



# **Supplemental Guide for Sixpence Child Care Partnership Grant Programs Participating in Step Up to Quality**

**This document outlines additional requirements and should be used  
in partnership with the Program Guide to Nebraska's Step Up to  
Quality Standard, Rating and Improvement System**



This supplemental document communicates the additional requirements of Sixpence Child Care Partnerships to *A Program Guide to Nebraska's Step Up to Quality Standards, Rating and Improvement System*. Unless otherwise noted, all Sixpence Child Care Partners will follow the protocol set forth in that document.

### **Participation in Step Up to Quality**

Sixpence Child Care Partners must be a participant in Step Up to Quality prior to the beginning of the initial grant period, as verified through the Nebraska Professional Record System prior to grant funds being distributed. In addition, all Sixpence Child Care Partners must achieve a Step 3 in Step Up to Quality within the initial three-year grant period. To insure this, several expectations within Step Up to Quality are required for Sixpence Child Care Partnerships, as indicated within this supplemental document in **green text**.

### **Coaching**

Sixpence Child Care Partnerships require a Program Coordinator to be a certified teacher with 9 college credit hours in Early Childhood Education, recognized by NDE Rule 11, employed by the school district or contracted through the ESU. The Program Coordinator shall provide grant management and mentoring opportunities with the community child care provider, and shall be cross trained as a Step Up To Quality Coach. As determined by the Child Care Partner, the Program Coordinator is preferred to be, but is not required to be, the Step Up to Quality Coach, however, coaching is a required component for Sixpence Child Care Partnerships. All Sixpence Child Care Partnership coaches are required to meet the qualifications of, be trained as, and adhere to the requirements of the Step Up to Quality Coaches.

Upon grant term beginning, all Child Care Partners receive face-to-face consultation/coaching at least weekly with the Sixpence Program Coordinator/Coach. As the grant term continues, and all parties agree, fewer contacts are appropriate and allowable, but face-to-face contacts should occur no less than monthly throughout the course of the grant. Every effort is expected to be made to collaborate with any other coaching initiatives to insure the programs' needs are met without being burdensome. The consultation/coaching shall include education, an opportunity to reflect upon practice and problem solve around children's needs.

A Quality Action Plan will be developed which guides the Sixpence funds to support the Child Care Providers' progress towards higher quality.

### **Step Up to Quality Rating**

Sixpence Community Childcare Partners are required to have a baseline ERS at the beginning of the grant, the beginning of year 2, and at the beginning of year 3. The results of these observations will be used to create the Quality Action Plan in conjunction with the Sixpence Program Coordinator

### **Earning Points**

Sixpence Child Care Partnerships may require additional points in certain Quality Standards, and/or a quicker timeline to implement the standards.



## **Quality Standard 1: Learning Environments, Program Curriculum, and Interactions**

### **1A: Training**

Indicator 1: The program lead designee attends the *Introduction to the Environment Rating Scale* training. Sixpence Child Care Partners are required to attend this training within the first year.

Indicator 6: The program lead designee completes the Quality Action Plan based upon the ERS assessment. Sixpence Child Care Partners are required to attend this training within the first year.

### **1A: Observations**

Indicator 9: Environment Rating Scale (ERS) Observation. TWO ERS Scales may be used:

- Infant/Toddler Environment Rating Scale-Revised (ITERS-R) for children from birth to 2 ½ years of age.
- Family Child Care Environment Rating Scale- Revised (FCCERS-R) for family child care home programs.

ERS items are scored on a 1-7 continuum with 7 considered excellent and 1 considered inadequate.

Sixpence Child Care Partners are required to have a baseline ERS at the beginning of the grant, the beginning of year 2, and at the beginning of year 3, or for the purpose of rating through Step Up to Quality. The results of these observations will be used to create the Quality Action Plan, in conjunction with the Sixpence Program Coordinator/Coach. Sixpence does not have a minimum ERS score requirement, however, the score is expected to improve throughout the grant term.

### **1B: Curriculum, Learning and Staff Supports**

Indicator 1: The program utilizes an evidence- based/developmentally appropriate curriculum. Sixpence Child Care Partners are required to utilize an evidence-based curriculum within the first two years.

Indicator 2: The program curriculum aligns with the Nebraska Early Learning Guidelines. Sixpence Child Care Partners are required to meet this within the first two years.

Indicator 3: Lead teaching staff or Family Child Care Home owner is trained on the program curriculum. Sixpence Child Care Partners are required to meet this within the first two years.

