






Point Requirements for 3-, 4-, and 5-Star Ratings for Head Start Programs

Star Ratings are determined by your center/school-wide average score on the ERS assessments conducted by Grow NJ Kids (GNJK) Rating, evidence of implementing a selected research-based curriculum **and** the number of points you earn from meeting standards across all five categories. **A program can reach required points for applied star rating by submitting documentation that meets the requirements from *any level and any category*.**

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
	Classroom observations are not required for Head Start programs seeking Star 3	Staff have attended minimum of 5 hours of training on selected research-based curriculum.	30-59
	<p><u>Preschool classroom observations are not required for Head Start programs seeking Star 4 with CLASS observation average scores that meet the following thresholds:</u></p> <ul style="list-style-type: none"> Emotional Support: 5.50 Classroom Organization: 5.50 Instructional Support: 2.65 <p>Head Start preschool classrooms that do not meet the thresholds above, and all Infant/Toddler classrooms require an ERS observation</p> <p style="text-align: center;">Average of 4.5 No subscale below a 4.0</p>	Staff have attended minimum of 10 hours of training on selected research-based curriculum.	60-85
	<p style="text-align: center;">Average of 5.0 No subscale below a 4.25</p>	Staff have attended minimum of 20 hours of training on selected research-based curriculum	86-100

Your center/school will be awarded points by meeting standards from each of the five categories. The following pages list the GNJK standards from Levels 3, 4, and 5 for each category and the amount of points each standard is worth. Your center/school can acquire points by meeting standards during the review of the program's Head Start documentation, as well as a virtual review of documentation by GNJK Rating and/or by electronically submitting documentation on NJCCIS. **Head Start Performance Standards** and **Head Start Acts** aligned to **GNJK Standards** have also been indicated below. Additional information can be found on the Star Rating Readiness Checklist for Head Start Programs.

The box below describes the information in each box and how it is coded:

GNJK Criteria #	Level 3	Level 4	Level 5	Max. Pts.	My Pts.
Criteria #	Standard Description <i>Required Documentation/Evidence</i> <u>Special Notes</u> <i>Head Start Standard</i>			Max. # of points available	
	Point Value				

Additionally, some items are qualitative and measured across more than one level. These items are listed horizontally and, depending on documentation requirements, point values may be added together to acquire the maximum amount of points available. Your center/school can achieve *up to* the amount of points listed on those items by meeting the requirements for each leveled standard. The example below demonstrates this:

GNJK Criteria #	Level 3	Level 4	Level 5	Max. Pts.	My Pts.
4.3.8; 4.4.2; 4.5.3	20% of teaching staff have a minimum of a CDA or equivalent, or higher degrees, credentials or licenses 1302.91(e)(1)(2)(i-ii) 645A(h) 648A(a)(3)(B) 1	35% of teaching staff have a minimum of a CDA or equivalent, or higher degrees, credentials or licenses 1302.91(e)(1)(2)(i-ii) 648A(a)(3)(B) 1	50% of teaching staff have a minimum of a CDA or equivalent, or higher degrees, credentials or licenses 1302.91(e)(1)(2)(i-ii) 648A(a)(3)(B) 1	3	

Maximum Points for Each Category

Category 1: Safe, Healthy Learning Environment	10 Points
Category 2: Curriculum and Learning Environment	15 Points
Category 3: Family and Community Engagement	18 Points
Category 4: Workforce/Professional Development	14 Points
Professional Development and Training Staff Credentials	18 Points
Category 5: Administration and Management	25 Points
Grand Total	100 Points

A program can reach required points for requested star rating by submitting documentation from *any level and any category*.

