3.4)  
NAEYC-Aligned Standards  
2016: 7.B.01; 7.A.06  
2018/2019: 7B  
2022: Not aligned
- Evidence that parents are encouraged to participate in community organizations, list of community organizations with parent representatives and meeting minutes/agendas (3.3.5; 3.4.5)
- Documentation of Absenteeism Policy (3.3.6)
- Annually updated Strengthening Families Quality Improvement Plan and Self-Assessment; evidence of program fully integrating SFPP (3.4.1; 3.5.1)
- Documentation of completed home visits with evidence that home visits are offered up to 2x a year (3.4.4)
- List of ethnic demographics of student population and annual current calendar of culturally relevant dates and activities reflecting student demographics (3.5.2)

- Copy of staff meeting schedule and agendas (4.4.6)  
NAEYC-Aligned Standards  
2016: 4.D.02; 4.D.04; 6.B.02  
2018/2019: 4D.4; 4D.5; 4D.6  
2022: Not aligned
- Copy of completed curriculum implementation/Fidelity instrument (4.4.5)
- Agency Training Plans (4.5.1)
- Score sheets from completed assessments from each classroom: Pyramid Model TPOT and/or TPITOS (4.5.2)
- Self-Assessed PAS score sheet (5.3.1; 5.4.1; 5.5.1)
- Marketing plan addressing increasing enrollment (5.3.4)
- Documentation of Individual Professional Development Plans (5.3.9)  
NAEYC-Aligned Standards  
2016: 10.B.07; 10.E.10; 6.B.01  
2018/2019: 6D  
2022: Not aligned
- Advisory council meeting minutes or sign-in sheets (5.4.2)
- Business/Strategic Plan (5.4.3)
- Written description of system for tracking teacher turnover with evidence with at least three years of turnover tracked (5.4.4)
- Documentation of ongoing reflective practice opportunities (5.5.3)
- Documentation of incentive programs (5.5.4)

#### GNJK Training Standards

(4.3.1; 4.3.2; 4.3.7; 4.3.3; 4.3.5; 4.3.6; 4.4.1; 4.4.3; 4.4.4)

## Requirements for Star Ratings

Star Rating	ERS (ECERS-3/ITERS-3)	Implementation of Curriculum (GNJK Standard 2.4.1)	Range of Points for required documentation
	<p>N/A</p> <p><b>Classroom observations not required for NAEYC-accredited programs seeking a 3-star rating</b></p>	Staff have attended minimum of 5 hours of training on selected research-based curriculum	30-59
	<p>Average of 4.5</p> <p>No subscale below a 4.0</p>	Staff have attended minimum of 10 hours of training on selected research-based curriculum	60-85
	<p>Average of 5.0</p> <p>No subscale below a 4.25</p>	Selected research-based curriculum is fully implemented	86-100