

Child Care Home Providers

# Quality Steps For Home Providers



## Overview

*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.

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## About the Program

*Quality Steps for Home Providers* is a program designed to recognize and reward your current accomplishments as well as encourage you to set and attain additional goals for yourself and your program. *Quality Steps* is designed to improve the quality of care in homes by providing incentives for completing trainings and consultations, becoming registered, licensed or accredited, becoming a member of a professional child care organization, and expanding services. As you reach your goals, you accumulate points which you can redeem to purchase various items and equipment that will enrich the early learning environment in your daycare. Any registered childcare provider doing full time care in Lyon, Sioux, Plymouth, or Cherokee counties can participate.

When you receive a packet there is a chart called the Quality Steps Scale. It outlines the requirements necessary to earn points that can later be redeemed to purchase items for your daycare. There are (5) different stages in the Quality Steps Scale. Each stage has specific requirements that need to be met in order to redeem a certain amount of incentive dollars. Child care providers are encouraged to move up one level each year.

### Enrollment

Enrollment in the program is voluntary. When you decide to enroll in the program, the Early Childhood Coordinator will provide you with an enrollment sheet to fill out and a policy form to sign (they are included in this packet). A copy of the policy will be given to you to keep in your own file.

### Determining the Stage

After you are enrolled, the Early Childhood Coordinator will help you determine what stage of the Quality Steps Scale you have reached. Copies of all required documentation and proof of program participation will be necessary. The claim form found in this packet will be filled out by the Early Childhood Coordinator to verify and keep record of your redemption. Please have your file ready to be reviewed when redeeming points.

### Pyramid Checklist

After determining what stage you qualify for, the Early Childhood Coordinator will assess your program environment by going through the Pyramid Checklist found in the packet you will receive. This checklist will determine which items you may be reimbursed for. There are four different categories of items in the checklist. The items in each category must be fulfilled to move on to the next. The categories include: basic health and safety, basic care, age-appropriate play, and curriculum and program enhancement.

### Purchasing Items

After determining what items are needed in your program and how much money you qualify for, the Early Childhood Coordinator will give you permission to purchase the approved items. Upon purchasing the items, you will be required to send your receipts to the Early Childhood Coordinator. Your claim will be processed and a reimbursement check will be sent to you within 30 days.

### Redemption

Each year *Quality Steps* has a limited amount of funding, so enrolling in the program does not always guarantee that you will receive incentive dollars. Redemption can only be done ONCE per fiscal year and all receipts need to be turned in by June 15<sup>th</sup> to get processed.