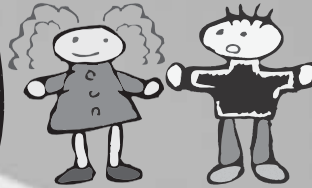


*Sacramento*

**CARES**



**Sacramento CARES  
Application Packet  
2008-2009**



## Our Funders

The Sacramento CARES Program is funded by the California Department of Education-Child Development Division, First 5 California Commission, First 5 Sacramento Commission, and Sacramento County-Department of Human Assistance.

The Sacramento Local Child Care and Development Planning Council is responsible for the approval of policies and plans that guide the Sacramento CARES Program.

Child Action, Inc. is the administering agency for the Sacramento CARES Program.

## Mandatory CARES Orientation Information

To apply for Sacramento CARES, all applicants must attend one of the mandatory CARES Orientations. Orientations include information regarding CARES requirements and eligibility, stipend awards, required documents and important deadlines. Program staff will be available to assist you in determining what track best fits your professional goals.

You must submit a completed CARES application to be considered for a CARES stipend. Applications will ONLY be accepted at the CARES Orientations. Applications will not be accepted by mail or fax.

Applicants are responsible for making sure that their application and all supporting documentation is complete and sent in by the appropriate deadlines. Child Action, Inc. will not be responsible for missing or incomplete information.

- Documentation for Track 2A, Track 3, Track 4, Track 5A and 5B is due by **February 6, 2009**.
- Documentation for Track 1 and Track 2B is due by **May 20, 2009**.

### ***Please Note:***

**Due to funding limitations, NOT ALL ELIGIBLE APPLICANTS are guaranteed a stipend. If there are more eligible applicants than funding available, a lottery will be held to determine stipend awardees.**

Stipends will be disseminated to approved applicants in the Spring of 2009.

For more information, please log on to [www.childaction.org/providers/services/cares](http://www.childaction.org/providers/services/cares) or contact the CARES Coordinator, Tracey Slater, at (916) 369-3346 or by email at [tracey.slater@childaction.org](mailto:tracey.slater@childaction.org).

Mail all documentation to:  
Child Action Inc. • 9961 Horn Road • Sacramento, CA 95827  
(916) 369-0191

Funding provided by:



*Partial Funding for the Sacramento CARES program is provided by the First 5 Sacramento Commission which uses Proposition 10 (tobacco tax) funds to support the healthy development of children ages zero to five. Additional information about the First 5 Sacramento Commission is online at [www.sackids.saccounty.net](http://www.sackids.saccounty.net) or by calling (916) 876-5865.*

# Sacramento CARES



We are pleased to announce the eighth year of the Sacramento CARES program, funded by First 5 Sacramento, First 5 California, and the California Department of Education, Child Development Division. CARES program policies are set by the Sacramento County Local Child Care and Development Planning Council.

The Comprehensive Approaches to Raising Educational Standards (CARES) Program is designed to provide training and support to caregivers along the entire continuum of care, from family, friend and neighbor caregivers (FFN) to teachers with advanced degrees.

The program encourages retention of caregivers in the field and provides cash incentives or resources to further educational attainment. The target population of the CARES program is Early Childhood Education staff, including home-based, licensed and license-exempt family child care home providers, family child care home assistants, and center-based staff in public and private child care programs in Sacramento County.

CARES is one part of the Sacramento County Quality Child Care Collaborative (QCCC), a partnership of community agencies, educational and governmental institutions. The purpose of the QCCC is to help Sacramento County family, friend and neighbor caregivers, family child care homes and licensed child care centers provide quality child care programs for our children. Collaborative services are FREE for child care center directors, teachers, aides, family, friend and neighbor caregivers, and family child care home owners and aides to access an array of services.

The core services include:

- Information about child care and child care services available in the community for both families and child care providers
- Environmental assessment of child care centers and family child care homes to identify needs and develop quality improvement plans
- Resources to improve the quality of child care in centers and homes
- Training for parents and child care providers on child care and development issues
- Consultation services that help providers develop their skills and confidence in caring for children's individual needs

This is a great opportunity for individuals who work with young children to receive support, increase their skills and education, improve the quality of their child care services and potentially earn a stipend award. For more information about the QCCC or Sacramento CARES program, please contact Child Action, Inc. at (916) 369-0191 or log on to [www.childaction.org/providers/services/cares](http://www.childaction.org/providers/services/cares)



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# Track 1: Family, Friends and Neighbors (FFN)

*Track 1 is intended for family, friend and neighbor caregivers (FFN) caring for children from one family other than their own*

**Stipend:** Resources (Books & Materials) Valued at \$150

- I. Entry Requirements:** To apply for Track 1 of the Sacramento CARES Program you must meet each of the following requirements:
  - A. Work for pay in a license-exempt family child care home or a family's home in Sacramento County for a minimum of 15 hours per week.
  - B. Be 18 years or older.
  - C. Provide direct care for at least one (1) child other than your own who is birth to five years old.
  - D. Earn an income of less than \$60,000 annually.
  
- II. Annual Eligibility Requirements:** To become eligible to receive a stipend you must meet the following requirements:  
**New and Returning Applicants**
  - A. Complete 15 professional growth hours between May 16, 2008 and May 15, 2009. All professional growth hours must meet the CARES Approved Professional Growth Guidelines (see page 45).
  - B. Submit verification of all completed hours.
  
- III. All documentation due May 20, 2009.**  
*(Documentation for Track 1 can be submitted on a quarterly basis, but all documentation must be in by May 20, 2009)*
  - A. Professional Growth Hours Verification:
    1. Submit documentation of completed hours of all trainings.\*
  - B. Employment Verification: *Proof of employment is:*
    1. Child Care Roster (see page 41 for Roster).

\*College units can be converted to hours; 1 unit is equal to 15 Professional Growth Hours.



