



CERTIFICATION REQUIREMENTS

Community Populations of 5,000- 15,000 (PL3)

(Sample documents, forms and information sites noted throughout the requirements by an asterisk (*) can be found at www.excelby5.com.)

COMMUNITY INVOLVEMENT

- C3.1 Coordinate and document the establishment of a community coalition of at least eleven (11) members comprised of representatives from each of the four (4) Excel By 5 focus groups.**
- A Coalition Roster* of current and past members shall be maintained.
 - There shall be a Candidate Community - Memorandum of Understanding* between the state Excel By 5 office and the community coalition.
- C3.2 Coordinate and document the adoption of a Coalition Charter* and By-Laws* that define the coalition's purpose and expectations; the membership process; recommendation of a steering committee, certification manager and officers, as well as their responsibilities.**
- The steering committee shall include a representative from each of the four (4) Excel By 5 focus groups.
 - Coalition minutes shall reflect the recommendation and approval of the steering committee, certification manager and officers.
 - There shall be a Memorandum of Understanding* between the certification manager and the coalition steering committee.
- C3.3 Coordinate and document the designation of Support Partners to serve as Lead Support Partner and Fiscal Support Partner.**
- 1. Lead Support Partner**
The Lead Support Partner acts as an enabler and a facilitator for the coalition. The Lead Support Partner is the organization that accepts primary responsibility for guiding the success of the coalition.
 - There shall be a Memorandum of Understanding* between the Lead Support Partner and the coalition.
 - 2. Fiscal Support Partner**
The Fiscal Support Partner, through direction of the coalition, manages contributions given to support actions of the coalition. The Fiscal Support Partner shall be a tax deductible agency/organization and shall act in compliance with the Internal Revenue Service and the Mississippi Secretary of State.
 - There shall be a Memorandum of Understanding* between the Fiscal Support Partner and the coalition.
- (NOTE: These responsibilities may be served by one (1) and the same support partner or two (2) different support partners.)*
- C3.4 Coordinate and document the identification of in-kind and monetary support sources for events and activities associated with the coalition's efforts.**
- Documents shall include records of solicitations, donations, in-kind services and use of donations. (Monetary/In-Kind Tracking Sheet*)
 - Coalition minutes shall reflect said documents.



C3.5	Coordinate and document the coalition’s assessment of community needs and resources.
	<ul style="list-style-type: none"> • <u>Community Resources Assessment*</u> <ul style="list-style-type: none"> ○ <u>Parent Survey*</u> ○ <u>Child Care Provider Survey, Participation & Credential Form*</u> ○ <u>Health and Safety Survey*</u>
C3.6	Coordinate and document the creation and maintenance of a <u>Community Action Plan*</u> of community events, activities and resources needed to meet certification requirements. (This is the roadmap for meeting the certification requirements.)
	<ul style="list-style-type: none"> • Documentation shall include events, purpose, target audience, person(s) or group(s) responsible, monetary/in-kind resource needs, actions required and frequency. (What, When, Where, Why, Who for each action)
C3.7	Coordinate and document quarterly coalition meetings.
	<ul style="list-style-type: none"> • Documentation shall include <u>minutes of each meeting*</u>. • Documentation shall include a <u>sign in sheet*</u> of attendance and requires that at least fifty percent (50%) of coalition members on the roster, or their designee are present.
C3.8	Coordinate and document the plans for a representative(s) to attend the two (2) scheduled regional sites meetings and the annual State Excel By 5 Summit. Attendee(s) shall disseminate information from these meetings to the community coalition.
	<ul style="list-style-type: none"> • Sites meetings are typically held in January and April in different regions of the state. • The state meeting (Excel By 5 Summit) is typically held in October of each year in Jackson, Mississippi. • Documentation shall include coalition meeting minutes that reflect information from the state/regional meetings was shared.
C3.9	Coordinate and document the participation of coalition members and volunteers in community events, including, but not limited to the three (4) community-wide events as described in C3.12, F3.6 and E3.7 and H3.3.
	<ul style="list-style-type: none"> • Documentation shall include information regarding the events, date, location, description of activities and a <u>roster of participating volunteers and coalition members*</u>.
C3.10	Create and annually update a <u>resource guide listing services in the community that support children ages 0 – 5 and their families.*</u>
	<ul style="list-style-type: none"> • Resource guide shall be available in printed form to the public (Resource Center, Public Library, area physicians’ offices, child care centers, etc.). • Resource guide shall be posted on the community’s Excel By 5 website.
C3.11	Conduct at least one annual Community Engagement Session to inform selected groups* in the community about Excel By 5 and how they can be involved.
	<ul style="list-style-type: none"> • Documentation shall include the community group addressed, agenda, list of attendees, materials and information presented.
C3.12	Conduct an annual communitywide Early Childhood Update Session to present the Community Needs Assessment and the Community Action Plan for attaining certification. Solicit feedback to inform and revise the <u>Community Action Plan*</u>
	<ul style="list-style-type: none"> • Documentation shall reflect planning notes, location, date, agenda, materials distributed, methods of publicity, <u>attendance and evidence of feedback*</u>.