Head Start programs must submit:

- ☐ **Most recent** (within last five years) **OHS Monitoring Reviews** (Head Start Focus Area One and Focus Area Two Reports; any follow-up reports with corrections to areas of non-compliance or deficiencies; and any additional reviews by OHS)
- ☐ **Most recent CLASS observation report with scores that meet the thresholds outlined on page 1** (Head Start programs with preschool classrooms that are seeking a Star 4 only)

This documentation can be uploaded to the NJCCIS File Cabinet using the GNJK Rating Readiness Checklist document type

Documentation Review Waiver for Head Start Programs

As a result of an alignment of Head Start Performance Standards to GNJK Standards, a number of GNJK Standards may be waived for Head Start programs. Points are awarded towards the total points for the requested Star Rating for **Head Start Standards successfully met through OHS Monitoring Reviews that are aligned to GNJK Standards**. GNJK Standards aligned to Head Start items identified on OHS Monitoring Review reports as *non-compliant* or *deficiencies* are **not waived**, and to receive points for these GNJK Standards, the program must submit documentation evidence for verification. Head Start items not listed as non-compliant or deficiencies on OHS Monitoring Reviews are presumed to have been completed by the program and the aligned GNJK Standard(s) is waived.

Waived standards apply to Head Start/Early Head Start classrooms only; blended programs (programs with classrooms onsite that are not funded by Head Start) must submit documentation for those classrooms to demonstrate evidence of meeting GNJK Standards.

Note: Head Start reports and NAEYC-accreditation certificates/reports must be submitted for **Head Start programs that are also NAEYC-accredited**.

Category 1: Safe, Healthy Learning Environment

GNJK Criteria #	Level 3			Max. Pts.	My Pts.
1.3.1	<p>Program has health and safety checks for outdoor areas and has a system to identify/address health and safety concerns. 1</p> <p><i>Outdoor Play Area Inspection Logs</i></p> <p>1302.47(b)(2)(v)</p>			1	
1.3.2	<p>Programs serving infants and toddlers must have a policy that supports breastfeeding friendly principles, including accepting and storing breast milk and providing a comfortable place for breastfeeding. 1</p> <p><i>Breastfeeding Policy & Documentation of Staff Orientation to the Breastfeeding Policy (I/T Programs Only)</i></p> <p>1302.44(a)(2)(viii)</p>			1	
1.3.3	<p>Nutritious meals and snacks are encouraged and/or provided and are respectful of religious and dietary restrictions. 1</p> <p><i>Sample menus</i></p> <p>1302.44 Child Nutrition</p> <p>1302.44(a)(1)(2)</p>			1	

Category 1: Safe, Healthy Learning Environment

GNJK Criteria #	Level 3			Max. Pts.	My Pts.
1.3.4	<p>Families are provided health and safety workshops annually in topics that include: preventative health care, mental/behavioral issues, nutrition and obesity, medication administration policies and procedures, oral health practices, communicable disease prevention.</p> <p>2</p> <p><i>Flyers/Sign-In sheets from health and safety workshops; signed receipts for the Parent Handbook</i></p> <p>Note: Signed receipts for the parent handbook reviewed as a random sample per classroom</p> <p>1302.46(a)(b)(1)(i-v)</p>			2	
1.3.6	<p>A research-based developmental screening tool is used to identify children who may need additional evaluation and/or intervention strategies.</p> <p>1</p> <p><i>Copy of developmental screening tool, completed screenings, and protocol/policy</i></p> <p>Note: Completed screenings reviewed as a random sample per classroom</p> <p>1302.33(a)(2)</p>			1	

Category 1: Safe, Healthy Learning Environment

GNJK Criteria #		Level 4		Max. Pts.	My Pts.
1.4.2		<p>The program has a system for daily age-appropriate oral health care for all children.</p> <p><i>Policy of age-appropriate oral health care for all children including documentation of parent consent</i></p> <p>1</p> <p>Note: Documentation of parent consent reviewed as a random sample for each classroom</p> <p>1302.43</p>		1	
1.4.4		<p>Play areas are inspected annually to assure that play equipment is safe and accommodates abilities, needs and interest of each age group served.</p> <p>1</p> <p><i>Outdoor Play Area Inspection Logs</i></p> <p>1302.47(b)(1-2) 1302.47(b)(2)(v)</p>		1	