# Track 2A: Entry (College Units)

Track 2A is intended for licensed and license-exempt family child care home providers, family child care assistants and center-based staff who have completed less than 6 ECE units. The goal of this track is to prepare individuals to earn a Child Development Teacher Permit and/or an AA degree in Child Development or a related field.

Maximum time in track: Child Care Center Staff 3 years; Family Child Care Home Providers 4 years

**Stipend:** \$500 Cash

- I. Entry Requirements:** To apply for Track 2A of the Sacramento CARES Program you must meet each of the following requirements:
- Work for pay in a licensed or license-exempt center-based program or family child care home in Sacramento County for a minimum of 15 hours per week.
  - Be 18 years or older.
  - Provide direct care for children at a publicly funded child care center OR Provide care for children birth to five years old in a licensed child care center, family child care home or license-exempt family child care home.
  - Have earned less than 6 units of college coursework in Early Childhood Education (ECE).
  - Earn an income of less than \$60,000 annually.
  - Must be employed with the same child care program or family child care home from January 1, 2008 through December 31, 2008.
- II. Annual Eligibility Requirements:** To become eligible to receive a stipend you must meet each of the following requirements:
- New and returning applicants**
- Complete 4 units of college coursework in the Spring, Summer or Fall semesters of 2008 with a grade of C or better; units must be ESL, linked study skills classes that help a participant gain skills that enable him/her to take Permit applicable ECE classes, or unit-bearing ECE and GE classes that are applicable toward the Child Development Permit.
- Returning license-exempt family child care home applicants**
- Must meet the requirements in Section II. A above.
  - Must be licensed by February 6, 2009.
- III. All Documentation due by February 6, 2009.**
- Education Verification:
    - Submit a copy of all college transcripts with grades.
  - Employment Verification: *Proof of employment at the same child care program or family child care home from January 1, 2008 through December 31, 2008.*

Center Staff must submit:

- Last pay stub issued in December 2008.
- Letter of employment verification (see sample letter on page 39).

Licensed Family Child Care Home providers must submit:

- Child Care Roster (see page 41 for Roster).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.

Family Child Care Home Assistants must submit:

- Letter of employment verification (see sample letter on page 39).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.
- Copy of valid ID including date of birth.

Licensed-exempt providers must submit:

- Child Care Roster (see page 41 for Roster).

**PLEASE NOTE:** Training hours and college units earned and used for the Professional Incentive Program (PIP) in the spring of 2008 will not be eligible for CARES 2008-2009 program year.



perfect.

# Track 2B: Entry (Training Hours)

Track 2B is intended for licensed and license-exempt family child care home providers and family child care assistants who have completed less than 6 ECE units. The goal of this track is to prepare individuals to earn a Child Development Teacher Permit and/or an AA degree in Child Development or a related field.

Maximum time in track: 4 years

**Stipend:** \$500 Cash

- I. Entry Requirements:** To apply for Track 2B of the Sacramento CARES Program you must meet each of the following requirements:
- Work for pay in a licensed or license-exempt family child care home in Sacramento County for a minimum of 15 hours per week.
  - Be 18 years or older.
  - Provide direct care for children birth to five years old in a licensed family child care home or license-exempt family child care home.
  - Have earned less than 6 units of college coursework in Early Childhood Education (ECE).
  - Earn an income of less than \$60,000 annually.
  - Must be employed with the same family child care home from May 16, 2008 through May 15, 2009.
- II. Annual Eligibility Requirements:** To become eligible to receive a stipend you must meet each of the following requirements:
- New applicants**
- Complete 25 professional growth hours between May 16, 2008 and May 15, 2009. All professional growth hours must meet the CARES Approved Professional Growth Guidelines (see page 45).
- Returning Applicants**
- 2nd Year:
    - Complete 36 professional growth hours between May 16, 2008 and May 15, 2009. All professional growth hours must meet the CARES Approved Professional Growth Guidelines (see page 45).
    - Exempt family child care providers must be licensed by February 6, 2009.
  - 3rd Year:
    - Complete 54 professional growth hours between May 16, 2008 and May 15, 2009. All professional growth hours must meet the CARES Approved Professional Growth Guidelines (see page 45).
  - 4th Year:
    - Complete 54 professional growth hours between May 16, 2008 and May 15, 2009. All professional growth hours must meet the CARES Approved Professional Growth Guidelines (see page 45).
- III. Documentation due by May 20, 2009.**
- Professional Growth Hours Verification:
    - Submit the Training Portfolio (see page 46).
    - Submit documentation of all completed hours of training and/or college units\*.
  - Employment Verification: *Proof of employment at the same family child care home from May 16, 2008 – May 15, 2009.*

Licensed Family Child Care Home providers must submit:

- Child Care Roster (see page 41 for Roster).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.

Family Child Care Home Assistants must submit:

- Letter of employment verification (see sample letter on page 39).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.
- Copy of valid ID including date of birth.

Licensed-exempt Providers must submit:

- Child Care Roster (see page 41 for Roster).

\*College units can be converted to hours; 1 unit is equal to 15 Professional Growth Hours.



# Track 3: Permit

Track 3 is intended for licensed family child care home providers, family child care assistants or center-based staff who must be working towards a Child Development Permit or an AA degree in ECE/CD or a related field.

Maximum time in track: 10 years and must continue to advance up Permit Matrix or move to Track 4.

