



## BETTER BEGINNINGS APPLICATION CHECKLIST CENTER-BASED

FORM B

Mark each requirement in the box "YES" or "NO" according to whether or not the requirement has already been met. Mark "YES" only if you have written documentation. For items which require an assessment score, a mark of "YES" means the facility has reviewed the tool and believes the necessary score is possible upon assessment.

A "YES" mark for each requirement under a level will allow the facility to be considered for that level; the highest level with all "YES" responses will be considered first. A mark of "NO" in any column may indicate the facility is not yet ready to meet all requirements of that level and the facility may request technical assistance or refer to the Better Beginnings Toolkit.

LEVEL 1	YES	NO
1.A.1 Administrator attends "PAS Basics" training.	<input type="checkbox"/>	<input type="checkbox"/>
1.B.1 Administrator and teaching staff are members of the TAPP Registry and/or the ADE Registry.	<input type="checkbox"/>	<input type="checkbox"/>
1.B.2 Administrator meets requirements for TAPP Foundation 3 or higher, including 21 clock hours of training in program planning/management and/or leadership.4	<input type="checkbox"/>	<input type="checkbox"/>
1.B.3 All staff meet requirements for TAPP Foundation 1 or higher.	<input type="checkbox"/>	<input type="checkbox"/>
1.B.4 Administrator completes an ERS training.	<input type="checkbox"/>	<input type="checkbox"/>
1.B.5 Administrator completes training on developmentally appropriate physical activities for children.	<input type="checkbox"/>	<input type="checkbox"/>
1.C.1 A developmentally appropriate daily program schedule is posted in each classroom/program area.	<input type="checkbox"/>	<input type="checkbox"/>
1.C.2 Staff develop and implement written daily plans for each group.	<input type="checkbox"/>	<input type="checkbox"/>
1.D.1 Facility completes a self-evaluation using applicable approved environment rating tools (ERS or YPOA).	<input type="checkbox"/>	<input type="checkbox"/>
1.E.1 Facility documents distribution of ARKids First information to families of uninsured children.	<input type="checkbox"/>	<input type="checkbox"/>
1.E.2 Facility shares with families information on child development and on children's health.	<input type="checkbox"/>	<input type="checkbox"/>
1.E.3 Any medical and educational care plans involving a child are written and on file, and implementation is documented.	<input type="checkbox"/>	<input type="checkbox"/>

LEVEL 2	YES	NO
2.A.1 A program review is completed by a certified PAS assessor.	<input type="checkbox"/>	<input type="checkbox"/>
2.A.2 Administrator completes the Strengthening Families Webinar.	<input type="checkbox"/>	<input type="checkbox"/>
B.1 Administrator and teaching staff maintain membership in the TAPP Registry and/or ADE Registry.	<input type="checkbox"/>	<input type="checkbox"/>
2.B.2 Administrator meets requirements for TAPP Intermediate 1 or higher, including 30 clock hours of training in program planning/management and/or leadership.	<input type="checkbox"/>	<input type="checkbox"/>
2.B.3 All staff meet requirements for TAPP Foundation 1 or higher and at least 50% of teaching staff meet requirements for TAPP Foundation 2 or higher.	<input type="checkbox"/>	<input type="checkbox"/>
2.B.4 All administrators and teaching staff participate <u>annually</u> in 20 clock hours of approved professional development; for administrators, at least 3 clock hours must be in program planning/management and/or leadership.	<input type="checkbox"/>	<input type="checkbox"/>
2.B.5 At least 50% of teaching staff complete "Framework Basics" training; school age staff should complete "Developmental Assets Training."	<input type="checkbox"/>	<input type="checkbox"/>
2.B.6 All administrative staff and 50% of teaching staff complete an ERS training; if facility is using YPOA school age staff should complete YPOA training.	<input type="checkbox"/>	<input type="checkbox"/>
2.B.7 Administrator and kitchen manager (if applicable) participate annually in at least 2 clock hours of training on nutrition for children.	<input type="checkbox"/>	<input type="checkbox"/>

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**FORM B**

<b>LEVEL 2</b>		<b>YES</b>	<b>NO</b>
2.C.1	All classrooms/program spaces have a minimum of two (2) clearly defined interest centers.		
2.C.2	Written daily plans for each group include all areas of development.		
2.C.3	Staff plan and implement daily developmentally appropriate physical activities for all children.		
2.D.1	Facility scores an average of 3.00 or higher on the ERS for each classroom reviewed; classrooms reviewed with YPQA must score an average of 3.00 or higher. School Age assessment tool choice: N/A _____ SACERS _____ YPQA _____ YYPQA _____		
2.E.1	Facility shares with families information regarding medical homes for children.		
2.E.2	Facility shares with families information regarding stages of development for children.		

<b>LEVEL 3</b>		<b>YES</b>	<b>NO</b>
3.A.1	The facility scores an average of 4.00 or higher on PAS items 1-21 (items 5 and 6 scored, but not included in average).		
3.A.2	Administrator completes Strengthening Families online self-assessment for 3 or more Strategies.		
3.A.3	Facility develops a Strengthening Families action plan and implements at least 1 action step.		
3.B.1	Administrator meets requirements for TAPP Intermediate 1 or higher, including 45 clock hours of training in program planning/management and/or leadership.		
3.B.2	All staff meet requirements for TAPP Foundation 1 or higher and at least 50% of teaching staff meet requirements for TAPP Foundation 3 or higher.		
3.B.3	All administrators and teaching staff participate <u>annually</u> in 25 clock hours of approved professional development; for administrators, at least 4 clock hours must be in program planning/management and/or leadership.		
3.C.1	All classrooms/program spaces have a minimum of three (3) clearly defined interest centers.		
3.C.2	Staff maintain a portfolio for each child.		
3.C.3	Facility develops a current written curriculum plan and daily plans that include learning goals for children.		
3.D.1	Facility scores an average of 4.00 or higher on the ERS for each classroom reviewed; classrooms reviewed with YPQA must score an average of 3.75 or higher. School Age assessment tool choice: N/A _____ SACERS _____ YPQA _____ YYPQA _____		
3.E.1	Facility shares with families information on nutrition and physical activity for children.		

Comments: \_\_\_\_\_  
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\_\_\_\_\_  
 Administrator Signature

\_\_\_\_\_  
 Date