Category 1: Safe, Healthy Learning Environment

GNJK Criteria #			Level 5	Max. Pts.	My Pts.
1.5.1			<p>With parental consent, vision, hearing, and dental screenings are completed and results are shared with families.</p> <p><i>Evidence that vision, hearing and dental screenings are offered and results are shared with families</i></p> <p>2</p> <p>Note: Reviewed as a random sample for each classroom</p> <p>1302.42(b)(1)(2) 1302.41(a) 1303.23 Parental Rights</p>	2	
				10	

Category 2: Curriculum and Learning Environment

GNJK Criteria #	Level 3			Max. Pts.	My Pts.			
2.3.1	<p>Children’s individual differences are supported when developing individual activities and/or lesson plans and are reflective of the NJ Birth to Three Standards and/or the NJ Preschool Teaching and Learning Standards.</p> <p><i>Signed receipt showing teachers and teacher assistants received a copy of the NJ Birth- Three Standards and/or the NJ Preschool Teaching and Learning Standards</i></p> <p>Note: Reviewed as a random sample</p>	1		1				
2.3.2; 2.4.2	<p>Structured Classroom observation tools are used to focus on curricular areas such as literacy, math, science and diversity.</p> <p><i>Copy of policies for completed structured classroom observation/assessment tool(s) (e.g., ECERS-3; SELA; PCMI; PRISM; QBCC; ITERS-3; CLASS; TPOT; TPITOS)</i></p> <p>1302.31(a)(b)(c) 1302.32(a)(2) 1302.102(c)(2)(ii-iii)</p>	1	<table><tr><th>Level 4</th></tr><tr><td><p>Additional structured observation/ assessment instruments are used to focus on specific instructional supports and interactions to further inform quality improvement and inform instruction and determine overall trends in children’s development and learning.</p><p><i>Copy of policies for additional completed structured classroom observation/assessment tool(s) (e.g. ECERS-3; SELA; PCMI; PRISM; QBCC; ITERS-3; CLASS; TPOT; TPITOS)</i></p><p>1302.31(b)(1)(ii-iii), (c),(d) 1302.102(c)(2)(iv)</p></td></tr></table>	Level 4	<p>Additional structured observation/ assessment instruments are used to focus on specific instructional supports and interactions to further inform quality improvement and inform instruction and determine overall trends in children’s development and learning.</p> <p><i>Copy of policies for additional completed structured classroom observation/assessment tool(s) (e.g. ECERS-3; SELA; PCMI; PRISM; QBCC; ITERS-3; CLASS; TPOT; TPITOS)</i></p> <p>1302.31(b)(1)(ii-iii), (c),(d) 1302.102(c)(2)(iv)</p>	1	2	
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<p>Additional structured observation/ assessment instruments are used to focus on specific instructional supports and interactions to further inform quality improvement and inform instruction and determine overall trends in children’s development and learning.</p> <p><i>Copy of policies for additional completed structured classroom observation/assessment tool(s) (e.g. ECERS-3; SELA; PCMI; PRISM; QBCC; ITERS-3; CLASS; TPOT; TPITOS)</i></p> <p>1302.31(b)(1)(ii-iii), (c),(d) 1302.102(c)(2)(iv)</p>								

Category 2: Curriculum and Learning Environment

GNJK Criteria #	Level 3			Max. Pts.	My Pts.
2.3.3	<p>A performance-based assessment aligned to the research-based curriculum is used to address all developmental domains.</p> <p><i>Evidence of performance-based assessment: sample portfolios, observation forms, completed rubrics</i></p> <p>Note: Reviewed as a random sample</p>	1		1	
2.3.4	<p>Appropriate teaching and learning modifications and/or accommodations are made based on findings from performance-based assessments, and information gathered from observations is used to address children's specific needs and strengths. Performance-based assessment must be aligned with the research-based curriculum chosen by the program.</p> <p><i>Evidence of how results from performance-based assessment are used to modify/accommodate children's specific needs and abilities (one week of lesson plans from 50% of classrooms with descriptions of how PBA results are used in the submitted lesson plans)</i></p> <p>1302.30 1302.33(b)(1-2) 1302.31(b)(1)(iii-iv) 1302.92(b)(5)</p>	2		2	

