



PREP YEAR FOR ASSESSMENTS FOR CHILD CARE CENTERS

Flow Chart & Template for Planning How to Use this Document

This document is designed for child care centers who are a part of Cohort 1 in resuming the assessment process for the NC Star Rated License. Timelines may be modified for programs that have never been assessed or programs with temporary licenses wishing to achieve a higher star rating. NC Rated License Assessment Project has a document, "Prep Year Activities and Ideas" as a starting place for resuming the assessment process.

Any time you have questions about how to proceed,
contact your DCDEE Licensing Consultant.

Page 2 is a chart showing a general flow for engaging in preparations for observations/assessments. Note that programs using the Prep Year assessments may use that score if desired for their license as an option. Read more here. Also read, "Resuming Star Rated License Assessments."

Pages 3 & 4 show an example timeline for preparation.

Page 5 can be used as a template for your program and/or classroom which allows you to add dates and check off items as they are completed.

Cohort 1

PREP YEAR FOR ASSESSMENTS FOR CHILD CARE CENTERS FLOW CHART

1

Study, Read, Plan (6-12 months ahead)

2

Self-Assess & Partner with Technical Assistance Organizations (5-6 months or sooner)

3

Set goals for quality enhancement and make changes well in advance (Winter/Spring)

4

Conduct Mock Assessment or have Prep Year Assessments completed by NCRLAP (Contact your consultant for more information) (Winter/Spring)

5

Set goals for quality enhancement and make changes well in advance (Spring)

6

Keep Prep Year Scores or decide to engage in Re-Assessments starting July 1, 2024

Keep Prep Year Scores:
Maintain Quality!

7

or

7

Re-Assessments- Begin the study, goal-setting, enhancement process over



Cohort 1

PROGRAM NAME: _____

Date: _____

PREP YEAR FOR ASSESSMENTS FOR CHILD CARE CENTERS (Example) Checklist

Who?	Task or goal to review, complete, enhance	<input checked="" type="checkbox"/>	Date completed	Suggested time
Admin	Review information shared on the DCDEE website about the Resumption of the Reassessment Process	<input type="checkbox"/>	_____	Feb
Admin	Read the Prep Year Activities and Ideas sheet and share with staff	<input type="checkbox"/>	_____	Feb
Admin	Read the Preparation Year: ERS Assessments * info sheet and share with staff. Consider sharing during a staff meeting	<input type="checkbox"/>	_____	Feb
Admin	Discuss with the consultant about potential timelines and questions	<input type="checkbox"/>	_____	Feb
Admin	Share information and helpful links with staff from DCDEE and NCRLAP websites	<input type="checkbox"/>	_____	Feb
Admin	Plan a staff meeting (s) about the process and ERS.	<input type="checkbox"/>	_____	Feb
Admin	Check to see if the program and/or classrooms have the appropriate ERS tools to review. (Revised editions with spiral binding on the SIDE)	<input type="checkbox"/>	_____	Feb/ Mar
Admin	Provide paid planning time for staff to read the scales and review NCRLAP online resources	<input type="checkbox"/>	_____	Feb/ Mar
All Staff	Encourage all staff to attend appropriate NCRLAP online and live Q&A training sessions.	<input type="checkbox"/>	_____	Feb/ Mar
All Staff	Staff complete self-assessments using the appropriate ERS tool	<input type="checkbox"/>	_____	Mar

*"ERS" means Environment Rating Scales. NC uses the [ITERS-R](#), [ECERS-R](#), and [SACERS-U](#) for child care centers.

(There is a 3rd edition ([ITERS-3](#) and [ECERS-3](#)) but NC is not using this version at this time.)

Cohort 1

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Date: _____

PREP YEAR FOR ASSESSMENTS FOR CHILD CARE CENTERS (Example) Checklist

Who?	Task or goal to review, complete, enhance	✓	Date completed	Suggested time
All Staff	Review previous assessments reports when applicable. Can also review Lowest Scoring Items found at ncrlap.org	<input type="checkbox"/>	_____	Mar
Teaching Staff	Conduct needs assessment for furnishings/learning materials using the "Thinking More About Activities" resources found at ncrlap.org	<input type="checkbox"/>	_____	Mar
Admin	Consult with <u>local technical assistance organizations</u> for support like EQuIPD Consider <u>Child Care Health Consultants (CCHBs)</u> for health & sanitation	<input type="checkbox"/>	_____	Feb/ Mar
Admin	Arrange a prep year assessment with NCRLAP via DCDEE consultant	<input type="checkbox"/>	_____	TBD
All Staff	Review feedback from the prep year assessment	<input type="checkbox"/>	_____	
Admin	Contact a TA org to assist in goal-setting based on feedback	<input type="checkbox"/>	_____	
All Staff	Implement changes and enhancements based on feedback	<input type="checkbox"/>	_____	
Admin	Decide to use prep year scores or continue on with re-assessment year assessments during 2024-2025 school year	<input type="checkbox"/>	_____	
Admin	When applicable, discuss with DCDEE consultant time for re-assessment during assessment year	<input type="checkbox"/>	_____	
Admin	If planning for a re-assessment, start a new checklist. Contact a local technical assistant organization for assistance	<input type="checkbox"/>	_____	
Admin	Review other needs and plan for updated tasks, goals, and enhancements	<input type="checkbox"/>	_____	

Cohort 1

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Date: _____

PREP YEAR FOR ASSESSMENTS FOR CHILD CARE CENTERS (Example) Checklist



Who?	Task or goal to review, complete, enhance	✓	Date completed
		<input type="checkbox"/>	_____
		<input type="checkbox"/>	_____
		<input type="checkbox"/>	_____
		<input type="checkbox"/>	_____
		<input type="checkbox"/>	_____
		<input type="checkbox"/>	_____
		<input type="checkbox"/>	_____
		<input type="checkbox"/>	_____
		<input type="checkbox"/>	_____
		<input type="checkbox"/>	_____

Harms, T., Clifford, R., & Cryer, D. (2005). Early childhood environment rating scale. (Revised edition). New York, NY. Teachers College Press.

Harms, T., Clifford, R., & Cryer, D. (2006) Infant/Toddler Environment Rating Scale (Revised Edition) New York, NY. Teachers College Press

North Carolina Rated License Assessment Project. (1/30/2024) <https://ncrlap.org/>.