



NEW HAMPSHIRE LICENSED PLUS QUALITY DESIGNATION – OPTION 1 STANDARDS

GENERAL REQUIREMENTS

To be eligible for Licensed Plus, you are required to document compliance with the eleven required standards that are highlighted and asterisked * in Columns 2 and 3. In addition, you must select and demonstrate compliance with five additional standards for a total of **sixteen standards**.

Programs that have been issued a Licensed Plus Certificate will need to renew their application every three years.

LICENSE TYPES:

CENTER BASED PROGRAMS

FAMILY BASED PROGRAMS:

FAMILY CHILD CARE HOME (FCH)

OR

FAMILY GROUP CHILD CARE HOME (FGCH)

LICENSED PLUS STANDARDS		CENTER BASED PROGRAMS	FAMILY BASED PROGRAMS	DOCUMENTATION
REGULATION				
REGULATION:				REQUIRED DOCUMENTATION
1.	The program must be licensed by the Department of Health and Human Services, Child Care Licensing Unit (CCLU) Programs with suspended or conditional licenses may not apply	* ALL CENTER BASED PROGRAMS	* ALL FAMILY BASED PROGRAMS	Copy of your current license. License number: _____

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LICENSED PLUS STANDARDS		CENTER BASED PROGRAMS	FAMILY BASED PROGRAMS	DOCUMENTATION
ADMINISTRATION & BUSINESS PRACTICES				
REGULATION:				REQUIRED DOCUMENTATION
2A.	The program must complete annual performance evaluations for all administrative and teaching staff. Note: The evaluations forms for program directors, lead teachers and associate teachers must be relevant to working with children/working in child care programs. Evaluations should also be comprehensive, i.e. address relevant areas of job performance.	* ALL CENTER BASED PROGRAMS	NOT APPLICABLE	The program director must initial a statement verifying that annual performance evaluations have been completed within the past 12 months for all administrative and teaching staff employed for at least 1 year, and submit a sample copy of your performance evaluation form(s).
2B.	FAMILY BASED PROGRAMS <i>Choose 1 or both of the following option(s) as applicable.</i> <input type="checkbox"/> The family child care provider must document that he or she has completed a one-year operating budget and has liability insurance coverage. OR <input type="checkbox"/> The family child care provider must initial a statement verifying that applicable taxes have been/will be filed annually.		* ALL FAMILY BASED PROGRAMS	Submit copies of a current projected one-year operating budget and written proof of liability insurance coverage. or Submit an initialed statement verifying that applicable taxes have been/will be filed annually.
3.	The program must have written personnel policies and/or a staff handbook that details the programs current personnel policies.	*ALL CENTER BASED PROGRAMS	* FGCH ONLY	Copy of your current policies and procedures manual or staff handbook. <i>* NOTE Policy and Procedure Handbooks are reviewed to see that they have been well thought out and address the majority of the following areas: Benefits, Confidentiality, Profession Development, Education Requirements, Evaluations Etc.</i>
4.	The program must have written job descriptions for each paid position.			Copy of written job description for each paid position.

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LEARNING ENVIRONMENT				
REGULATION:				REQUIRED DOCUMENTATION
5.	The program must document that at least one current employee has attended a workshop in the past twelve months incorporating New Hampshire Early Learning Standards.	*ALL CENTER BASED PROGRAMS	*ALL FAMILY BASED PROGRAMS	Copy of a certificate of attendance documenting that in the past 12 months at least one employee has attended a workshop incorporating NH Early Learning Standards. (Information regarding NH Early Learning Standards is available by logging on to www.nh.childcareaware.org)
6.	The program must have a written curriculum statement that outlines and explains the program’s current curriculum.			Copy of your curriculum statement that may include a philosophy or vision statement, staff handbook, and/or parent handbook or other written document that includes your program’s current curriculum statement.
7.	The program has a written curriculum plan.			Copy of the current curriculum plan used in your program.

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PARENT/FAMILY INVOLVEMENT				
REGULATION:				REQUIRED DOCUMENTATION
8.	The families of enrolled children are welcome in the program at all times.	*ALL CENTER BASED PROGRAMS	*ALL FAMILY BASED PROGRAMS	Evidence of communication to families of enrolled children that they are welcome in the program, which may include a written policy statement, parent handbook, a picture of a welcome sign, welcome letter or other written communication which conveys this policy to parents.
9.	Program policies must be communicated to the parents/families of enrolled children via a parent/family information packet or handbook, enrollment materials, contract, welcome letter or other written communication.		*FCH ONLY	Copy of your parent/family information packet or handbook, enrollment materials, contract, welcome letter or other written communication that informs parents of the program's policies.
10.	The program must communicate with parents/families of enrolled children, in writing, on a regular basis.	*ALL CENTER BASED PROGRAMS	*ALL FAMILY BASED PROGRAMS	Evidence of this practice that may include but is not limited to a copy of parent newsletter, sample copy of weekly communication log, sample copies of memos to parents.
11.	Programs must offer the parents of enrolled children a parent/teacher conference on an annual basis.			Initial a statement verifying that the program offers all parents of enrolled children a parent/teacher conference on an annual basis.
12.	The program director has completed a strengthening families' self-assessment form.			The Strengthening Families on-line data system can be found at: http://www.mosaic-network.com/gemslive/cssp/