Indicator 4: Lead teaching staff or Family Child Care Home owner complete the Nebraska Early Learning Guidelines Domain Training Series. Sixpence Child Care Partners are required to meet this within two years.

## **Quality Standard 2: Child Outcomes**

Indicator 1: Developmental screening is conducted within 90 days of a child's enrollment and the results are shared with families. In addition, within the first year, Sixpence Child Care Partners are required to use the chosen screening tool for each Sixpence child within 45 days of a child's enrollment, and at each interval of development/age. Sixpence Child Care Partners are required to use the data from the chosen screening tool, and input from families, to inform instruction for each Sixpence child.



Indicator 2: Ongoing assessment of children's strengths and needs are aligned with the Nebraska Early Learning Guidelines and are used to develop education plans, monitor progress, and inform instruction. *Sixpence Child Care Partners are required to implement TS GOLD upon achieving Step 3.*

Indicator 3: The program conducts a periodic review and use of child assessment data for continuous program improvement. *Sixpence Child Care Partners are required to implement TS GOLD upon achieving Step 3.*

Indicator 4: The program shares individualized child data from ongoing assessments with families. *Sixpence Child Care Partners are required to implement TS GOLD upon achieving Step 3.*

Indicator 5: The program provides evidence of family involvement in the development of transition plans for individual children. *Sixpence Child Care Partners are required to meet this within the first year.*

Indicator 6: The program has a procedure in place to meet with community service providers for IFSP and/or IEP planning for children with special needs. *Sixpence Child Care Partners are required to meet this within the first year.*

Indicator 7: The program staff participates in IFSP and/or IEP planning for children with special needs. *Sixpence Child Care Partners are required to meet this within the first year.*

### **Quality Standard 3: Professional Development and Ongoing Training**

Indicator 3: All full-time administrative/teaching staff have at least 24 clock hours of in-service training per calendar year (or 3 semester credit hours of college coursework per calendar year.) *Sixpence Child Care Partners are required to meet this within the first year, and every year thereafter.*

### **Quality Standard 4: Family Engagement and Partnerships**

Indicator 1: The program honors the child's home language and encourages home language development by greeting children who are English Language Learners (ELL) and their families in the home language or using simple phrases from a child's home language in daily communication with the child. *Sixpence Child Care Partners are required to meet this within the first year.*

Indicator 2: The program provides materials and resources in a way that is accessible to all families including ELL families. *Sixpence Child Care Partners are required to meet this within the first year.*

Indicator 3: The program informs families when there will be a change in teacher or a substitute teacher, when a field trip is planned, and when a child will change classrooms. *Sixpence Child Care Partners are required to meet this within the first year.*

Indicator 4: The program has communication strategies for informing families about their children's learning and development. *Sixpence Child Care Partners are required to meet this within the first year.*

Indicator 5: There is a defined procedure for the family to provide feedback to the program. *Sixpence Child Care Partners are required to meet this within the first year and to share feedback with grantee.*



### **Quality Standard 5: Program Administration**

Indicator 1: Center-based programs: The program has procedures for orienting new staff and assistant(s) to the program. The program has a written staff handbook. Sixpence Child Care Partners are required to meet this within two years.

Indicator 1: Family Child Care programs: The program has procedures for orienting assistants and/or substitutes to the program including meeting children and families before assuming responsibilities. Sixpence Child Care Partners are required to meet this within two years.

Indicator 2: There are self-assessments or appraisals of teaching staff competencies and professional development plans for improving skills. Sixpence Child Care Partners are required to meet this within the grant term.

Indicator 3: Center-based programs: A written salary scale or a plan for compensation of all teaching staff, substitutes, and assistants in the program is defined and implemented taking into account staff education and years of experience. Sixpence Child Care Partners are required to meet this within the grant term.

Indicator 3: Family Child Care programs: A plan for compensation of owners, substitutes and assistants working in the family child care home is defined and implemented taking into account staff education and years of experience. Sixpence Child Care Partners are required to meet this within the grant term.

Indicator 4: The program has a budget that projects income and expenses annually. Sixpence Child Care Partners are required to meet this within two years.

Indicator 5: The program reports income to the IRS and claims expenses related to the program. Sixpence Child Care Partners are required to meet this within the first year.

Indicator 6: The program has records to keep track of income and expenses. Sixpence Child Care Partners are required to meet this upon grant commencement, prior to grant funds distributed.

Indicator 7: The program has a written agreement with the families for hours of operation, days the program is closed, fees, and a fee payment schedule, including late fees. Sixpence Child Care Partners are required to meet this within the first year.

#### **Sixpence Contact:**

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