CHILD CARE CENTER APPLICATION CHECKLIST

Level 1	ALL REQUIREMENTS MUST BE MET AT TIME OF APPLICATION	YES	NO
	The facility has a license in New Provisional or Regular status. *Program reviews and environmental assessments may be requested		

Level 2	ALL REQUIREMENTS FOR LEVELS 1 & 2 MUST BE MET AT TIME OF APPLICATION	Upload	YES	NO
2.A.1	The facility shall have a PAS review completed by a certified PAS assessor. School-age programs using YPQI shall have a PQA Form B/OQA review completed by a reliable assessor.	PAS summary Report or OQA Report		
2.A.2	The director shall complete a Strengthening Families training listed on PDR.	Staff Training Record form		
2.B.1	All directors and at least fifty percent (50%) of teaching staff shall complete "Early Learning Standards (ELS) Basics Training." The director and school-age staff shall complete "Developmental Assets Training."	Staff Training Record form		
2.B.2	All directors and fifty percent (50%) of teaching staff shall complete an ERS training. If the facility is using YPQI, all directors and school-age staff shall complete YPQI training.	Staff Training Record form		
2.B.3	The director and kitchen manager (if applicable) shall participate in at least two (2) clock hours of training on nutrition for children annually.	Staff Training Record form		
2.B.4	The director shall complete training on developmentally appropriate physical activities for children.	Staff Training Record form		
2.C.1	The facility shall score an average of 3.00 or higher on the ERS review. School age programs using PQA shall score a 3.00 or higher on the PQA.	ERS CQI report or PQA Report		
2.D.1	The facility shall document distribution of ARKids First information to families of uninsured children.	ARKids First form, Program Review checklist		
2.D.2	The facility shall share information on child development, stages of children's development, and children's health with families.	ARKids First form, Program Review checklist		
2.D.3	All children birth to kindergarten shall have an annual developmental screening.	Program Review checklist		
2.D.4	The facility shall use a Division-approved tool to complete a child nutrition self-assessment and create and implement one (1) action plan in the child nutrition module.	Self-assessment and action plan for nutrition module		
2.D.5	The facility shall use a Division-approved tool to complete a second self-assessment in the child nutrition model to assess progress.	Second self-assessment for nutrition module		

Submit the completed application with documentation online through your ELS portal.
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Level 3	ALL REQUIREMENTS FOR LEVELS 1, 2 & 3 MUST BE MET AT TIME OF APPLICATION	Upload	YES	NO
3.A.1	The facility shall score an average of 4.00 or higher on PAS items 1-21 (items 5 and 6 are scored but not included in the average). School-age programs using YPQI shall have a PQA Form B/OQA score of 3.75 or higher.	PAS summary Report or OQA Report		
3.A.2	The director shall complete the Strengthening Families online self-assessment for three (3) or more strategies.	Strengthening Families self-assessment		
3.A.3	The facility shall develop a Strengthening Families action plan and implement at least one (1) action step.	Strengthening Families form		
3.C.1	The staff shall maintain a portfolio on each child.	Program Review checklist		
3.C.2	The facility shall score an average of 4.00 or higher on the ERS. School age programs using PQA shall score 3.75 or higher on the PQA.	ERS CQI report or PQA Report		
3.D.1	The facility shall share information on nutrition and physical activity for children with families.	ARKids First form, Program Review checklist		
3.D.2	The facility shall use a Division-approved tool to complete a (1) physical activity self-assessment and create and implement one action plan in the physical activity module.	Self-assessment and action plan for physical activity module		
3.D.3	The facility shall use the Division-approved tool to complete a second self-assessment in the physical activity module to assess progress.	Second self-assessment for physical activity module		

Level 4	ALL REQUIREMENTS FOR LEVELS 1-4 MUST BE MET AT TIME OF APPLICATION	Upload	YES	NO
4.A.1	The facility shall score an average of 4.00 or higher on PAS items 1-25. School-age programs using YPQI shall have a PQA Form B/OQA score of 4.00 or higher.	PAS summary Report or PQA Summary Sheet Form B/OQA		
4.A.2	The director shall implement at least one (1) additional Strengthening Families action step for a total of two (2).	Strengthening Families form		
4.C.1	Staff to child ratios shall be maintained as follows: birth-18 months 1:4, 18-36 months 1:7, 2.5-3 years 1:11, 4 years 1:12, 5 years 1:18	No form required. Licensing records will be checked		
4.C.2	The facility shall score an average of 5.00 or higher on the ERS. School age programs using PQA shall score 4.00 or higher on the PQA.	ERS CQI Report or PQA Report		
4.D.1	The facility shall use a Division-approved tool to complete a self-assessment in child nutrition, physical activity, farm to ECE, oral health, breastfeeding & infant feeding, outdoor play & learning, or screen time and create and implement two action plans in that module.	Self-assessment and action plan for selected module		
4.D.2	The facility shall use the Division–approved tool to complete a second self-assessment in the module selected to assess progress.	Second Self-assessment for selected module		

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Level 5	ALL REQUIREMENTS FOR LEVELS 1-5 MUST BE MET AT TIME OF APPLICATION	Upload	YES	NO
5.A.1	The facility shall score an average of 5.0 or higher on PAS items 1-25. School age programs shall have a PQA Form B/OQA score of 4.25 or higher.	PAS summary Report or PQA Summary Sheet Form B/OQA		
5.C.1	Staff to child ratios shall be maintained as follows: birth-18 months 1:4, 18-36 months 1:6, 2.5-3 years 1:10, 4 years 1:10, 5 years 1:18	No form required. Licensing records will be checked		
5.C.2	The facility shall score an average of 5.50 or higher on the ERS. School age programs using the PQA shall score 4.25 or higher on the PQA.	ERS CQI Report or PQA Report		
5.D.1	The facility shall use a Division-approved tool to complete a self-assessment in child nutrition, physical activity, farm to ECE, oral health, breastfeeding and infant feeding, outdoor play and learning, OR screen time and create and implement two (2) action plans in that module.	Self-assessment and action plan for selected module		
5.D.2	The facility shall use the Division–approved tool to complete a second self-assessment in the module selected to assess progress.	Second self-assessment for selected module		

Level 6	ALL REQUIREMENTS FOR LEVELS 1-6 MUST BE MET AT TIME OF APPLICATION	Upload	YES	NO
6.A.1	The facility shall score an average of 6.0 or higher on PAS items 1-25. School age programs shall have a PQA Form B/OQA score of 4.75 or higher.	PAS summary Report or PQA Summary Sheet Form B/OQA		
6.C.1	Staff to child ratios shall be maintained as follows: birth-18 months 1:4, 18-36 months 1:6, 2.5-3 years 1:10, 4 years 1:10, 5 years 1:15	No form required. Licensing records will be checked		
6.C.2	The facility shall score an average of 6.00 or higher on the ERS. School age programs using the PQA shall score 4.50 or higher on the PQA.	ERS CQI Report or PQA Report		
6.D.1	The facility shall use a Division-approved tool to complete a self-assessment in child nutrition, physical activity, farm to ECE, oral health, breastfeeding and infant feeding, outdoor play and learning, OR screen time and create and implement two (2) action plans in that module.	Self-assessment and action plan for selected module		
6.D.2	The facility shall use the Division–approved tool to complete a second self-assessment in the module selected to assess progress.	Second self-assessment for selected module		

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