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CHILDREN WITH SPECIAL NEEDS				
REGULATION:				REQUIRED DOCUMENTATION
13.	The program must welcome children and families of all abilities and must modify the program and make reasonable accommodations to maintain children with special needs in the program.	*ALLCENTER BASED PROGRAMS	*ALL FAMILY BASED PROGRAMS	Written documentation that explains the inclusive policy & demonstrates that the program welcomes children and families of all abilities. Makes modifications and reasonable accommodations to maintain children with special needs in the program, and supports employed staff in their professional development. Documentation may include a statement in your parent/family handbook, promotional materials, and/or other written communication

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PROFESSIONAL DEVELOPMENT			
REGULATION:			REQUIRED DOCUMENTATION
<p>14. CENTER BASED PROGRAMS The program director(s) and all associate and lead teachers have completed a minimum of 18 hours annually of ongoing professional development, including training, workshops, conferences, and self-study.</p> <p>FAMILY BASED PROGRAMS All family child care providers and workers have completed a minimum of 18 hours annually of ongoing professional development, including training, workshops, conferences, and self-study.</p>	*ALLCENTER BASED PROGRAMS	*ALL FAMILY BASED PROGRAMS	<p>CENTER BASED PROGRAMS Copy(ies) of completed training or education logs, signed by the program director, for 90% of the following positions: program director(s) and associate and lead teachers.</p> <p>FAMILY BASED PROGRAMS Copy(ies) of a completed training or education log, signed by the family child care provider, for the family child care provider and family child care workers.</p> <p>Information on self-study can be found here: http://www.dhhs.nh.gov/oos/cclu/guidesinfo.htm</p>
<p>15. CENTER BASED PROGRAMS <i>Choose 1 or both of the following option(s) as applicable.</i></p> <p>The program director must initial below to verify that professional development plans are in place for the program director(s) and associate and lead teachers. Initials: _____</p> <p>The program director, lead and associate teachers must have achieved minimum Level 1 Credential from the New Hampshire Early Childhood Professional Development System, administered by DHHS, Child Development Bureau.</p>	*ALLCENTER BASED PROGRAMS		<p>Copy of one completed professional development plan with name removed. Written statement from the director/family child care provider verifying that a plan is in place for each of the following positions: associate and lead teachers, and program directors. -or-</p> <p>Copy of credentials at minimum level 1 for the program director and associate and lead teachers.</p> <p>Information on the NH Early Childhood Professional Development System can be found at : http://www.dhhs.nh.govdcyf/cdb/prof dev.htm</p>

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PROFESSIONAL DEVELOPMENT CONTINUED				
REGULATION:				REQUIRED DOCUMENTATION
15. C O N T I N U E D	<p>FAMILY BASED PROGRAMS – <i>Choose 1 or both of the following options as applicable.</i></p> <p>The family child care provider must initial below to verify that professional development plans are in place for family child care providers and workers. Initials: _____</p> <p>Family child care providers and workers must have achieved Minimum Level 1 Credential from the New Hampshire Early Childhood Professional Development System, administered by DHHS, Child Development Bureau.</p>		<p>*ALL FAMILY BASED PROGRAMS</p>	<p>Copy of one completed professional development plan with name removed.</p> <p>Copy of credentials at minimum level 1.</p>

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STAFF QUALIFICATIONS AND COMPENSATION				
REGULATION:				REQUIRED DOCUMENTATION
16.	Programs must document the benefits provided to all program staff, including paid vacations, holiday, and health insurance.	*ALLCENTER BASED PROGRAMS	*ALL FAMILY BASED PROGRAMS	Center Based Programs – Written documentation of benefits provided to staff. Family Based Programs – Written documentation of benefits provided to the family child care provider and paid staff, which may include written parent/family communication indicating days off for which the program’s employees will be compensated.
17.	In Center Based Programs, at least half the program’s teaching staff, and in Family Based Programs the family child care provider must have at least 12 college credits in early childhood education and/or child development.			Copy of relevant transcript(s) or degree received.
18.	The program must have a written salary scale, which indicates compensation ranges for positions based on qualifications and tenure.			Copy of your current written salary scale.

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PROGRAM EVALUATION				
REGULATION:				REQUIRED DOCUMENTATION
19.	The program director or family child care provider must submit a copy of the program's parent survey and initial a statement on the application, verifying that parent surveys have been distributed to parents of enrolled children within the past 12 months.	*ALLCENTER BASED PROGRAMS	*ALL FAMILY BASED PROGRAMS	Copy of the program's parent survey.
20.	The program director or family child care provider must submit a copy of the program's staff survey and initial a statement on the application, verifying that staff surveys have been distributed to all staff within the past 12 months.			Copy of your staff survey.
21.	An environmental rating scale (ECERS, ITERS, FDCRS, SACERS, ECERS-R, ITERS-R) must be completed for the program.			Copy of your environmental rating scale report. Note: For more information on how to obtain the environmental rating scale(s) click on the following link or log on to: http://ers.fpg.unc.edu/
22.	The program must have a written improvement plan based on evaluation tools chosen by the program director.			Copy of your current written improvement plan.