**Stipend:** \$1,500 Cash

- I. Entry Requirements:** To apply for Track 3 of the Sacramento CARES Program you must meet each of the following requirements:
- Work for pay in a licensed or license-exempt center-based program or family child care home in Sacramento County for a minimum of 15 hours per week.
  - Be 18 years or older.
  - Provide direct care for children at a publicly funded child care center OR Provide care for children birth to five years old in a licensed child care center or family child care home.
  - Have completed a minimum of 6 units of college coursework in Early Childhood Education (ECE) by January 1, 2008.
  - Earn an income of less than \$60,000 annually.
  - Must be employed with the same child care program or family child care home from January 1, 2008 through December 31, 2008.
- II. Annual Eligibility Requirements:** To become eligible to receive a stipend you must meet each of the following requirements:
- New and returning applicants**
- Complete 6 units of college coursework in the Spring, Summer or Fall semesters of 2008 with a grade of C or better; units must be ESL, linked study skills classes that help a participant gain skills that enable him/her to take Permit applicable ECE classes, or unit-bearing ECE and GE classes that are applicable toward the Child Development Permit.
  - Submit Education Portfolio (see page 45).
  - Hold or have applied for a Child Development Permit issued by the Commission for Teacher Credentialing (CTC).
- Returning Applicants must complete the requirements listed in section II.A - II.C above and the following requirements:**
- An Environmental Assessment must be submitted to the CARES Program. Applicants who work in state-funded child care programs must submit a self or peer-assessment; applicants who work for privately funded programs must have an assessment completed with an approved CARES Assessor.
  - An annual Program Improvement Plan based on the outcome of the Environmental Assessment must be submitted (see page 43).
- III. All Documentation due February 6, 2009.**
- Education Verification:
    - Submit a copy of all college transcripts with grades.
    - Submit an Education Portfolio (see page 46) or Education Plan from college.
  - Child Development Permit:
    - Submit a copy of your Child Development Permit issued by the Commission for Teacher Credentialing (CTC) or documentation of submitted application for your Child Development Permit.
  - Environmental Assessment (Returning Applicants ONLY):
    - Submit a copy of the Environmental Assessment and Program Improvement Plan.
  - Employment Verification: *Proof of employment at the same child care program or family child care home from January 1, 2008 through December 31, 2008.*

Center Staff must submit:

- Last pay stub issued in December 2008.
- Letter of employment verification (see sample letter on page 39).

Licensed Family Child Care Home providers must submit:

- Child Care Roster (see page 41 for Roster).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.

Family Child Care Home Assistants must submit:

- Letter of employment verification (see sample letter on page 39).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.
- Copy of valid ID including date of birth.

**PLEASE NOTE:** Training hours and college units earned and used for the Professional Incentive Program (PIP) in the spring of 2008 will not be eligible for CARES 2008-2009 program year.



# Track 4: Degree

Track 4 is intended for licensed family child care home providers, family child care assistants or center-based staff who have earned their AA degree (or educational equivalent) or Site Supervisor Permit and are taking classes required for a BA or Masters/Credential in a field related to ECE/Child Development. The Credential must be an Early Education Credential (as available) or Multiple Subject Elementary School Credential.

Maximum time in track: 10 years

**Stipend:** \$2,000 Cash

- I. Entry Requirements:** To apply for Track 4 of the Sacramento CARES Program you must meet each of the following requirements:
- Work for pay in a licensed or license-exempt center-based program or family child care home in Sacramento County for a minimum of 15 hours per week.
  - Be 18 years or older.
  - Provide direct care for children at a publicly funded child care center OR Provide direct care for children birth to five years old at a licensed child care center or family child care home.
  - Have completed a minimum of 6 units of college coursework in Early Childhood Education (ECE) by January 1, 2008.
  - Earn an income of less than \$60,000 annually.
  - Must be employed with the same child care program or family child care home from January 1, 2008 through December 31, 2008.
- II. Annual Eligibility Requirements:** To become eligible to receive a stipend you must meet each of the following requirements:
- New and returning applicants**
- Complete 6 units of college coursework in the Spring, Summer or Fall semesters of 2008 with a grade of C or better in ECE and GE classes that apply towards earning your BA, MA or credential in a field related to ECE/Child Development.
  - Hold an AA degree (or educational equivalent).
  - Hold or have applied for a Site Supervisor (or higher) Permit issued by the Commission for Teacher Credentialing (CTC).
- Returning Applicants must complete the requirements listed in section II.A - II.C above and the following requirements:**
- An Environmental Assessment must be submitted to the CARES Program. Applicants who work in state-funded child care programs must submit a self or peer-assessment; applicants who work for privately funded programs must have an assessment completed with an approved assessor.
  - An annual Program Improvement Plan based on the outcome of the Environmental Assessment must be submitted (see page 43).
- III. All Documentation due February 6, 2009.**
- Education Verification:
    - Submit a copy of all college transcripts with a grades.
    - Submit an Education Portfolio (see page 46) or Education Plan from college.
  - Child Development Teacher Permit:
    - Submit a copy of your Site Supervisor (or higher) Permit issued by the Commission for Teacher Credentialing (CTC) or documentation of submitted application for your Site Supervisor (or higher) Permit.
  - Environmental Assessment (Returning Applicants ONLY):
    - Submit a copy of the Environmental Assessment and Program Improvement Plan.
  - Employment Verification: *Proof of employment at the same child care program or family child care home from January 1, 2008 through December 31, 2008.*

Center Staff must submit:

- Last pay stub issued in December 2008.
- Letter of employment verification (see sample letter on page 39).

Licensed Family Child Care Home providers must submit:

- Child Care Roster (see page 41 for Roster).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.

Family Child Care Assistants must submit:

- Letter of employment verification (see sample letter on page 39).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.
- Copy of valid ID including date of birth.

**PLEASE NOTE:** Training hours and college units earned and used for the Professional Incentive Program (PIP) in the spring of 2008 will not be eligible for CARES 2008-2009 program year.



# Track 5A: Professional (Retention)

Track 5A is intended for licensed family child care home providers, family child care assistants or center-based staff who have earned a BA degree in Early Childhood Education, Child Development or related field and are continuing their professional development through training and through professional development activities.