FAMILY AND PARENT SUPPORT

F3.1 Identify, designate and publicize a local agency that provides information to parents of children ages 0-5 about community resources and services including early care and education providers, health care services, social services, family education services and family support services.

- The agency may be an existing service provider, group or resource center.
- The agency may be the designated Excel By 5 community family resource center (see F3.4).
- Documentation shall reflect evidence of publicity of the designated agency.
- There shall be a Memorandum of Understanding* between the designated agency and the coalition.

F3.2 Coordinate and document the preparation and distribution of information/welcome packets to parents of newborns and/or parents of pre-school age children.

- Packets shall include information about healthy child development, community resources, and bounce back cards with family contact information.
- Documentation shall include information on who creates packets and how packets are distributed.
- Materials may be distributed through area health care providers, child care facilities, schools, churches/faith-based organizations or other agencies and organizations as determined by the coalition.

F3.3 Provide information and materials to educate and inform families on five (5) issues identified in the community Parent Survey* and from additional suggested topics*.

- Educational material and information shall be disseminated as part of the family community event (see F3.6).
- Educational material and information may be disseminated through other planned community events, such as, but not limited to, events described in C3.12, E3.7, and H3.3.
- Documentation shall reflect issues/topics addressed, location, date, publicity, and how information was shared (at a workshop, on a website, as part of a “handout package”, etc).

F3.4 Develop or designate a family resource center that includes a resource lending library and access to a community workroom for creating educational materials. (*Resource and Referral Centers that include a workroom are located across the state and serve all counties.*) The center may be housed in one central location, satellite locations and/or mobile unit(s) within the community.

- The Family Resource Center Suggested Guidelines form* shall be used to assist in developing or identifying center(s).
- Documentation shall reflect location(s), resources/services offered, oversight and hours/days of operation of the center(s).

F3.5 Develop and document a process to link families to community resources during day, evening and weekend hours. (Emergency issues and situations should always use the 911 call number.)

- Documentation shall describe the developed process, the referral forms, and/or a link to the forms, and description of the referral process to the support agencies within the community.
- Documentation shall reflect how the process provides families with contact information to resources during evening and weekend hours through paper and on-line versions of the community’s family resource guide.



F3.6 Coordinate an annual family communitywide event to address family needs identified in the community's needs assessment.

- Documentation shall reflect planning notes, type of event, date, location, agenda, materials distributed, methods of publicity, and attendance.

EARLY CARE AND EDUCATION

E3.1 Identify and publicize an agency(ies) or program(s) to provide information quarterly to the community's child care centers and home-based child care providers. This information shall include state licensure requirements, local professional development opportunities, and community resources and services (health care, family education, family support and social services).

- This information may be shared through the identified/developed community family resource center (see F3.4), other established agencies (Dept. of Health, MSU Resource and Referral, etc.) or via community website.

E3.2 Collaborate with the Mississippi State Extension Service/Family, Friend & Neighbor Care initiative (Formerly Nurturing Homes) to identify and provide information about community resources available to non-licensed home-based child care providers.

