



INSTRUCTIONS FOR COMPLETING BETTER BEGINNINGS FAMILY CHILD CARE HOME APPLICATION

Better Beginnings applications are submitted through the ELS portal (<https://arkdhs.force.com/elicensing/s/login/>) Refer to the Better Beginnings Rules and Regulations Book (Sections 6, 7, and 8) or the Better Beginnings Guide for additional information.



Items with a computer icon next to them will be entered directly into the ELS portal.



Items with a paperclip icon will require documentation to be uploaded with the application in your ELS.



Intent to Apply

Complete the *Intent to Apply* form about 12 months before your renewal date (or the date you plan to apply). Save this form to your computer and email it to BetterBeginnings@AState.edu. This will give you plenty of time to complete all requirements, including assessments, before you submit your application. Include as much information as you can. Your program will be referred to the appropriate assessment team/s who will contact you about scheduling your assessments.

Some reciprocated programs do not need to submit an *Intent to Apply* form. If you need assessments that are not on a regular schedule (through ABC or national accreditation), or you have any classrooms that are not funded by reciprocated agencies, submit the *Intent to Apply* form.

Email the *Intent to Apply* form to BetterBeginnings@AState.edu about 12 months before you plan to submit your application.

Application



Complete information about your facility, the level for which you are applying, and the primary caregiver's electronic signature and date.

Complete the application in the ELS portal at <https://arkdhs.force.com/elicensing/s/login/>.

Application Checklist



Complete the application checklist in the ELS portal. The ELS portal will not allow you to move forward with your application until each item on the checklist is marked "yes."

A copy of the *Application Checklist* is available for your convenience. DO NOT submit a copy of the checklist with your application.

Complete the checklist in the ELS portal at <https://arkdhs.force.com/elicensing/s/login/>.

Save a copy of all documents for your records. Submit the completed application with documentation online through the ELS portal. For more information: www.ARBetterBeginnings.com Phone: 501-320-6161 Email: OEC.BetterBeginnings@ade.arkansas.gov



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Program Review Report

Schedule and complete a BAS program Review. You will be emailed a *BAS Summary Report* that includes your overall score and feedback. You will also receive a *Program Review Checklist* that documents several Better Beginnings requirements. Save both of these forms on your computer.

Upload the *BAS Summary Report* and the *Program Review Checklist* in your ELS portal. You may choose to upload only the cover page of the *BAS Summary report*. The date of your BAS program review must be within one year of the date you submit your application.

Strengthening Families Self-Assessment and Action Plan

For Level 2, participate in a Strengthening Families workshop that is listed on PDR. Include the month/year completed on the *Caregiver Training Record form*.

For Levels 3 and 4, complete the *Strengthening Families Self-Assessment* and save it on your computer. Create an action plan and document it on the *Strengthening Families form*. Save the *Strengthening Families form* on your computer.

Upload the *Strengthening Families Self-Assessment* and *Strengthening Families form* in the ELS portal.

Caregiver Training Record

Document completion of required training for the director and all current employees who work directly with children on the *Caregiver Training Record form*. Include the month/year completed for each required training. Save the *Caregiver Training Record form* on your computer.

Upload the *Caregiver Training Record form* in the ELS portal.

Environmental Assessments Reports

Schedule and complete a FCCERS assessments. About three weeks after your ERS assessments are completed, you will be emailed a *FCCERS CQI* report that includes your score and feedback from the assessment. Save the *FCCERS CQI report* on your computer.

Upload all *FCCERS CQI reports* in the ELS portal. You may choose to upload only the score sheet for the *FCCERS CQI* report. The date of your FCCERS assessment must be within one year of the date you submit your application.

Save a copy of all documents for your records. Submit the completed application with documentation online through the ELS portal. For more information: www.ARBetterBeginnings.com Phone: 501-320-6161 Email: OEC.BetterBeginnings@ade.arkansas.gov



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ARKids First, Child Development, Nutrition, and Physical Activity

List the ways your facility has distributed information to families in the past 12 months on the *ARKids First, Child Development, Nutrition, and Physical Activity form*. Save this form on your computer. If you are applying for Level 3-6, include the information for Levels 2 and 3.

During your BAS program review, the assessor will ask to see the materials you share with families and complete the *Program Review Checklist*. The *Program Review Checklist* will be emailed to you with your *PAS Summary Report*. Save the *Program Review Checklist* on your computer.

Upload the *ARKids First, Child Development, Nutrition, and Physical Activity form* and the *Program Review Checklist* in the ELS portal.

Annual Developmental Screenings

Document developmental screenings for all children (birth to kindergarten). During your BAS program review, an assessor will review a sample of developmental screenings (birth to kindergarten) and complete the *Program Review Checklist*. The *Program Review Checklist* will be emailed to you. Save the *Program Review Checklist* on your computer.

Upload the *Program Review Checklist* in the ELS portal.

Children's Portfolios

Maintain a portfolio for each child enrolled. During your BAS program review, an assessor will review a sample of portfolios (all ages enrolled) and complete the *Program Review Checklist*. The *Program Review Checklist* will be emailed to you. Save the *Program Review Checklist* on your computer.

Upload the *Program Review Checklist* in the ELS portal.

Child Health and Development Self-Assessments (Child Nutrition, Physical Activity, Farm to ECE, Breast Feeding & Infant Feeding, Outdoor Play & Learning, or Screen Time)

Complete the required Division-approved self-assessment and action plan for the level for which you are applying. After 90 days, complete the self-assessment again to document progress. Save the first completed self-assessment, action plan(s) and second self-assessment on your computer.

Upload the first completed self-assessment, action plan(s), and the second self-assessment for the module required in the ELS portal.

Save a copy of all documents for your records. Submit the completed application with documentation online through the ELS portal. For more information: www.ARBetterBeginnings.com Phone: 501-320-6161 Email: OEC.BetterBeginnings@ade.arkansas.gov