

MARYLAND EXCELS  
Quality Rating 3: Checklist

**Licensing and Compliance (LIC)**

- Licensing: Valid License
- Compliance: Inspection reports within past 12 month
- Enforcement: Inspection reports within the past 12 months

**Staff Qualification and Professional Development (STF)**

- Education/Experience: Credential Certificates/Equivalent Training Certificates (Lead Staff)

**Accreditation and Rating Scales (ACR)**

- Accreditation: Accreditation Visit Verification Form
- Program Assessment: Rating Scale Score Sheet(s)
- Program Improvement Plan (PIP): Program Improvement Plan

**Developmentally Appropriate Learning and Practice (DAP)**

- Environment: Philosophy Statement & Daily Schedule
- Learning Materials: Selection and Use of Materials (Statement)
- Positive Guidance: Positive Behavioral Practices Policy
- Curriculum: Curriculum (Statement) \*
- Planning: Lesson Planning Process (Statement)
- Implementation: Daily Schedule & Recent Lesson Plan
- Screen Time: Screen Time Policy
- Developmental Screening (Pending) \*
- Developmental Progress: Observation Practices (Statement) & Developmental Checklist \*

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\* School-Age Only: Exempt

**Policy:** A form written document that explains your program's practices and that is shared with families and your staff.

**Statement:** A written description of your program's practices. Program policies in a particular area can be substituted for a statement (example: Curriculum Policy can be substituted for a curriculum statement)

## Administrative Policies and Practices (ADM)

- Information & Policies: Family Handbook, Written Agreement, or Written Contract
- CACFP: Participation Verification (MSDE) or Ineligibility/Non-Participation Form
- Nutritious Meals & Snacks: Nutrition Policy & Recent Weekly Menu
- Family Engagement: Examples of Family Engagement Opportunities
- Family Conferences: Conference Schedule & Informing Families (Statement) – **Family Child Care & Child Care Center**  
Family Communication: Communication Policy – **School-Age Only**
- IFSP/IEP: Enrollment/Intake Documents
- Staff Meetings: Meeting Schedule, Meeting Agenda, Sign-in Sheet
- Performance Evaluation: Performance Evaluation Schedule & Performance Evaluation Tool
- Staff Policies & Handbook: Staff Handbook
- Salary & Benefits: Current Salary Scale
- Community Resources: Community Resources (Statement)
- Transition Plans: Transition Plans (Statement)

**Policy:** A formal written document that explains your program's practices and that is shared with families and your staff.

**Statement:** A written description of your program's practices. Program policies in a particular area can be substituted for a statement (example: Curriculum Policy can be substituted for a curriculum statement)