Maximum time in track: Indefinite

**Stipend:** \$1,000 Cash

- I. Entry Requirements:** To apply for Track 5A of the Sacramento CARES Program you must meet each of the following requirements:
- Work for pay in a licensed or license-exempt center-based program or family child care home in Sacramento County for a minimum of 15 hours per week.
  - Be 18 years or older.
  - Provide direct care for children at a publicly funded child care center OR Provide direct care for children birth to five years old at a licensed child care center or family child care home.
  - Earn an income of less than \$60,000 annually.
  - Must hold a Bachelor's Degree (or higher) in Early Childhood Education, Child Development or related field.
  - Must be employed with the same child care program or family child care home from January 1, 2008 through December 31, 2008.
- II. Annual Eligibility Requirements:** To become eligible to receive a stipend you must meet each of the following requirements:  
**New and returning applicants**
- Complete 25 professional growth hours between January 1, 2008 and December 31, 2008. All professional growth hours must meet the CARES Approved Professional Growth Guidelines (see page 45).
  - Hold or have applied for a Child Development Permit issued by the Commission for Teacher Credentialing (CTC).
- III. Documentation due by February 6, 2009.**
- Professional Growth Hours Verification:
    - Submit the Training Portfolio (See page 46).
    - Submit documentation of all completed hours in 2008 (attach all certificates, professional growth forms or college transcripts\*).
  - Education Verification:
    - Submit documentation that you hold a Bachelor's Degree (or higher) in Early Childhood Education, Child Development or related field.
  - Child Development Teacher Permit:
    - Submit a copy of your Child Development Permit issued by the Commission for Teacher Credentialing (CTC) or documentation of submitted application for Child Development Permit.
  - Employment Verification: *Proof of employment at the same child care program or family child care home from January 1, 2008 through December 31, 2008.*
- Center Staff must submit:
- Last pay stub issued in December 2008.
  - Letter of employment verification (see sample letter on page 39).
- Licensed Family Child Care Home providers must submit:
- Child Care Roster (see page 41 for Roster).
  - Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.
- Family Child Care Home Assistants must submit:
- Letter of employment verification (see sample letter on page 39).
  - Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.
  - Copy of valid ID including date of birth.

\*College units can be converted to hours; 1 unit is equal to 15 Professional Growth Hours.

**PLEASE NOTE:** Training hours and college units earned and used for the Professional Incentive Program (PIP) in the spring of 2008 will not be eligible for CARES 2008-2009 program year.



# Track 5B: Professional (ECERS)

Track 5B is intended for licensed family child care home providers, family child care assistants or center-based staff who hold at the minimum a Master Teacher Permit and are interested in conducting environmental assessments and supporting peers in improving the quality of care provided.

Maximum time in track: Indefinite

**Stipend:** Up to \$2,500 Cash

- I. Entry Requirements:** To apply for Track 5B of the Sacramento CARES Program you must meet each of the following requirements:
- Work for pay in a licensed or license-exempt center-based program or family child care home in Sacramento County for a minimum of 15 hours per week.
  - Be 18 years or older.
  - Provide direct care for children at a publicly funded child care center OR  
Provide direct care for children birth to five years old at a licensed child care center or family child care home.
  - Earn an income of less than \$60,000 annually.
  - Hold a Master Teacher permit (or higher).
  - Must be employed with the same child care program or family child care home from January 1, 2008 through December 31, 2008.
- II. Annual Eligibility Requirements:** To become eligible to receive a stipend you must meet each of the following requirements:
- New applicants:**
- Agree to have an Environmental Assessment completed by the CARES Program on your classroom or family child care home during the first year.
  - Complete an annual Program Improvement Plan based on findings of the Environmental Assessment.
  - Complete the following:
    - Completion of the ERS course offered with a grade of "A" through Los Rios Community College District.
    - Attend training in Professional Growth Advising.
    - Attend CARES Advisor meetings and trainings.
- Returning Applicants must complete the requirements listed in section II.A - II.C above and the following requirements:**
- Provide professional growth advising to CARES participants.
  - Conduct environmental assessments of CARES participants annually which are assigned by Child Action, Inc.
- III. All Documentation due February 6, 2009**
- New applicants:**
- Education/Professional Growth Hours Verification:
    - Submit a copy of college transcript with grade of "A" showing completion of the ERS course.
    - Submit a copy of ERS Homework Assignment.
    - Submit documentation of training in Professional Growth Advising.
  - Child Development Teacher Permit:
    - Submit a copy of your Master Teacher permit or higher issued by the Commission for Teacher Credentialing (CTC).
  - Employment Verification: *Proof of employment at the same child care program or family child care home from January 1, 2008 through December 31, 2008.*
- Center Staff must submit:
- Last pay stub issued in December 2008.
  - Letter of employment verification (see sample letter on page 39).
- Licensed Family Child Care Home providers must submit:
- Child Care Roster (see page 41 for Roster).
  - Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.
- Family Child Care Home Assistants must submit:
- Letter of employment verification (see sample letter on page 39).
  - Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.
  - Copy of valid ID including date of birth.







**Consent to Participate in the Evaluation of First 5 California's  
Comprehensive Approaches to Raising Educational Standards (CARES)  
for the Early Learning Workforce**

*Stacie Sormano, Principal Researcher  
First 5 California Research and Evaluation Division  
2389 Gateway Oaks Drive, Suite 260  
Sacramento, CA 95833  
(916) 263-1050*

Introduction. First 5 California supports programs to help all children in California enter kindergarten physically and emotionally healthy and ready to succeed in school, which include support to the early care and education workforce. The information collected in this study will help First 5 California learn which programs are successful and help us improve all programs.

You are invited to participate in this study because you are engaged in training and education as part of the CARES program. Your participation is not mandatory. If you do not wish to be part of the study, you may still participate in CARES.