Category 2: Curriculum and Learning Environment

GNJK Criteria #	Level 3			Max. Pts.	My Pts.
2.3.5	<p>Performance-based assessment results are shared with parents/families. Performance based assessment must be aligned with the research-based curriculum chosen by the program.</p> <p><i>Documentation of results from performance-based assessment shared with families (two times in 10-month program)</i></p> <p>Note: Reviewed as a random sample for each classroom</p> <p>1302.34(b)(2)(6)</p>	1		1	
2.4.3	<p>Data from performance-based assessments are used to inform program practices and individualized child supports. Performance-based assessment must be aligned with the research-based curriculum chosen by the program.</p> <p><i>Evidence of data summaries from performance-based assessment with descriptions of how it is used to inform program practices/individual student growth</i></p> <p>1302.33(b)(1-2) 1302.31(b)(1)(iii) 1302.102(c)(2)(iv)</p>	2		2	

Category 2: Curriculum and Learning Environment

GNJK Criteria #		Level 4		Max. Pts.	My Pts.
2.4.4		<p>A system is in place to link families to services needed to address the developmental and behavioral concerns of children identified through developmental screening.</p> <p><i>Documentation of developmental screening and referral policy; copies of completed referrals (if applicable)</i></p> <p>2</p> <p>Note: Completed referrals reviewed as a random sample for each classroom</p> <p>1302.33(i)(2)(i-ii) 1302.61(a) 1302.53(a)(1), (2)(ii)</p>		2	
2.4.5		<p>Transition planning for all children going to preschool or kindergarten, including successful interventions strategies for children who exhibit challenging behaviors, is documented and shared with the child's parent/family, as well as next placement.</p> <p><i>Child's Transition Folders and Transition Policy</i></p> <p>2</p> <p>Note: Transition folders reviewed as a random sample for each classroom</p> <p>1302.70(a) 1302.71(a)(f) 1302.61(2)(i-ii)</p>		2	

Category 2: Curriculum and Learning Environment

GNJK Criteria #			Level 5	Max. Pts.	My Pts.
2.5.2			Program shows evidence of improving child outcomes. <i>Aggregated classroom data of comparative progress over 5-10 months from 50% of classrooms</i> 2 1302.33(b)(2) 1302.102(c)(2)(i-ii)	2	
				15	

Category 3: Family and Community Engagement

GNJK Criteria #	Level 3	Level 4	Level 5	Max. Pts.	My Pts.
3.3.1; 3.4.1; 3.5.1	<p>All newly enrolled families are offered the Strengthening Families (SF) Protective Factor Survey to complete.</p> <p><i>Documentation of Strengthening Families Protective Factor (SFPF) Framework used in program; collated survey results. Surveys must be returned from 50% of enrolled students.</i></p> <p>1</p> <p>Note: Head Start programs use PFCE Framework in your Program: Markers of Progress</p> <p>1302.52(a)(b)(c)(3) 642(b)(7)</p>	<p>The Strengthening Families Protective Factor Framework is used to assess engagement of and interactions with parents and families.</p> <p><i>Documentation of Strengthening Families Protective Factor (SFPF) Framework used in program; surveys; annually updated Quality Improvement Plan and Self-Assessment</i></p> <p>2</p> <p>Note: Head Start programs use PFCE Framework in your Program: Markers of Progress</p> <p>1302.50(b)(3) 1302.52(c)</p>	<p>Strengthening Families principles and seven core strategies are fully integrated into the work of the center/program.</p> <p><i>Documentation of Strengthening Families Protective Factor (SFPF) Framework used in program; surveys; annually updated Quality Improvement Plan and Self-Assessment; evidence of program fully implementing SFPF</i></p> <p>2</p> <p>Note: Head Start programs use PFCE Framework in your Program: Markers of Progress</p> <p>1302.50(a)(b)(1-6) 1302.52(a)</p>	5	
3.3.2; 3.4.2	<p>A parent/family group is established to engage enrolled families and support their participation in the education of their children and includes activities to promote multicultural learning.</p> <p><i>Parent/Family Group Meeting agendas and/or minutes (two times a year)</i></p> <p>1</p> <p>1301.4(a)(b) 1302.50(b)(1)</p>	<p>A parent/family group is established to engage enrolled families and support their participation in the education of their children, provide input and advise on the program's policies, procedures and practices.</p> <p><i>Parent/Family Group Meeting agendas and/or minutes (three times a year)</i></p> <p>1</p> <p>1301.4(a)(b)(1) 1301.3(a)(c)(2)642</p>		2	

