



FAMILY CHILD CARE HOMES SUGGESTED TIMELINE

Year 1 and 2 - Maintenance and Growth Years

- **Maintain classroom quality**
 - Complete regular self-assessments,
 - Attend targeted training based on the *FCCERS CQI report*,
 - Request technical assistant (TA)
- **Maintain Program Portfolio**
 - Update policies and procedures based on the *BAS summary report*,
 - Review policies, enrollment procedures, marketing materials, Risk Management Plan annually
- **Continue to ensure you have completed required trainings**
- **Strengthening Families action plan/s**
 - Keep working and recording progress
- **Start or continue Child Health and Development self-assessments and action plans**
 - Required for Levels 2-6
- **Continue sharing required information with families annually**
- **Start or continue to provide annual developmental screenings for all children**
 - Required for Levels 2-6
- **Start or continue to keep portfolios for all children enrolled**
 - Required for Levels 3-6

Year 3 – Getting Ready for Recertification or Leveling Up

During the third year of certification, providers are encouraged to follow this suggested timeline:

Month 1-2	Month 2-3	Months 6-8	Months 10-11
<ul style="list-style-type: none"> • Continue to maintain and increase quality • Start <i>BB Checklist</i> • Submit <i>Intent to Apply</i> form 	<ul style="list-style-type: none"> • Enroll in BAS portfolio cohort • Complete first self-assessments and action plans 	<ul style="list-style-type: none"> • Complete FCCERS assessments • Complete BAS assessment • Complete second self-assessment 	<ul style="list-style-type: none"> • Complete the BB Checklist • Submit 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: BetterBeginnings@dhs.arkansas.gov