Procedures. If you agree to be in the study, we will examine the data you provide in the attached application, as well as information about your education and training activities. If you previously participated in CARES, we may examine data you provided at that time. We will not ask you questions about alcohol/drug use or any arrests or convictions. If you continue in CARES, and you agree, we will follow up with similar data collection, as needed, to determine CARES effectiveness in training, retention and education of participants.

Benefits. There are no direct benefits to you for being in the study. However, your information may help us improve future First 5 programs.

Risks. There is a very small risk for you to be in the study. Someone could learn that you are in the study. But First 5 has very strict requirements on keeping what you tell us private. Only authorized persons will have access to what you tell us. Your name and personal information will never be used in reports. The exception is if you tell us something that indicates that you may be harmed, we must take action so that this will not happen.

Questions. If you have questions regarding the CARES evaluation, you may contact Gretchen Williams at (916) 263-1051, via email at [gwilliams@ccfc.ca.gov](mailto:gwilliams@ccfc.ca.gov) or at the above mailing address. If you have any questions about your rights as a research subject, you may contact the Committee for the Protection of Human Subjects at (916) 653-0176.

Voluntary Participation. You can still participate in CARES if you don't want to be in the study. You can stop being in the study at any time and still participate in CARES. You can fill out a form asking that you stop being in the study and your data will not be used. The same CARES staff who provided your CARES application can provide you with the form to withdraw from the study.

Research Subjects Bill of Rights. You have rights as research subjects. Attached is a copy of the Research Subjects Bill of Rights for you to keep.

*I certify that I am at least 18 years of age, and agree to participate in the above study. I have had my questions answered about participating in the CARES evaluation.*

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant Name (Please Print Clearly)



# Track 1: Family, Friends and Neighbors (FFN) Checklist

## Professional Growth Hours Verification:

- Submit documentation of 15 professional growth hours completed between May 16, 2008 and May 15, 2009. All professional growth hours must meet the CARES Approved Professional Growth Guidelines (see page 45).

## Employment Verification:

- Submit a Child Care Roster (see page 41 for Roster).

\* College units can be converted to hours, 1 unit is equal to 15 professional growth hours.

***All documentation due May 20, 2009***

TEAR OUT



# Track 2A: Entry (College Units) Checklist

## Education Verification:

### *New and returning applicants:*

- Submit a copy of all college transcripts with grades, including completion of 4 units of college coursework in the Spring, Summer or Fall semesters of 2008 with a grade of C or better.

## Employment Verification:

### *New and returning applicants:*

Proof of employment at the same child care program or family child care home from January 1, 2008 through December 31, 2008.

If you are a Center Staff you must submit:

- Last pay stub issued in December 2008.
- Letter of employment verification (see sample letter on page 39).

If you are a Licensed Family Child Care Home provider you must submit:

- Child Care Roster (see page 41 for Roster).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.
- 2nd Year Participant:** Must be licensed by **February 6, 2009**. Submit copy of Family Child Care License.

If you are a Family Child Care Home Assistant you must submit:

- Letter of employment verification (see sample letter on page 39).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.
- Copy of valid ID including date of birth.

If you are a Licensed-Exempt provider you must submit:

- Child Care Roster (see page 41 for Roster).

**PLEASE NOTE:** Training hours and college units earned and used for the Professional Incentive Program (PIP) in the spring of 2008 will not be eligible for CARES 2008-2009 program year.

**All documentation due February 6, 2009**

TEAR OUT



# Track 2B: Entry (Training Hours) Checklist

## Professional Growth Hours Verification:

### New applicants only:

- Submit documentation of 25 professional growth hours between May 16, 2008 and May 15, 2009. All professional growth hours must meet the CARES Approved Professional Growth Guidelines (see page 45).
- Submit the Training Portfolio (see page 46).

### Returning applicants only:

2nd Year:

- Submit documentation of 36 professional growth hours between May 16, 2008 and May 15, 2009. All professional growth hours must meet the CARES Approved Professional Growth Guidelines (see page 45).
- Submit the Training Portfolio (see page 46).

3rd Year & 4th Year:

- Submit documentation of 54 professional growth hours between May 16, 2008 and May 15, 2009. All professional growth hours must meet the CARES Approved Professional Growth Guidelines (see page 45).
- Submit the Training Portfolio (see page 46).

## Employment Verification:

### New and returning applicants:

Proof of employment at the same family child care home from May 16, 2008 – May 15, 2009.

If you are a Licensed Family Child Care Home provider you must submit:

- Child Care Roster (see page 41 for Roster).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.
- 2nd Year Participant:** Must be licensed by **February 6, 2009**. Submit copy of Family Child Care License.

If you are a Family Child Care Home Assistant you must submit:

- Letter of employment verification (see sample letter on page 39).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.
- Copy of valid ID including date of birth.

If you are a Licensed-Exempt provider you must submit:

- Child Care Roster (see page 41 for Roster).

\*College units can be converted to hours; 1 unit is equal to 15 Professional Growth Hours.

**All documentation due May 20, 2009**

TEAR OUT



# Track 3: Permit Checklist

## Education Verification:

### ***New and returning applicants:***

- Submit a copy of all college transcripts with grades, including completion of 6 units of college coursework in the Spring, Summer or Fall semesters of 2008 with a grade of C or better.
- Submit Education Portfolio (see page 46) or Education Plan from college.
- Submit a copy of your Child Development Permit issued by the Commission for Teacher Credentialing (CTC) or documentation of submitted application for your Child Development Permit.

### ***Returning applicants only:***

- An Environmental Assessment must be submitted to the CARES Program. Applicants who work in state-funded child care programs must submit a self or peer-assessment; applicants who work for privately funded programs must have an assessment completed with an approved CARES Assessor.
- An annual Program Improvement Plan based on the outcome of the Environmental Assessment must be submitted (see page 43).

## Employment Verification:

### ***New and returning applicants:***

Proof of employment at the same child care program or family child care home from January 1, 2008 through December 31, 2008.