Category 3: Family and Community Engagement

GNJK Criteria #	Level 3			Max. Pts.	My Pts.
3.3.3	<p>Education workshops are held at least two times per year on topics such as: early literacy, adult/family literacy, positive parent-child interactions, cultural awareness, developmental issues, and/or other topics that address the identified needs and interests of enrolled parents/families.</p> <p><i>Family Education workshop agendas and sign-in sheets or minutes</i></p> <p>642(b)(6)(A-F) 1302.34(a)(b) 1302.52(a)</p>	2		2	
3.4.3		<p>Level 4</p> <p>A variety of methods are used to communicate with parents/families about curriculum objectives, early care educational goals, other issues and effective strategies to support learning at home.</p> <p><i>Examples of communication strategies; e.g. newsletters, letters, workshops, flyers</i></p> <p>1302.34(b)(2) 1302.50(b)(1)</p>	2	2	

Category 3: Family and Community Engagement

GNJK Criteria #	Level 3	Level 4		Max. Pts.	My Pts.
3.3.4; 3.4.4	<p>Home visits are offered to all enrolled families using standard guidelines.</p> <p><i>Documentation of completed home visits with evidence they are offered up to one time a year (e.g., letter to families, policy)</i></p> <p>Note: Evidence home visits were completed reviewed as a random sample 1302.34(b)(2)(7)</p> <p>1</p>	<p>Home visits are offered to all enrolled families at least two times per year using standard guidelines.</p> <p><i>Documentation of completed home visits with evidence they are offered up to two times a year (letter to families, policy, etc.)</i></p> <p>Note: Evidence home visits were completed reviewed as a random sample</p> <p>1302.34(b)(2)(7) 1302.42(b)(2)</p> <p>1</p>		2	
3.3.5; 3.4.5	<p>Participation of parents on a local or regional community advisory council is encouraged (i.e., this could be the District or County Council for Young Children).</p> <p><i>List of community organizations with parent representatives or evidence the program encourages families to participate in community organizations</i></p> <p>1</p>	<p>Representation and participation of at least one parent on a local or regional community advisory council (i.e., this could be the District or County Council for Young Children).</p> <p><i>List of community organizations with parent representatives; meeting minutes/agendas from at least two meetings</i></p> <p>1</p>		2	
3.3.6	<p>The program tracks and monitors absences of individual children and contacts families when children are absent more than three (3) consecutive days.</p> <p><i>Documentation of Absenteeism Policy</i></p> <p>1302.16(a)(1)</p> <p>1</p>			1	

Category 3: Family and Community Engagement

GNJK Criteria #			Level 5	Max. Pts.	My Pts.
3.5.2			<p>Program fully collaborates with community partners to create a supportive system that responds appropriately to the needs of parents/families and is inclusive and respectful of cultural and linguistic differences for all enrolled parents/families.</p> <p><i>List of ethnic demographics of student population; Annual current calendar of culturally relevant dates and activities reflecting student demographics</i></p> <p>1302.53(a)(1)(2)(i-viii)</p>	2	
				18	

