MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
OFFICE FOR CHILDREN AND YOUTH

Cover Memorandum accompanying the August 24, 2007 filing of a Notice of Proposed rule Adoption by the Office for Children and Youth proposing to amend the Mississippi child Care Quality Step System.

Attached are the addendum and/or amendment to the Mississippi Child Care Quality Step System.

Attachment as stated:

Section 100.04 - Mississippi Child Care Quality Step System (MCCQSS) Criteria

	Administrative Policy	Professional Development	Learning Environments	Parent Involvement	Evaluation
Step 5	Developmental check list for each child Implement Transition Plan for Kindergarten Mentoring-Director	Director: BA/BS or higher Staff: 25% of fulltime teaching staff w/current CDA or higher 25 hours Staff Development w/10 hours in area teaching for fulltime teaching staff	MS ELG (fully implemented) On-going Child Assessment ERS 5.1-7.0	Parent/Teacher conference (twice a year) Monthly Newsletter	CIS-Arnett 3.3-4.0 ERS 5.1-7.0
Step 4	Annual supervisor and staff evaluation w/implementation of a Professional Development Plan	Director: AA or higher Staff: 15% of fulltime teaching staff have current CDA or higher 20 hours Staff Development w/ 10 hours in area teaching for fulltime teaching staff	MS ELG (all staff trained) Trained in on-going Child Assessment ERS 4.1-5.0	Parent Involvement Program Parent Resource Center	CIS-Arnett 3.0-3.3 ERS 4.1-5.0 Parent Staff Survey
Step 3	Director / Management in child care training MOU with Mental Health (LEA, PHS)	Director/Childcare staff member holds current OCY Director's Credential and/or holds an Associate Degree or higher in Child Development or Early Childhood Education or a related field Staff: 1 current CDA or higher on-site, GED or High School for all staff 18 hours Staff Development for fulltime teaching staff (no-in house) Monthly Staff Meeting	MS ELG (Director Trained) ERS 3.6-4.0	Weekly Notes to Parents Parent Education Training (offered annually) Parental Lending Library	CIS- Arnett 2.5-3.0 ERS 3.6-4.0
Step 2	Staff Handbook Staff: 15 hours	Director: Additional Staff Development by 5 hours annually Staff: 15 hours Staff Development for fulltime teaching staff (no in-house)	Weekly Lesson Plans Learning Centers MS ELG (review) ERS 3.0-3.5	Bulletin Board (for parent communication) Quarterly Newsletter Calendar Annual Parent/Teacher Conference	Self-Assessment; Annual Staff Evaluation ERS 3.0-3.5
Step 1	Licensing				

APPENDIX C

SELF ASSESSMENT GUIDE

www.ncchildcare.org

(Click on self-assessment tool link)