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Massachusetts

Quality Rating and improvement system (QRIS) LEVEL 1 SELF-ASSESSMENT AND AGREEMENT for Public School Early Education Programs

**Overview**

Early education programs operating in public school settings that serve infants, toddlers and/or preschool children, and are not licensed by the Department of Early Education and Care, must complete and submit:

* the QRIS Level 1 Self-Assessment for Public School Early Education Programs
* the Continuous Quality Improvement Plan(CQIP) if any of the identified criteria are not met, and
* a copy of the agreement form signed by the program director AND the school principal or superintendent.

**Information**

* QRIS applications are site specific (not town/city specific or classroom specific). An individual self-assessment and agreement form needs to be completed for *each* school.
* Programs applying for QRIS level 1 as a public-school operated program must be aware of QRIS standards in the categories of: curriculum and learning, safe healthy indoor and outdoor environments, workforce qualifications and professional development, family and community engagement and leadership, and management and administration.
* Programs must have at least one staff member at each site listed in the EEC Professional Qualifications Registry (PQR) before starting a QRIS application. This individual will also be designated as the administrator for the QRIS on-line application in the QRIS Program Manager (QPM).
* Programs that do not meet all of the quality indicators identified in the self-assessment must submit a Continuous Quality Improvement Plan (CQIP) along with this self-assessment and agreement form.
* The criteria identified in this Self-Assessment have been adapted from the MA Department of Early Education and Care licensing regulations, and are aligned with the MA Department of Elementary and Secondary Education requirements.

# QRIS LEVEL 1 SELF-ASSESSMENT

# For Public School Early Education Programs

*Please refer to the guidance at the end of this document for clarification on the self-assessment criteria.*

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| --- | --- | --- | --- |
| NUMBER | CRITERIA | YES | NO |
| 1. | Criminal background checks are conducted in accordance with G.L. c. 71, §38R and the regulations promulgated by the Board of Elementary and Secondary Education at <http://www.doe.mass.edu/lawsregs/603cmr51.html>. |  |  |
| 2. | The program has established procedures for interns and regular volunteers. |  |  |
| 3. | The *indoor* environment is healthy, safe and accessible for all children. This includes:   * all electrical wiring is intact * outlets are covered * open stairways are equipped with railings and banisters * there are suitable guards on hazardous windows * windows used for ventilation have screens |  |  |
| 4. | The *outdoor* environment is healthy, safe and accessible for all children. This includes:   * playground is free from hazards * fencing is installed where applicable * fall zones have adequate depth of absorbing material |  |  |
| 5. | At least one staff person certified in cardiopulmonary resuscitationCPR *and* First Aid is on site at all times when children are present. |  |  |
| 6. | Program activities are developed to:   * support and engage children in specific learning experiences; and * meet the individual needs of all children |  |  |
| 7. | There is an evacuation procedure posted at each exit and the Fire Inspection is current.  Expiration Date: |  |  |
| 8. | The Building Inspection is current and meets appropriate usage codes.  Expiration Date: |  |  |
| 9. | There has been a Lead Paint Inspection for all areas used by children.  Compliance Inspection Date: |  |  |

# QRIS LEVEL 1 AGREEMENT

# For Public School Early Education Programs

I, the QRIS Administrator, have completed the attached QRIS Level 1 Self-Assessment form and Continuous Quality Improvement Plan (if applicable) for:

Program Name: Click here to enter text.

Program Address: Click here to enter text.

Program Phone Number: Click here to enter text.

EEC Program Number (if one has been assigned): Click here to enter text.

DESE Public School Number: Click here to enter text.

I certify that the information submitted with this QRIS Level 1 Self-Assessment, Continuous Quality Improvement Plan, and all statements provided in support of it are true and accurate.

Name (please print): Click here to enter text.

Title (**QRIS Administrator**): Click here to enter text.

Phone: Click here to enter text.

Email Address: Click here to enter text.

Signature: Click here to enter text.

Date: Click here to enter a date.

**AND**

Name (please print): Click here to enter text.

Title (Principal or Superintendent - required): Click here to enter text.

Signature: Click here to enter text.

Date: Click here to enter a date.

# QRIS LEVEL 1 CONTINUOUS QUALITY IMPROVEMENT PLAN

# For Public School Early Education Programs

*If you answered "No" to any of the above mentioned requirements, please submit a Continuous Quality Improvement Plan along with the attached agreement.*

The Continuous Quality Improvement Plan must:

* Identify the unmet criteria;
* Describe the program’s action plan to meet this criterion;
* Provide an expected date of completion that is not more than 1 year from the date of submission.

Failure to meet the action plan(s) within 365 days may compromise eligibility for QRIS Level 1 status. Programs actively working on their action steps may be eligible for an extension.

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| --- | --- | --- |
| CRITERIA NUMBER | Action Plan | Expected date of Completion |
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# PUBLIC SCHOOL OPERATED PROGRAM GUIDANCE DOCUMENT

1. **Criminal background checks are conducted in accordance with G.L. c. 71, §38R and the regulations promulgated by the Board of Elementary and Secondary Education at** <http://www.doe.mass.edu/lawsregs/603cmr51.html>

Chapter 459 of the Acts of 2012, as amended by chapter 77 of the Acts of 2013, [An Act Relative to Background Checks](http://www.malegislature.gov/Laws/SessionLaws/Acts/2012/Chapter459) expands what public, private, and parochial schools, including approved private special education schools and child care facilities, already do in conducting state Criminal Offender Record Information (CORI) checks on all employees at least once every three years. It added an additional requirement of a fingerprint-based state and national criminal record check for all school employees and contractor employees. All school employees, including educators, student teachers, maintenance staff, cafeteria workers, and bus drivers, who work in the schools and may have direct and unmonitored contact with children are now required to complete the new fingerprint-based state and national background check. Volunteers at schools will continue to need state CORI checks at least once every three years, but the decision to require fingerprint-based state and national checks for volunteers is made locally, by schools or districts.