Category 4: Workforce/Professional Development

GNJK Criteria #	Level 3			Max. Pts.	My Pts.
4.3.4	<p>All teaching staff receives an annual written performance evaluation, conducted by their supervisor.</p> <p><i>Description of the annual performance evaluation process, including a copy of evaluation, self-assessment, family surveys, if applicable and Individual Professional Development Plans</i></p> <p>Note: Individual Professional Development Plans reviewed as a random sample</p> <p>648A(5)</p>	2		2	
4.4.5		<p>Level 4</p> <p>The Professional Development Plan includes the use of a curriculum implementation or fidelity checklist/instrument to ensure implementation of the curriculum.</p> <p><i>Copy of completed curriculum implementation/Fidelity instrument</i></p> <p>1302.92(a)(b)(5) 1302.32(a)(2)</p>	2	2	
4.4.6		<p>Teachers have planned opportunities to share collected child anecdotes and work samples with each other to improve and maintain their reliable use to the performance-based assessment.</p> <p><i>Copy of staff meeting schedule and at least three agendas</i></p>	2	2	

Category 4: Workforce/Professional Development

GNJK Criteria #		Level 4		Max. Pts.	My Pts.
4.4.7		<p>Directors/supervisors provide aggregated classroom and child data to teachers to collaboratively develop a plan to improve program quality in specific areas.</p> <p><i>Evidence of aggregated classroom/program/child level data reports and Program Improvement Plan</i></p> <p>1302.92(b)(5) 1302.102(c)(2)(iv)</p> <p>2</p>		2	
4.4.8		<p>Non-instructional staff receive information on: developmentally appropriate practices, diversity, an overview of age-appropriate standards, and appropriate adult-child interactions.</p> <p><i>Signed receipts showing non-instructional staff received documentation of school practices</i></p> <p>Note: Reviewed as a random sample</p> <p>1</p>		1	
4.5.1			<p>Level 5</p> <p>Ongoing professional development and supervision are received by staff to support positive and responsive relationships and interactions that are warm and nurturing.</p> <p><i>Agency Training Plans</i></p> <p>1302.92(b)(5) 1302.31(a) and (b)(1) and (e)</p> <p>2</p>	2	

Category 4: Workforce/Professional Development

GNJK Criteria #			Level 5	Max. Pts.	My Pts.
4.5.2			<p>Program has fully implemented a research-based system that provides teaching staff, in particular, with strategies that promote social-emotional competence and effectively address challenging behaviors.</p> <p><i>Evidence that the program is enrolled as a Pyramid Model Implementation Site: new enrollment paperwork (centers enrolled within the last year prior to rating submission) or the checklist indicating that the program is moving towards fully implementing the Pyramid Model (centers enrolled over a year prior to rating submission)</i></p>	3	
				14	

NJ Workforce Registry Professional Development and Training Staff Credentials

Documentation: NJ Workforce Registry

GNJK Criteria #		Level 4	Level 5	Max. Pts.	My Pts.
1.4.3; 1.5.2		50% of all teaching staff have a Pediatric First Aid & CPR Certificate. 1302.47(b)(4)(i)(I) 1302.101(a)(1) 1	All adults identified as <i>staff</i> have a Pediatric First Aid & CPR Certificate. 1302.47(b)(4)(i)(I) 1303.72 Vehicle Operation 1303.72(d)(2)(I) 1	2	
4.3.1	Level 3 All teaching staff administrators/directors have received formal training in the curriculum. 2			2	
4.3.2; 4.3.7	All teaching staff have received professional development in the selected performance-based assessment. 648A(a)(5) 1302.92(b)(4),(5) 1302.92(c)(5) 1302.91(5) 2			2	
4.3.3	Directors/supervisors have received training in evaluating and observing teachers both formally and informally (with walkthrough instruments), (e.g.; using structured observation instruments). 2			2	
4.3.5	Staff is trained to work with children with special diets, allergies and specialized feeding issues. 1302.47(b)(4)(D) 1302.47(b)(7)(vi) 1			1	
4.3.6	All teachers have received training in the administration of the adopted developmental screening. 1			1	