If you are a Center Staff you must submit:

- Last pay stub issued in December 2008.
- Letter of employment verification (see sample letter on page 39).

If you are a Licensed Family Child Care Home provider you must submit:

- Child Care Roster (see page 41 for Roster).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.

If you are a Family Child Care Home Assistant you must submit:

- Letter of employment verification (see sample letter on page 39).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.
- Copy of valid ID including date of birth.

**PLEASE NOTE:** Training hours and college units earned and used for the Professional Incentive Program (PIP) in the spring of 2008 will not be eligible for CARES 2008-2009 program year.

***All documentation due February 6, 2009***

TEAR OUT



# Track 4: Degree Checklist

## Education Verification:

### New and returning applicants:

- Submit a copy of all college transcripts with grades, including completion of 6 units of college coursework in the Spring, Summer or Fall semesters of 2008 with a grade of C or better.
- Submit Education Portfolio (see page 46) or Education Plan from College.
- Submit a copy of your Site Supervisor (or higher) Permit issued by the Commission for Teacher Credentialing (CTC) or documentation of submitted application for Site Supervisor (or higher) permit.

### Returning applicants only:

- An Environmental Assessment must be submitted to the CARES Program. Applicants who work in state-funded child care programs must submit a self or peer-assessment; applicants who work for privately funded programs must have an assessment completed with an approved assessor.
- An annual Program Improvement Plan based on the outcome of the Environmental Assessment must be submitted (see page 43).

## Employment Verification:

### New and returning applicants:

Proof of employment at the same child care program or family child care home from January 1, 2008 through December 31, 2008.

If you are a Center Staff you must submit:

- Last pay stub issued in December 2008.
- Letter of employment verification (see sample letter on page 39).

If you are a Licensed Family Child Care Home provider you must submit:

- Child Care Roster (see page 41 for Roster).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.

If you are a Family Child Care Home Assistant you must submit:

- Letter of employment verification(see sample letter on page 39).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.
- Copy of valid ID including date of birth.

**PLEASE NOTE:** Training hours and college units earned and used for the Professional Incentive Program (PIP) in the spring of 2008 will not be eligible for CARES 2008-2009 program year.

**All documentation due February 6, 2009**

TEAR OUT



# Track 5A: Professional (Retention) Checklist

## Professional Growth Hours Verification:

### *New and returning applicants:*

- Submit Training Portfolio (See page 46).
- Submit documentation of all completed hours in 2008 (attach all certificates, professional growth forms or college transcripts\*).
- Submit documentation that you hold a Bachelor's Degree (or higher) in Early Childhood Education, Child Development or related field.
- Submit a copy of your Child Development Permit issued by the Commission for Teacher Credentialing (CTC) or documentation of submitted application for Child Development Permit.

## Employment Verification:

### *New and returning applicants:*

Proof of employment at the same child care program or family child care home from January 1, 2008 through December 31, 2008.

If you are a Center Staff you must submit:

- Last pay stub issued in December 2008.
- Letter of employment verification (see sample letter on page 39).

If you are a Licensed Family Child Care Home provider you must submit:

- Child Care Roster (see page 41 for Roster).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.

If you are a Family Child Care Home Assistant you must submit:

- Letter of employment verification (see sample letter on page 39).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.
- Copy of valid ID including date of birth.

\*College units can be converted to hours; 1 unit is equal to 15 Professional Growth Hours.

**PLEASE NOTE:** Training hours and college units earned and used for the Professional Incentive Program (PIP) in the spring of 2008 will not be eligible for CARES 2008-2009 program year.

**All documentation due February 6, 2009**

TEAR OUT



# Track 5B: Professional (ECERS) Checklist

## Professional Growth Activity Verification:

### *New applicants only*

- Submit a copy of your Master Teacher permit or higher issued by the Commission for Teacher Credentialing (CTC).
- Submit a copy of your Environmental Assessment completed by the CARES Program on your classroom during the first year.
- Submit an annual Program Improvement Plan based on findings of the Environmental Assessment (see page 43).
- Submit college transcript of the ERS course offered with a grade of "A" through Los Rios Community College District.
- Submit copy of ERS Homework assignment.
- Submit documentation of training in Professional Growth Advising.

## Employment Verification:

### *New and returning applicants*

Proof of employment at the same child care program or family child care home from January 1, 2008 through December 31, 2008.

If you are a Center Staff you must submit:

- Last pay stub issued in December 2008.
- Letter of employment verification (see sample letter on page 39).

If you are a Licensed Family Child Care Home provider you must submit:

- Child Care Roster (see page 41 for Roster).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.

If you are a Family Child Care Home Assistant you must also submit:

- Letter of employment verification (see sample letter on page 39).
- Copy of Family Child Care License(s). Include prior license if provider has moved or changed capacity.
- Copy of valid ID including date of birth.

***All documentation due February 6, 2009***

TEAR OUT



# Verification of Employment Letter

## Instructions for completing the letter:

1. Print on official letterhead.
2. Replace all fields in bold italic with appropriate information.
3. Be sure the director/owner signs the letter.
4. Submit the original letter, no copies will be accepted.

### **Date**

Sacramento CARES Program  
Child Action, Inc.  
9961 Horn Road  
Sacramento, CA 95827

To Whom It May Concern:

***(Teacher name here)*** was hired on ***(Date of hire)*** as a ***(Teacher Position Title here)*** in ***(Name of Child Care Program here)***. ***(Teacher name here)*** worked ***(# of hours here)*** per week and at least 50% of her time with children ages ***(ages of children here)*** in the last year.

If you have any questions or need more information, please call ***(Program Phone # here)***.