1. **The program has established procedures for regular interns and volunteers.**

A regular volunteer is defined as anyone who regularly assists a program in an unpaid capacity. If the program uses interns and/or volunteers, the program must have a policy that includes:

* appropriate orientation, supervision and training;
* documentation of the dates, hours of service and responsibilities of each intern and volunteer;
* a provision that interns and volunteers must be under the direct visual supervision of a qualified educator at all times; and
* provisions for compliance with Background Record Check (Criteria #1).

1. **The *indoor* environment is healthy, safe and accessible for all children. This includes:**
   * all electrical wiring is intact;
   * outlets are covered;
   * open stairways are equipped with railings and banisters;
   * there are suitable guards on hazardous windows;
   * windows used for ventilation have screens.

All electrical outlets within the reach of children younger than school age must be made inaccessible by use of a safety device or covering that prevents access to the receptacle openings. If the covering is a shock top, it must be of adequate size to prevent a choking hazard. All electrical cords must be arranged so they are not a hazard to children. Electrical cords must not be frayed or pinched.

All windows used for ventilation must include screens in good repair. Windows and glass doors must be constructed, adapted, or adjusted through the use of window guards or other means to prevent injury to children.

Open stairways used by children younger than school age must have railings or banisters installed along the open or unprotected side(s).

1. **The *outdoor* environment is healthy, safe and accessible for all children. This includes:**
   * playground is free from hazards;
   * fencing is installed where applicable;
   * fall zones have adequate depth of absorbing material.

The outdoor play area must be free from hazards including but not limited to: a busy street, a parking lot, poisonous plants, water hazards, debris, broken glass, chipping, peeling or flaking paint, dangerous machinery or tools, and weather-related and environmental hazards or small objects that could present a choking hazard to young children. Any such hazard must be removed or fenced by a sturdy, permanently installed barrier which is at least four feet high or otherwise protected or removed, as appropriate.

The use zones under and around swings, slides, and climbing structures must be covered with an adequate depth of an impact absorbing material, in accordance with EEC policy. Pea gravel and wood chip nuggets must not be used in areas used by infants and toddlers.

If the playground is shared with older children, there is scheduled time to allow preschoolers and/or infant/toddler to have exclusive access to the outdoor play area without interference from older children.

1. **At least one staff person certified in cardiopulmonary resuscitation (CPR) *and* First Aid is on site at all times.**

At least one educator certified in cardiopulmonary resuscitation (CPR) and basic first aid must be present at all times when children are in care. CPR training must be renewed each year, and first aid and CPR may only be administered by those who are certified.

1. **Program activities are developed to:**
   * support and engage children in specific learning experiences;
   * meet the individual needs of all children.

The program must have evidence of a plan describing how program activities support and engage children through specific learning experiences. Such plan must be appropriate to the ages and development of the children served, to the length of the program day and to the program objectives.

As one part of its accountability system, the Department of Elementary and Secondary Education oversees local compliance with education requirements through the Coordinated Program Review (CPR). All reviews cover selected requirements in Special Education, Civil Rights and other General Education Requirements, and English Language Learner Education in Public Schools. Some reviews also cover selected requirements in: Career/Vocational Technical Education. If requested, the program must be prepared to provide the Program Quality Specialist a copy of its latest corrective action plan, including the plan for how the district plans to bring “Partially Implemented” or “Not Implemented” criteria associated with the specific program (i.e., early childhood) into compliance.

1. **There is an evacuation procedure posted at each exit and the Fire Inspection is current.**

Emergency and evacuation procedure must be posted next to ALL exits. Programs must have evidence of compliance with applicable fire codes.

1. **The Building Inspection is current.**

Every program that has more than 10 children must have evidence of a certificate of inspection from the Department of Public Safety or the local building inspector certifying that the facility complies with all applicable provisions of the State Building Code.

1. **There has been a Lead Paint Inspection.**

If a program serves any child younger than 5 years old, the program must have evidence of a lead paint inspection from the local Board of Health, or the Massachusetts Department of Public Health, or a private paint inspection service and compliance with 105 CMR 460.000 (Department of Public Health Prevention and Control of Lead Poisoning regulations.

A program that obtained evidence of a lead paint inspection and compliance with 105 CMR 460.000 from the local board of health or the Massachusetts Department of Public Health or a private lead paint inspection service prior to July 1, 1978, will not be required to comply with additional de-leading requirements unless:

* ordered to do so by the local board of health or the Massachusetts Department of Public Health to remain in compliance with 105 CMR 460.000: or
* expanding to space not previously approved by the Department.

If chipping, peeling, flaking or otherwise loose paint or plaster is discovered in a previously compliant facility built prior to 1978, the program must obtain new evidence of compliance with 105 CMR 460.00.

The program must disclose the results of any lead inspection and any necessary remediation plan to enrolled or prospective families.

# ADDITIONAL RESOURCES

* Department of Elementary and Secondary Education regulations: <http://www.doe.mass.edu/lawsregs/stateregs.html>
* Department of Early Education and Care regulations: <http://www.mass.gov/Eeoe/docs/EEC/regs_policies/20100122_606_cmr_u.pdf>
* Playground Safety Training and Information: <http://www.mass.gov/edu/government/departments-and-boards/department-of-early-education-and-care/playground-safety-training-and-information.html>