NJ Workforce Registry Professional Development and Training Staff Credentials

Documentation: NJ Workforce Registry

GNJK Criteria #		Level 4		Max. Pts.	My Pts.
4.4.1		All teaching staff have professional development or college level course work that prepares them to work with young children who have special needs. These should include strategies for supporting inclusion. 1302.92(b) 645A(a)(5) 648A	1	1	
4.4.3		Professional development is offered to program staff that includes the following topics: Pyramid Model, Social and Emotional Development, and Infant Early Childhood Mental Health.	1	1	
4.4.4		Professional development is offered to program staff that includes: special needs, supporting teacher-child interactions, supporting English Language Learners (ELL), cultural competence, transitions, and the Strengthening Families Protective Factors, social-emotional, and infant/toddler or early childhood mental health.	2	2	

NJ Workforce Registry Professional Development and Training Staff Credentials

Documentation: NJ Workforce Registry

GNJK Criteria #	Level 3	Level 4	Level 5	Max. Pts.	My Pts.
4.3.8; 4.4.2; 4.5.3	20% of teaching staff have a minimum of a CDA or equivalent, or higher degrees, credentials or licenses 1 <i>1302.91(e)(1)(2)(i-ii) 645A(h) 648A(a)(3)(B)</i>	35% of teaching staff have a minimum of a CDA or equivalent or equivalent, or higher degrees, credentials or licenses. 1 <i>1302.91(e)(1)(2)(i-ii) 648A(a)(3)(B)</i>	50% of teaching staff have a minimum of a CDA or equivalent or equivalent, or higher degrees, credentials or licenses. 1 <i>1302.91(e)(1)(2)(i-ii) 648A(a)(3)(B)</i>	3	
4.3.9	Supervisor of teaching staff must have, at a minimum, a CDA or equivalent nine credits in ECE in the age group that the program serves. 1			1	
				18	

Category 5: Administration and Management

GNJK Criteria #	Level 3	Level 4	Level 5	Max. Pts.	My Pts.
5.3.1; 5.4.1; 5.5.1	Program Administration Scale (minimum self-assessed score of 3) <i>Self-Assessed PAS scoresheet</i> 1303.10 45 CFR 75.303(a),(b),(e) 642(c)(1)(E)(ii) 1	Program Administration Scale (minimum self-assessed score of 4) <i>Self-Assessed PAS scoresheet</i> 1303.10 1	Program Administration Scale (minimum self-assessed score of 5) <i>Self-Assessed PAS scoresheet</i> 1303.10 1	1	
5.3.2	Programs led or governed by a Board of Directors, Board of Education, advisory council or other similar group, have written policies defining their roles and responsibilities. <i>Written definition of roles and responsibilities of the governing body (if non-profit/public)</i> 1301.2 642(c)(1)(E)(ii) 1			1	
5.3.3	Financial policies and procedures are established based on professional accounting standards. <i>Written policy/manual that includes financial operating procedures</i> 45 CFR 75.303(a),(b),(e) 1			1	
5.3.4	The program has a marketing/recruitment plan to maximize full enrollment. <i>Marketing Plan addressing increasing Enrollment</i> 1302.12(c-e) and (k-m) Determining, verifying, and documenting eligibility 1302.13 1302.14 1			1	