Sincerely,

*Signature Here*

**Director/FCCH Owner Name Here**  
**Position Title**  
**Program Name**







TEAR OUT

# Program Improvement Plan

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Program Name: \_\_\_\_\_ Scale Used: \_\_\_\_\_

Scale Item & Rating	Indicator Not Met	Description of Concerns	Plans for Action	Expected Completion Date	Person Responsible	Follow-up <small>(changes made, date completed, time extended)</small>

Scale Item & Rating	Indicator Not Met	Description of Concerns	Plans for Action	Expected Completion Date	Person Responsible	Follow-up <i>(changes made, date completed, time extended)</i>

TEAR OUT

# CARES Approved Professional Growth Guidelines

Professional development training and activities must be directed toward: Creating quality early learning environments that encourage children's healthy development, active learning, school readiness, and/or the leadership/mentoring skills of the participant.

Such activities may include (but are not limited to) conferences, institutes/academies, non-required staff development activities, professional early education meetings, time spent as a professional growth advisor/mentor, workshops. Documentation of professional development hours includes an official certificate from each activity. (See Education/Training Portfolio Requirement below).

## Professional Development Hours Verification

Fulfill this CARES requirement by submitting either hour verification or unit verification as listed below:

- Verify that this professional development activity meets the requirement by obtaining a signature on the verification form or by obtaining other verified documentation

Approved content areas for unit based classes and non-unit trainings:

1. Core classes on the Child Development Permit Matrix or classes for the GE requirement
2. Working with children with disabilities and other special needs
3. Diversity/cultural competence and Anti-Bias curriculum
4. Fostering early literacy and dual language acquisition
5. Development and Caregiving – Infant and Toddler, Preschoolers, Individual Child Learning Plans for Transition to Kindergarten, working with Multi-Aged groups of children, Social and Emotional, Cognitive, Physical, Positive Discipline of Children
6. Programs – Curriculum (e.g. Math and Science or Arts and Music), Assessment and Observation of children, Early Childhood Environmental Rating Scales (Harms/Clifford), Communication Methods (Children, staff parents/caregivers), Accreditation
7. California Department of Education Pre-K Guidelines, Preschool Learning Foundations, Preschool English Learners Resource Guide, and Desired Results (when not required for participant's job)
8. Children's Health, Nutrition and Physical Activity
9. Children's Safety – Child Abuse Prevention and Family Violence
10. Administrative/Teaching Skills: business courses (e.g., computer skills, budgeting, small business practices) for Administrators and Family Child Care owners, developing skills as a teacher/provider/supervisor/director
11. Others to be specified.

Routine planning, extracurricular activities or training that is required and part of your regular employment cannot be counted for CARES professional growth hours. If you have any questions about whether the college units or professional growth hours you are taking are applicable to the CARES program, please contact the Sacramento CARES program coordinator at Child Action, Inc. Tracey Slater at (916) 369-3346 or [tracey.slater@childaction.org](mailto:tracey.slater@childaction.org).

## Education/Training Portfolio Requirement

The Education/Training Portfolio is a comprehensive goal-setting tool that documents past, present, and future education and professional growth, guides early care and education professionals through their educational/career path, and assists in identifying educational/career goals.

The Education/Training Portfolio that accompanies this document is a requirement for the Sacramento CARES program. It will help the CARES program staff identify the appropriate track and determine the eligibility requirements. The Education/Training Portfolio will also assist you in identifying the coursework or training you will need in order to be considered for a CARES stipend. The Education/Training Portfolio serves as documentation of the coursework or training hours that you have completed.

Please keep in mind that this Education/Training Portfolio is for the CARES program only and does not substitute for information required by community or 4-year colleges or the Child Development Permit Matrix.

There are many people who can help you in completing your Education/Training Portfolio:

- If you are working on professional growth hours applicable toward a child development permit, contact your Professional Growth Advisor for assistance.
- If you are working on moving from Track 2 to Track 3 and need to complete ECE classes, talk to a college counselor to plan which classes might fit your interests and needs
- If you are working on your AA, BA, or Masters degree in Child Development (or your teaching credential), it is best to talk to a college counselor or representative from the college faculty.

# how to obtain:

## **Child Development Permit**

Obtain an application and information about the child development permit at the Commission on Teacher Credentialing (CTC). The CTC is a state government agency that sets standards and issues permits and credentials for the education professions in California. This includes credentials for those who wish to be employed in the public schools, in K-12 settings, in adult education settings, and permits for those employed in state-funded preschool programs. You can also visit the Child Development Training Consortiums website to obtain the application at [www.childdevelopment.org](http://www.childdevelopment.org). [www.ctc.ca.gov](http://www.ctc.ca.gov)

## **Copy of Facility License**

If you work for a licensed child care center or family child care home, request a copy of the license from the director or owner.

## **Educational Training Portfolio**

The Education and Training Portfolio is provided to you at the CARES orientation and provides a method for determining coursework or training necessary to obtain child development permits, AA and BA degrees in Early Childhood Education (see page 45).

## **Environmental Rating Scale/Environmental Assessment**

If you work at a publicly-funded child care program, you can submit the assessment that you are required to complete per state mandate. If you work in a privately funded program, Child Action, Inc. will assign an approved assessor to conduct an environmental assessment of your program.

## **Family Child Care License**

If you are interested in becoming licensed, you must attend an orientation provided by Sacramento County DHHS – Family Child Care Licensing. There is a fee of \$25 for attending. For more information, you can call the licensing office at (916) 875-2808. Child Action, Inc. has special incentive programs to support providers interested in obtaining a license. For more information, contact Child Action, Inc. at (916) 369-0191.

## **Professional Growth Hours**

For a listing of Child Action, Inc. and community trainings, go to our website's Calendar of Events at [www.childaction.org](http://www.childaction.org)

## **Program Improvement Plan**

Program improvement plans are the key to your success in providing an excellent program. Following the environmental rating scale, you can create your own program improvement plan, work with your co-workers, or contact Child Action, Inc. to assist you in putting a plan together. The plan will outline some goals for you to work on and Child Action, Inc. can brainstorm with you what steps you will take to accomplish your goals. If working with Child Action, Inc., you may be eligible to receive resources to enhance your learning environment (see page 43).

