

**MARYLAND EXCELS**  
**Quality Rating 3: Checklist**

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

- STF 1: Education/Experience

Documentation required: Current Maryland Child Care Credential Certificate(s) or equivalent training

**Accreditation and Rating Scales (ACR)**

- ACR 1: Accreditation

Documentation required: Accreditation visit verification form

- ACR 2: Program Assessment

Documentation required: Rating scale score sheet(s)

- ACR 3: Program Improvement Plan (PIP)

Documentation required: Program improvement plan and statement of the process of program improvement

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

- DAP 1: Environment

Documentation required: Philosophy statement & Daily schedule

- DAP 2: Learning Materials

Documentation required: Statement describing selection and use of learning materials

- DAP 3: Positive Guidance

Documentation required: Positive behavioral practices policy (discipline policy)

- DAP 4: Curriculum

Documentation required: Curriculum statement \*

- DAP 5: Planning

Documentation required: Statement describing lesson planning process

- DAP 6: Implementation  
Documentation required: Daily schedule & Recent weekly or daily lesson plan
- DAP 7: Screen Time  
Documentation required: Screen time policy shared with families and/or staff
- DAP 9: Developmental Progress  
Documentation required: Statement describing observation practices and assessment practices; Developmental checklist, Sample child assessment tool) \*

### **Administrative Policies and Practices (ADM)**

- ADM 1: Information and Policies  
Documentation required: Family handbook, written agreement, or contract
- ADM 3: CACFP  
Documentation required: Participation verification (MSDE) or Ineligibility/Non-Participation form
- ADM 4: Nutritious Meals and Snacks  
Documentation required: Nutrition policy and recent weekly menu
- ADM 5: Family Engagement  
Documentation required: Examples of family engagement opportunities
- ADM 6: Family Conferences:  
Documentation required: Conference schedule shared with families; Statement describing conference request procedures– **Family Child Care & Child Care Center**  
  
Family Communication: Communication Policy – **School-Age Only**
- ADM 7: IFSP/IEP  
Documentation required: Enrollment/intake documentation; Statement describing how program works with families and early intervention or special education service providers
- ADM 8: Staff Meetings  
Documentation required: Yearly staff meeting schedule shared with staff; Staff meeting agenda; Staff meeting sign-in sheet
- ADM 9: Performance Evaluation  
Documentation required: Staff performance evaluation schedule shared with staff; Staff performance evaluation tool
- ADM 10: Staff Policies and Handbook  
Documentation required: Statement describing staff policies; Staff handbook

- ADM 12: Salary and Benefits  
Documentation required: Current salary scale
- ADM 13: Community Resources  
Documentation required: Statement describing shared community resources
- ADM 15: Transition Plans  
Documentation required: Statement of transition plans

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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)