

# Northwest Early Childhood Iowa

CHEROKEE \* LYON \* PLYMOUTH \* SIOUX

*"Security and success for children by strengthening families and communities."*

To: Family Child Care Providers

Re: *Quality Steps for Home Providers* program

My name is Takysia Larsen and I manage the *Quality Steps for Home Providers* program. *Quality Steps* is a voluntary incentives program in which participants can earn money toward their registered child care home by attending trainings and meeting other criteria.

Enclosed you will find the new *Quality Steps* program information. There were changes and revisions proposed for the Quality Rating System (which is what this checklist is largely based from) so we had to make our updates a little later than normal. Thank you for your patience as we updated the checklist!

Many of you are already familiar with the program, and for many of you this information is new. Regardless of which is true for you, I would like to set up a time to sit down and go over the program details with you. Please look through the packet, look through your schedule, and give me a call. I can't wait to get you going so you can receive great incentives that will benefit your child care home!

*Takysia Larsen*

*Preschool & Child Care Specialist*

Please visit our website to see training opportunities:  
[www.n-e-c-i.org/homeproviders.aspx](http://www.n-e-c-i.org/homeproviders.aspx)

400 Central Avenue NW  
Orange City, Iowa 51041  
E-mail: [takysial@siouxcounty.org](mailto:takysial@siouxcounty.org)

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# Quality Steps For Home Providers



*Quality Steps for Home Providers* is a program for home child care providers to enhance the quality and capacity of child care for children ages 0-5. Enrollment is available to registered home providers in Plymouth, Sioux, Cherokee, and Lyon counties. Funding is available to home providers who are committed to improving the quality of care they provide.

Recognizing current accomplishments as well as encouragement to set and attain goals for each program is the intent of this program. The following information will explain the program and how to move 'up the steps' to enhance quality in the child care program.

Takysia Larsen  
Preschool & Child Care Specialist  
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Orange City, IA 51041  
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Northwest Early Childhood Iowa  
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## *Quality Steps Enrollment*

<i>Child Care Business Owner</i>	<i>Second provider (if applicable)</i>
<i>Address</i>	
<i>City</i>	
<i>Zip</i>	
<i>Phone</i>	
<i>Email</i>	

*Child Care Business Owner signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Second Provider (if applicable)* \_\_\_\_\_ *Date* \_\_\_\_\_

***Congratulations*** on your decision to participate in *Quality Steps for Home Providers!*

Mail this sheet (along with the policy form) to:

Takysia Larsen  
Preschool & Child Care Specialist  
400 Central Ave NW – Suite 1600  
Orange City, IA 51041

Or email: [takysial@siouxcounty.org](mailto:takysial@siouxcounty.org)

Visit us online [www.nwice.org](http://www.nwice.org)

## Quality Steps Policy

Once enrolled in the *Quality Steps* program the Preschool/Child Care Specialist will visit you at least once a year to go over the points that you have accumulated throughout the year.

After having completed your visit with the Preschool/Child Care Specialist and met the requirements of the program, you may make a claim to receive incentive money. You may purchase items that will be beneficial to your daycare that have received **PRIOR APPROVAL** from the Preschool/Child Care Specialist. Please contact the Preschool/Child Care Specialist **BEFORE** you purchase items to ensure that the funds are still available and also to ensure that the items you are purchasing are approved.

The fiscal year runs from July 1<sup>st</sup> to June 30<sup>th</sup> each year, so claims must be received by June 15<sup>th</sup> to be eligible for processing. Home providers will be able to redeem up to \$1200 dollars in a year. Once the incentive money is received you will be asked to purchase the items and submit receipts to the Preschool/Child Care Specialist.

(You must remain in child care for 6 months after receiving funds or equipment from *Quality Steps* or you will be required to **refund** the money or return the merchandise purchased.)

I, \_\_\_\_\_, fully understand the policies of this program.

