



### PFA BASELINE CRITERIA CHECKLIST

You must be able to meet the following Baseline Criteria to qualify as a Preschool For All participating site. Please see the FAQ for Providers document for further descriptions of the baseline criteria items. This form is NOT a PFA Provider Application. It is available for informational purposes – for more information about applying to the PFA program, visit [www.first5sf.org](http://www.first5sf.org).

- Our licensed program(s) is in compliance with California Community Care Licensing. (Q11)
- Our program complies with all state and federal employment laws. (Q13)
- Our program(s) can demonstrate financial responsibility and ability to account for grant funds. (Q14)
- Our program(s) carries general liability insurance in the minimum amount of \$1 million per incident. (Q15)
- Our program(s) is open and welcoming of all children, including children with disabilities and other special needs. (Q16)
- Each preschool class has a PFA Lead Teacher with a Child Development Permit based on the qualifications below. (Q18)

CDD Permit Level of Lead PFA Teacher	Qualification
<b>Teacher Permit</b>	24 units ECE/CD including core courses* + 16 GE** units.
<b>Master Teacher Permit</b>	24 units ECE/CD including core courses* + 16 GE** units + 6 specialization units + 2 adult supervision units.
<b>Site Supervisor Permit</b>	AA (or 60 units) with 24 ECE/CD units (including core*) + 6 units administration + 2 units adult supervision.
<b>Program Director Permit</b>	BA with 24 ECE/CD units (including core*) + 6 units administration + 2 units adult supervision.

\***Core courses:** child/human growth & development; child/family/community or child/family relations; and programs/curriculum.

\*\***General Education (GE):** English, Science, Humanities, Social Science & Mathematics.



- Each preschool classroom, or family child care home, has met a minimum score of 4.50 on ECERS or FCCERS as evaluated by the Gateway to Quality Child Care Project on or after 7/1/2007. (Q10)
- Each site has met a composite ECERS score of 4.00, averaged over all classrooms at the site, as evaluated by the Gateway to Quality Child Care Project on or after 7/1/2007. *This item does not apply to Family Child Care.* (Q10)
- Each site has a Quality Improvement Plan (QIP), developed collaboratively by site staff in conjunction with Gateway to Quality staff during –ERS assessment on or after 7/1/2007, and each site uses this QIP to inform continuous quality improvement. (Q10)

FOR SITES WITHOUT A CURRENT ECERS OR FCCRS ASSESSMENT WITH A QUALIFYING SCORE FROM THE GATEWAY TO QUALITY PROJECT	
<input type="checkbox"/>	If invited to submit a PFA Application, our program agrees to complete the PFA Provider Application Supplement documents.
<input type="checkbox"/>	Our agency's PFA Provider Application will remain pending and our site(s) unfunded until an ECERS or FCCERS assessment is complete, and qualifying score(s) verified.

- Our organization has a program director and/or a site director(s)/supervisor(s) has at least the following qualifications: *This item does not apply to Family Child Care.* (Q17)

	Program Director Permit	Site Director (or Site Supervisor ) Permit
<b>Criteria</b>	BA with 24 ECE/CD units including: core courses; 6 administration units; 2 adult supervision units; and 1 year child development site supervisor experience.	AA (or 60 units) with 24 ECE/CD units including: Core courses; 6 administration units; 2 adult supervision units; and 350 days of experience, including at least 100 days supervising adults in last 4 years.

- Each preschool class has the following curriculum-related documentation and shared with families: (Q23)
  - A written statement of philosophy and goals for children
  - A formal daily schedule (posted)
  - A sample of recent classroom activity plans



- A parent/family involvement and support program with the following: (Q20)
  - Opportunities for parent/family involvement in program structure including curriculum and evaluation
  - Regular opportunities for parent/family feedback
  - Regular parent/family meetings
  - Connection to educational opportunities for parents/families
  - Written/verbal materials and information to assist parents/families in their efforts at home
  - Provide at least two individual conferences with the parent(s) per year.
  
- The PFA Program is offered for a minimum of 175 days for part-year or 245 days for year-round programming. This will include 170 or 240 days of instructional programming and 5 days of training for Provider's staff. Each preschool class provides a per-day minimum of 3.5 hours of preschool experience for part-year or 2.5 hours for year-round – unless other funding source has a requirement of between 3.0 to 4.0 hours a day – and the full year service hours minimum for all reported PFA-eligible enrollments is 612.5 hours. (Q19)
  
- Programs will conduct a developmental screening on every PFA-eligible child within 60 days of program entry, to identify possible developmental delays, disabilities, or other special needs, and to better understand the child's individual strengths and needs. (Q25)
  
- Each preschool class meets the Preschool For All curricula criteria (Q23) and each preschool class will perform at least two assessments of children's developmental progress using Desired Results Developmental Profile, Revised (DRDP-R). (Q25)
  
- Our agency will collect information and maintain documentation to establish each PFA-eligible child's San Francisco residency and date-of-birth. (Q29)

**NOTE:** Eligible children are all San Francisco residents living in the City of San Francisco and will have their fourth birthday on or before December 2<sup>nd</sup> of the school year in which they are enrolled in a Preschool For All program.

- Each preschool class at a minimum meets all of the components shown in the table below for group size and adult/child ratio. (Q18)

<b>Maximum # of children per classroom *</b>	24
<b>Adult : child ratio *</b>	1 adult: maximum 8 children
<b>Minimum Lead Teacher Qualifications</b>	Hold/Applied for a Child Development Teacher Permit.
<b>Minimum Assistant Teacher(s) Qualifications</b>	Hold/Applied for a Child Development Associate Teacher Permit. When there are more than 16 children, then a third staff must have hold/applied for an Assistant Permit based on the CD Permit Matrix.

\* **Maximum Class and Adult Ratio.** Maximum class size may not exceed twenty-four (24) children of any age. Ratio groups are one adult per eight (8) children (except in places where 1:10 is a maximum) with at least one adult qualifying as the PFA Lead Teacher with a minimum of a Child Development Teacher Permit.