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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Child Care Program Name | Director Name | License type | License # | Licensing status & date verified  | SU2Q Step (per NECPRS) | # Infants/Todd-lers | % I/T at-risk | ERS obser-vation date(s) | ERS score(s) | Sixpence Coach Name | # coach sessions provided (note w/ teacher/ director) | Coord. coaching efforts w/ (name of coach & initiative) |
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|  |  |  |  |  | Total: |  |  |  |  |  |  |  |

Instructions for completion and submission:

* Update information related to director name, enrollment, ERS, and coaching, including total # infants/toddlers and average % at risk.
* When counting infants/toddlers, keep in mind the Transition Policy states, “As appropriate, a child may remain in a Sixpence program, following their third birthday, until he or she is eligible to transition into another program. Sixpence programs may not enroll children who are age three but rather continue to serve children through age three that are already enrolled in the program.”
* When counting “% at-risk” these are infants/toddlers who qualify for at least one of these risk factors:
	+ primarily speak/hear a language OTHER than English in their home
	+ qualify for a Title XX child care subsidy or meet the USDA Food Program’s free/reduced lunch income qualification
	+ born to a teenage parent (younger than 20 years of age)
	+ have a parent who has NOT completed high school or a GED
	+ born premature (<37 weeks)
* Each month, verify the licensing status at <http://dhhs.ne.gov/publichealth/Documents/ChildCareRoster.pdf> and check for any licensing disciplinary actions on <http://www.nebraska.gov/LISSearch/search.cgi>. Record the date that this was done and if there’s a status other than “active” record the expiration date. Notify Sixpence TA if any status other than “Active” is posted or is reported to the coach.
* Submit report via grantee portal on [www.singasongofsixpence.org](http://www.singasongofsixpence.org) on the first working day of the following month.