## **Verification of professional growth hours**

At most workshops or conferences that you attend, the workshop facilitator should distribute a verification of hours form that verifies your attendance. If not, ask the facilitator to send you something, or have the presenter sign a copy of the workshop flyer. Make sure that you sign in to any workshop that you attend. If you attend a Child Action, Inc. workshop, we maintain records of your attendance.

# definitions

**Basic skills courses:** Courses that enable an individual to enhance his/her skills in order to successfully complete college-level coursework. Examples of basic skills courses can include: a) English as a Second Language (ESL), b) basic Math, c) Computer Literacy Skills, and d) Reading/Writing skills.

**CARES Approved Professional Growth Guidelines:**

Professional development training and activities must be directed toward the following content: Creating quality early learning environments that encourage children's healthy development, active learning, school readiness, and/or leadership/advising/mentoring skills of the participant. See the CARES Approved Professional Growth Guidelines on page 45.

**Child Care Roster:** The child care roster is a form that is required by the Sacramento CARES program to verify child care services were provided to children of a particular age. It contains the child's name/birth date, address, daytime phone number of parents/guardians, date the child was enrolled or left the program, # hours the child is in care, parent/guardian names and signature.

**Child Development (CD) coursework:** Courses that are designed to prepare students for a career working with children age birth through adolescence.

**Child Development Permit:** California Child Development Permit refers to any level of child development permit issued by the California Commission on Teacher Credentialing (CTC) after February 1, 1997. The permit has multiple levels, which recognizes career steps within the early childhood profession.

**Child Development Permit Matrix:** The California Department of Education requires each staff person employed by a publicly funded child development program to maintain a current permit in the care, development, and instruction of children enrolled in the program. There are six permit levels; each level is based on educational requirements set forth by the California Commission on Teacher Credentialing (CTC): 1) Assistant Teacher Permit; 2) Associate Teacher Permit; 3) Teacher Permit; 4) Master Teacher Permit; 5) Site Supervisor Permit; and 6) Program Director Permit. The Sacramento CARES stipend eligibility requirements are based on the California Child Development Permit Matrix.

**Child Development Training Consortium (CDTC)** is funded by the State Department of Education and First 5 California and supports the professional development of the early childhood profession through a number of initiatives. These include grants for child development permit processing fees, career incentive grants, a community college program, and a professional growth advisor project. The CDTC provides CARES recipients with reimbursement of fees for fingerprinting required in the permit process. For more information, you can call (209) 572-6080 or visit [www.childdevelopment.org](http://www.childdevelopment.org)

**Continuing Education Unit (CEU):** A credit given at training or through a college's Continuing Education Department. If CEU's are submitted with the CARES application they will be counted only as professional development hours, which apply only to CARES applicants in Tracks 2B or 5A.

**Core courses:** Courses that include foundational knowledge and skills in early childhood education. These CORE courses provide a basis for all other Early Childhood Education (ECE) courses. There are three course areas:

- a) Child, Growth and Development
- b) Child, Family, and Community or Child and Family Relations
- c) Programs and Curriculum

Each CORE course must be a minimum of 3 semester units or 4 quarter units.

**Educational and Training Portfolio:** The Education/ Training Portfolio is a comprehensive goal-setting tool that documents past, present, and future education, guides students through their educational path, and assists in identifying education/career path. This tool will assist you in identifying the coursework or training you will need in order to be considered for a CARES stipend. (see page 45)

**Environment Rating Scales (ERS)/Environmental Assessment:** Assessment tools created by Thelma Harms and colleagues to provide a reliable measure for assessing early learning environments. The scales can be used for self-assessment by center and family child care staff, for accreditation preparation, and for program improvement, or by external evaluators.

**General education (GE):** Refers to coursework from a regionally accredited institution of higher education in subject areas other than early childhood education and/or child development. GE courses are courses in the following 4 areas that meet college graduation requirements: 1) English; 2) Math or Science; 3) Social Science; and 4) Humanities. All GE courses must meet graduation requirements at the college where they are taken to be considered for a CARES stipend.

*continued on next page*

# definitions

**License-exempt center-based programs:** Legally operating child care that is exempt from the regulatory system of the state or community. Some center-based programs that run out of school districts are legally exempt from licensure.

**License-exempt family child care home/License-exempt provider:** Legally operating child care that is exempt from the regulatory system of the state or community. Child care providers that care for only one family's children (other than their own) are exempt from having to legally acquire a license. Applicants in Track 1 – Family, Friends & Neighbors must be license-exempt providers.

**Nationally accredited college or university:** The CARES program for Sacramento County accepts course work only from colleges and universities that have achieved accreditation through one of the following six-accreditation bodies in the United States:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

For more information, visit [www.ctc.ca.gov](http://www.ctc.ca.gov)

**Professional Growth Advisor:** An individual who meets the requirements outlined by the California Commission on Teacher Credentialing (CTC) and who advises permit holders regarding their professional growth and development. [www.childdevelopment.org](http://www.childdevelopment.org)

**Program Improvement Plan:** Plan of action that you write up based on your environmental assessment to help move your program to improving quality and provide the best care possible.

**Returning applicant:** A participant that has received a CARES stipend in prior years.

**Transferable course:** A course taken at one college or university that can be used for unit credit at another institution. This does not indicate how the course can be used to fulfill a subject matter requirement at a university campus.

**Western Association of Schools and Colleges (WASC):** One of six regional associations that accredit public and private schools, colleges, and universities in the United States. A listing of California colleges and universities that are accredited through WASC may be found at this site: [www.wascweb.org](http://www.wascweb.org)