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Provider Signature

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Date

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Preschool/Child Care Specialist

## Quality Steps Stages

Stage		
One	<ul style="list-style-type: none"> <li>• Complete State Registration</li> <li>• Complete Nurse Consultant Child Care Business-Partnership Agreement and Survey</li> <li>• Complete Injury Prevention Checklist with Child Care Nurse Consultant</li> </ul>	<b>\$150</b>
Two	<ul style="list-style-type: none"> <li>• <b>Meet requirements of Stage One</b></li> <li>• Become certified with Child and Adult Care Food Program(CACFP)</li> <li>• Certified with Infant, Child and Adult CPR, First Aid, Mandatory Reporter</li> <li>• Complete one of the following series trainings:               <ol style="list-style-type: none"> <li>a. Program and Infant Toddler Care (PITC)</li> <li>b. Creative Curriculum for Family Child Care</li> <li>c. Business Basics</li> </ol> </li> </ul>	<b>\$300</b>
Three	<ul style="list-style-type: none"> <li>• <b>Meet requirements of Stage Two</b></li> <li>• Complete ChildNet series training</li> <li>• Become ChildNet certified</li> <li>• Complete Child Development Home Self Assessment</li> <li>• Complete Child Development Home Professional Plan</li> <li>• Apply for Quality Rating System (QRS) level 2 or higher</li> </ul>	<b>\$450</b>
Four	<ul style="list-style-type: none"> <li>• <b>Meet requirements of Stage Three</b></li> <li>• Complete Injury Prevention Checklist, Child Record Review, or Health &amp; Safety Assessment as determined by the Child Care Nurse Consultant</li> <li>• Complete approved Family Child Care Environmental Rating Scale/Family Daycare Rating Scale (FDCRS/FCCERS-R) series training</li> <li>• Complete one of the following series trainings not yet completed:               <ol style="list-style-type: none"> <li>a. Program and Infant Toddler Care (PITC)</li> <li>b. Creative Curriculum for Family Child Care</li> <li>c. Business Basics</li> <li>d. Beyond Business Basics</li> </ol> </li> <li>• Become a member of one of the following professional organizations               <ol style="list-style-type: none"> <li>a. National Association of the Education for Young Children</li> <li>b. National After School Association</li> <li>c. National Association for Family Child Care</li> </ol> </li> <li>• Apply for QRS level 3 or higher</li> </ul>	<b>\$600</b>
Five	<ul style="list-style-type: none"> <li>• <b>Meet requirements of Stage Four</b></li> <li>• Complete a Child Record Review or Health &amp; Safety Assessment as determined by Child Care Nurse Consultant</li> <li>• Complete one of the following series trainings not yet completed:               <ol style="list-style-type: none"> <li>a. Program and Infant Toddler Care (PITC)</li> <li>b. Creative Curriculum for Family Child Care</li> <li>c. Business Basics</li> <li>d. Beyond Business Basics</li> </ol> </li> <li>• Complete Family Child Care Environment Rating Scale score sheet and self-assessment</li> <li>• Complete FCCERS/FDCERS Child Development Home Improvement Plan</li> <li>• Orientation is provided for new parents and annual conferences are held</li> <li>• Maintain QRS level 3 or higher</li> </ul>	<b>\$800</b>
Six	<ul style="list-style-type: none"> <li>• <b>Meet requirements of Stage Five</b></li> <li>• Complete Health and Safety Assessment by Nurse Consultant</li> <li>• Complete one of the following series trainings not yet completed:               <ol style="list-style-type: none"> <li>a. Program and Infant Toddler Care (PITC)</li> <li>b. Creative Curriculum for Family Child Care</li> <li>c. Business Basics</li> <li>d. Beyond Business Basics</li> </ol> </li> <li>• Verify implementation of Creative Curriculum for Family Child Care with NECI</li> <li>• Complete Program for Infant and Toddler Care series training if not done previously</li> <li>• Onsite FCCERS assessment by Iowa State University</li> <li>• Maintain QRS level 3 or higher</li> </ul>	<b>\$1200</b>

