



## 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 *FCCERS CQI reports*,
  - Request TA
- **Maintain Program Portfolio**
  - Update policies and procedures based on *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:

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

**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](http://www.ARBetterBeginnings.com) Phone: 501-320-6161 Email: [OEC.BetterBeginnings@ade.arkansas.gov](mailto:OEC.BetterBeginnings@ade.arkansas.gov)