



## Streamlined Re-rating Readiness Checklist

### for NAEYC-accredited Programs

*NAEYC-accredited Head Start programs: Complete the Streamlined Re-rating Readiness Checklist for Head Start programs and submit all NAEYC Accreditation certificates/reports.*

**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](mailto: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. Please also upload any NAEYC accreditation documentation received by the program since the last Star Rating.\***

**About the Streamlined Re-rating Readiness Checklist:** This checklist is designed for NAEYC-accredited 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: ☐ NAEYC Accredited ☐ 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: \_\_\_\_\_

**\*Programs that are no longer NAEYC-accredited and whose prior rating was a NAEYC-accredited Star Rating are not eligible for Streamlined Re-rating.**

**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.** 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 NAEYC-accredited Programs

Please upload the following items on NJCCIS, as applicable, with this checklist. Programs seeking Official Star Rating 3 must only submit Staff Hire Dates from the list below as no classroom observations are required.

- ☐ Staff list including all administrators, head/group/lead teachers, and paraprofessionals/teacher assistants with each staff member's hire date, NJCCIS ID, and whether the staff member is full time or 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, as well as **any NAEYC accreditation documentation\* received by the program since the last Star Rating**, such as:

- Current NAEYC Accreditation Certificate
- Most recent NAEYC Accreditation Decision Report
- Completed NAEYC Annual Reports for years 1-3 as appropriate

**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** may 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:

- NAEYC-accredited programs seeking a Star 3 Re-rating will not be asked to resubmit evidence of time-sensitive standards if current NAEYC documentation indicates the program's NAEYC accreditation is in good standing
- NAEYC-accredited programs seeking a Star 4 Re-rating will be asked to resubmit evidence of 3 randomly selected time-sensitive standards
- NAEYC-accredited programs seeking a Star 5 Re-rating will be asked to resubmit evidence of 6 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 you are submitting additional documentation for GNJK standards aligned to NAEYC standards for which you previously did not receive credit**, please also list those on pages 3 and 4. See pages 3 and 4 for more information.

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.

\*The Quality Rating Coordinator will review the GNJK standards aligned to the NAEYC standards from the year the program received accreditation documentation when determining which GNJK standards are waived. Programs whose NAEYC accreditation was granted based on standards from a year other than the year during which they received their accreditation should provide evidence as such.

## Standards Documentation List

Use the Standards Documentation List to indicate the following, if applicable:

- **New** standards for which your program has uploaded documentation to the NJCCIS File Cabinet, along with the file name of each document
- If you are submitting **additional documentation for GNJK standards aligned to NAEYC standards for which you previously did not receive credit** (i.e., GNJK standards aligned to NAEYC standards listed as Areas for Ongoing Improvement on your program's previous NAEYC Accreditation Decision Report)

Standard Number (ex. 1.3.1)	File Name(s) or Description (e.g., 1.3.1 – Outdoor Play Area Inspection Logs; Standard not waived during previous rating submission)

## Standards Documentation List

Use the Standards Documentation List to indicate the following, if applicable:

- **New** standards for which your program has uploaded documentation to the NJCCIS File Cabinet, along with the file name of each document
- If you are submitting **additional documentation for GNJK standards aligned to NAEYC standards for which you previously did not receive credit** (i.e., GNJK standards aligned to NAEYC standards listed as Areas for Ongoing Improvement on your program's previous NAEYC Accreditation Decision Report)

Standard Number (ex. 1.3.1)	File Name(s) (e.g., 1.3.1 – Outdoor Play Area Inspection Logs; Standard not waived during previous rating submission)

## Classroom Information List

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

Classroom Name/Number	Names of instructional staff members <u>and</u> their NJCCIS numbers	Age range of children	Primary language of instruction	Inclusion/ Self-contained	Number of children enrolled in class	Days of operation (If not open M-F) Indicate here if Half-Day Session AM/PM

## Classroom Information List




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[illegible]

## Requirements for Streamlined Re-Ratings

Star Rating	ERS (ECERS-3/ITERS-3)	Implementation of Curriculum (GNJK Standard 2.4.1)	Required documentation
	No ERS observation required	Staff have attended minimum of 5 hours of training on selected research-based curriculum	<u>All Programs:</u> Current NAEYC Accreditation Documentation 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	<u>All Programs:</u> Current NAEYC Accreditation Documentation, training records for all staff, and evidence for <u>3</u> time-sensitive standards <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	<u>All Programs:</u> Current NAEYC Accreditation Documentation, training records for all staff, and evidence for <u>6</u> time-sensitive standards <u>Higher star rating:</u> 86 - 100 cumulative documentation points (prior Star Rating and Streamlined Re-rating points combined)



## Observation Agreement

Independent Raters will arrive a few minutes before the scheduled observation to ask questions pertaining to non-observable items on the Environment Rating Scale such as the total number of children enrolled, if there are any children with identified disabilities, etc.

The Independent Raters entering the classroom(s) are there solely to observe, and will do their best to stay out of the way and not be disruptive to your program. Because the Raters are there to observe as much as possible during the three-hour observation, please keep interactions with Raters during this window to a minimum.

All adults in the state of NJ are mandated reporters. Whenever there is reasonable cause to believe that a child has been subjected to abuse or neglect by a provider/center staff member or any other person, our Raters must verbally notify the NJ Department of Children and Families State Central Registry. If there is any imminent danger(s) or hazard(s) that threaten the health and safety of children in a provider's home or childcare center, the Department of Children and Families Office of Licensing will be notified.

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**Signature of Center/School Primary Contact**

**Date**

## Star Rating Readiness Certification

I certify that my program has completed all Level 1 and Level 2 GNJK Standards and that my program's child care license is in good standing. I have also 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.

License is in good  
standing

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**Signature of Center/School Primary Contact**

**Date**

License is in good  
standing

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**Signature of Technical Assistance Specialist**

**Date**