## Explanation of Requirements

### **Child and Adult Care Food Program**

The goal of the Child and Adult Care Food Program (CACFP) is to provide nutritious meals to children, introduce them to a variety of foods, promote good eating habits, and provide opportunities for them to learn about food. You are reimbursed for much of the money you spend to serve nutritious meals and snacks to the children. (800-859-2025 ask for Clydene Canady)

### **Child Care Nurse Consultant Tools – (Business-Partnership Agreement and Survey, Injury Prevention Checklist, Child Record Review, Health & Safety Assessment)**

The Nurse Consultant serving your county has the forms and will assist you with completing these documents by completing a home visit for each one. (800-859-2025 ask for Deb Baldwin)

### **ChildNet Certification**

To be eligible for ChildNet certification you must complete the ChildNet training series and be 100% compliant with Iowa DHS Child Development Home Guidelines. A CCR&R Home Consultant will visit your program to review the DHS Guidelines and review how you have implemented the best practices learned in ChildNet. (800-859-2025 ask for Megan Kerkmann)

### **Quality Rating System**

The Quality Rating System is a program that offers providers a guided way to improve the quality of child care they provide. As steps are completed, the provider moves up in levels and is awarded a “star” for each level. Participation shows parents and the community that a provider is committed to providing quality child care—and is working toward improving the quality of care. Providers may be eligible for achievement bonuses and grants through the Community Empowerment Area. (800-859-2025 ask for Anna Letsche)

### **Family Child Care Environment Rating Scale/ Family Day Care Environment Rating Scale (FCCERS/FDCRS)**

Environment rating scales for child care homes are nationally recognized scales that assess the quality of early childhood programs. Home providers can earn points in the Quality Rating System by attending a 4 session series taught by ISU Extension on an ERS appropriate to the care provided. (800-859-2025 ask for Sarah Smith)

### **Program for Infant and Toddler Care**

The goal of the Program for Infant Toddler Care (PITC) is to help caregivers recognize the crucial importance of giving tender, loving care and assisting in the infants’ intellectual development through an attentive reading of child’s cues. The 40 hour-4 module series covers 19 topical areas. There is a \$250 stipend for completing all 4 modules along with 2 visits with the PITC specialist. There is a 5<sup>th</sup> module that is available and a \$50 stipend is offered if completed. (800-859-2025 ask for Sarah Smith)

### **Creative Curriculum for Family Daycare**

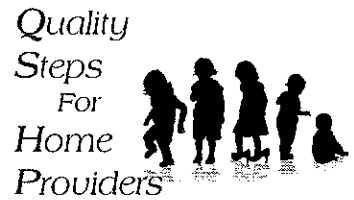
This curriculum presents providers with concrete strategies and approaches for implementing developmentally appropriate child care programs in their homes. It is an environmentally-based curriculum, founded on child development theory. (712-707-9599 ask for Takysia Larsen)

### **Business Basics**

Business Basics is a course designed specifically for home providers. It consists of three hands-on sessions. It covers record-keeping, taxes, contracts and policies. Each participant takes home a supply of organizational materials and books. (800-859-2025 ask for Sarah Smith)

**Professional Organizations** - (National Association for Family Child Care, National Association for the Education of Young Children, National After School Association) Membership in any one of the above organizations is a great way to connect with other providers across the country to promote excellence and professionalism in your child care program. Support from other members and access to a variety of resources will help you work toward a quality child care program. Being a member in a state affiliate of a national organization is also permissible.

Quality Steps Claim



Applicant/program name \_\_\_\_\_

**Mailing Address:**

Number & Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone number \_\_\_\_\_

**Requested Items:**

Item	Quantity	Cost Per Item	Total

Total funding amount requested \$ \_\_\_\_\_

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Applications will be processed and funds distributed on a first come/first served basis until funds are no longer available and **must be received** in the Orange City office by June 15th to be considered for processing.