- Documentation shall reflect contact and collaborative efforts with the Family, Friend & Neighbor Care initiative. Contact the Family, Friend, and Neighbor staff at 662-325-3083.

E3.3 Demonstrate that thirty percent (30%) or more of licensed child care centers have thirty percent (30%) or more of their educational staff attaining twenty (20) or more professional development hours per licensure year.

- Professional development hours shall be as defined by the Mississippi Department of Health*.
- The focus group shall collect preliminary numerical data through center directors using the Child Care Provider Survey, Participation & Credential Form*.
- Data shall be evaluated for the current license year or previous twelve (12) month period from time of review.

E3.4 Demonstrate that thirty percent (30%) or more of licensed early care centers have thirty percent (30%) or more "highly trained" educational staff.

- "Highly trained," for purposes of these standards, shall be defined as currently holding a Child Development Associate (CDA) or college degree (Associate, Bachelor, Masters or above) in early childhood development, education, or a related field.
- The focus group shall collect preliminary numerical data through center directors (using the Child Care Provider Survey, Participation & Credential Form*).

E3.5 Demonstrate that fifty percent (50%) or more of licensed early care centers participated in an environmental evaluation using the Early Childhood Environment Rating Scale-R (ECERS-R) and/or the Infant/Toddler Environment Rating Scale-R (ITERS-R) within the certification timeline.

- Evaluations may be done through the MS Quality Rating Improvement System (QRIS) or through the MS State University Child Care Resource & Referral Network*. With approval from the State Excel By 5 office evaluations may be done by a certified reliable evaluator contracted by the center. Evaluations may not be done by an evaluator in her/his own facility or where they are employed.
- Data shall be evaluated for current or previous 24 month period from time of review.



E3.6 Coordinate at least three (3) Educational Partners meetings annually, one (1) or more of which shall provide training on the MS Early Learning Guidelines/Early Learning Standards.*

- Educational Partners shall be defined as having representation from:
 1. The community's school system(s)
 2. Area Head Start program(s)
 3. Child care centers
 4. (Home-based early care providers should be encouraged to participate [where applicable]).
- Educational partners from each area shall attend all meetings (home-based as applicable)
- Documentation shall reflect planning notes, notification of meetings, topics discussed, date, location, agenda, materials distributed, and names and affiliation of attendees.

E3.7 Coordinate an annual early care and education communitywide event to provide information and materials to educate and inform the community regarding early education topics and school readiness.

- Information and material may also be disseminated through other planned community events, such as, but not limited to, events described in C3.12, F3.6, and H3.3.
- Documentation shall reflect planning notes, topic of event, date, location, agenda, materials distributed, methods of publicity, and attendance.

HEALTH AND SAFETY

H3.1 Provide information and materials to educate and inform families on four (4) or more health and safety issues identified in the community health survey* and from suggested additional topics.*

- This educational material and information shall be disseminated as part of the annual children's health fair.
- This educational material and information may be disseminated through other planned community events, such as, but not limited to, events described in C3.12, F3.6, and E3.7.
- Documentation shall reflect issues/topics addressed, date, type of event, event publicity, and how information was shared (at a workshop, on a website, as part of a "handout package", etc.).

H3.2 Provide information to the community about early intervention services including MS Dept. of Health First Steps program for children ages 0-3 and local school district Child Find programs for children ages 3-5.

- Information shall include services for speech therapy, cognitive, physical and mental health provided by First Steps, Child Find and other identified agencies.
- Information regarding services shall be disseminated as part of the annual children's health fair and other planned community events.
- Documentation shall reflect how service(s) information was shared i.e. face-to-face, as part of a "handout package," in a workshop setting, on website, etc.*



H3.3 Coordinate and participate in planning an annual communitywide Children’s Health Fair, focusing on children ages 0-5.

- Documentation shall reflect planning notes indicating how event is specific to 0-5 age group, location, date, materials distributed, methods of publicity, and attendance.
- Documentation shall reflect the developmental and health screenings provided for children ages 0- 5 and health and safety information provided to their families.
- Documentation shall reflect the number of children screened and plans for follow-up contacts with families whose children were identified with health concerns.