Category 5: Administration and Management

GNJK Criteria #	Level 3			Max. Pts.	My Pts.
5.3.5	A projected one-year operating budget, including a statement of income and expenditures is developed. <i>Current operating budget including statement of income and expenditures</i> 1302.101(a)(3),(4) 642(c)(1)(E)(iv)(VII)(aa)	1		1	
5.4.2		Level 4 An advisory council is established which includes diverse community representatives who meet regularly to assist with the program improvement. <i>Advisory council meeting minutes/sign-in Sheets</i> 1301.2(c)(1) 642(c)(1)(B) 642(c)(1)(D)(i) 1302.40(b)		1	
5.4.3		The program has a strategic or business plan that is reviewed and updated, at a minimum, every three (3) years. <i>Business/Strategic Plan</i> 1302.11(b) and (2) 1302.101(a)(3)	2	2	
5.4.4		Teacher turnover is documented and tracked. <i>Written description of system for tracking teacher turnover with evidence</i> 1302.101(a) 45 CFR part 75.430(i)	2	2	

Category 5: Administration and Management

GNJK Criteria #		Level 4		Max. Pts.	My Pts.
5.4.5		<p>The program's financial system includes an annual budget and/or annual report.</p> <p><i>Annual report with financial system information</i></p> <p>1</p> <p>644(a)(2) 45 CFR 75.303(a),(b)</p>		1	
5.3.6	<p>Level 3</p> <p>Annually, input is solicited from staff and families to evaluate the program. Results are used to develop/inform a comprehensive written program improvement plan.</p> <p>2</p> <p><i>Evidence of parent/staff feedback used to evaluate the program</i></p> <p>1302.102(b)(2)(i-iii)</p>			2	
5.3.7	<p>At least three types of internal communication to inform staff of program activities, policies, etc. is used.</p> <p>1</p> <p><i>Sample of at least three types of internal communication strategies with staff within past three years</i></p>			1	
5.3.8; 5.5.2	<p>At least one benefit (paid vacation time, sick time, health insurance, tuition/professional development reimbursement or retirement plan option) is provided to staff.</p> <p>1</p> <p><i>Benefit policy describing the benefit(s) employees receive (Employee Handbook)</i></p> <p>653(a)</p>		<p>Level 5</p> <p>The program offers two benefits that include vacation, sick time, and health insurance.</p> <p><i>Benefit policy describing the benefit(s) employees receive (Employee Handbook)</i></p> <p>2</p> <p>No aligned standard or act, but waived for Head Start programs</p>	3	

Category 5: Administration and Management

GNJK Criteria #	Level 3		Level 5	Max. Pts.	My Pts.
5.3.9; 5.5.4	<p>Based on the career lattice, there is a system to support staff career development.</p> <p><i>Documentation of individual professional development plans</i></p> <p>1</p> <p>Note: Individual Professional Development Plans reviewed as a random sample</p> <p>1302.92(b) 648A(a)(5) and (f)</p>		<p>Programs have Professional Learning Communities and incentive processes that reward educators that achieve the next steps on the career lattice.</p> <p><i>Minutes from Professional Learning Community within six months and documentation of incentive programs</i></p> <p>2</p> <p>3</p>		
5.4.6		<p>Level 4</p> <p>The program has quarterly review conducted of the accounting records by an independent third party who has accounting or bookkeeping expertise.</p> <p><i>Quarterly accounting review report</i></p> <p>2</p> <p>45 CFR part 75 subpart f 45 CFR 303(c) 647</p>		2	
5.4.7		<p>An inside and outside audit is conducted annually by a Certified Public Accountant (CPA).</p> <p><i>Signed contract with CPA and most recent audit</i></p> <p>1</p> <p>647(c)(1)(2) 45 CFR 303(c)</p>		1	

Category 5: Administration and Management

GNJK Criteria #			Level 5	Max. Pts.	My Pts.
5.5.3			<p>Systematic opportunities are offered within the program for teachers to engage in reflective teaching practice through the use of peer groups, coaches, and/or mentors.</p> <p><i>Documentation of ongoing reflective practice opportunities/Head Start Programs: Practice-Based Coaching document</i></p> <p>1302.92(c)(1-3)</p>	2	
				25	