



Accreditation Scholarship and Assistance Program (ASAP) For Registered Family Child Care Providers

What's the ASAP Goal?

Our goal is to promote quality by increasing the number of accredited family child care programs in New Jersey. Professional Impact NJ provides financial and mentoring support to registered family child care providers in achieving accreditation. Accreditation is through the National Association for Family Child Care (NAFCC). www.nafcc.org

Why Accreditation?

Research supports that pursuing accreditation yields “intentional” efforts towards “high quality” early childhood programs. New Jersey wants what is best for children and families. Children in accredited programs are safe, healthy, and learning each day.

Who Benefits from Accreditation?

For Children: NAFCC Accreditation is an indicator that family child care homes offer safe, inviting spaces and warm, nurturing care complete with educational activities designed to meet the needs and interests of all children while promoting individual development.

For Parents: NAFCC Accreditation is an indicator that parents can use to help identify responsive, stimulating child care. Parents can expect that their children are growing and learning in an environment that is responsive to their individual needs.

For Employers: NAFCC Accreditation is an indicator that family child care homes offer a stable, high-quality child care program. Research has shown that quality child care directly improves employee attendance, morale, and productivity.

For Communities: NAFCC Accreditation is an indicator that quality family child care providers are available to help to make communities attractive to families, signaling that children are well cared for and educated during their early years and before and after school.

Which Providers May Apply?

- State registered family child care providers
- Family Child Care Providers seeking accreditation

How does Professional Impact NJ Support the Programs?

- Financial Support
- Technical Assistance and Support through Mentoring
- Financial Incentive

Turn Page for More ASAP Information

Where to Go to Learn More?

Contact: Diane Bryan
Address: Professional Impact NJ
Kean University
Willis Hall – Room 300
Union, NJ 07083

Phone: 908-737-4245
Email: dbryan@pinj.org
Visit: Website: www.pinj.org

Financial Support for Registered Family Child Care Providers Seeking Accreditation

ASAP provides \$2550 to family child care providers seeking accreditation

- **\$300 Self-Study Enrollment** in NAFCC's accrediting system, **with proof of membership in the NJ Registry and membership in NAFCC**
- **\$600 Mentoring and Technical Assistance Support**
- **\$500 Application** to NAFCC
- **\$500 for program enhancement**
- **\$500 For the successful completion of the accreditation process through NAFCC**

Professional Impact NJ Technical Assistance and Mentoring Support

Professional Impact NJ will offer a professional development calendar with sessions and opportunities to support work towards "high quality care and education."

Approved mentors through contractual agreement with Professional Impact NJ, will provide mentoring, technical assistance, guidance and support to a family child care provider working towards accreditation. Professional Impact NJ will assist in linking family child care providers with a mentor. Each mentor will receive a stipend of \$600 from Professional Impact NJ for meeting the following requirements:

- Completing three site visits (one without children and two with children)
- Materials review
- Providing telephone and email coaching, advisement and technical assistance



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ASAP: Accreditation Scholarship and Assistance Program

November 2009

Dear Family Child Care Provider,

Professional Impact NJ is proud to present to you the Accreditation Scholarship and Assistance Program (ASAP). Accreditation is used by organizations and institutions to assure the quality of programs or services. This program is administered through Professional Impact NJ with funds from the NJ Department of Human Services, Division of Family Development. We will provide you with technical assistance and support as well as financial assistance in obtaining accreditation through the National Association for Family Child Care (NAFCC).

WHAT IS NAFCC ACCREDITATION?

For Children: NAFCC Accreditation is an indicator that family child care homes offer safe, inviting spaces and warm, nurturing care complete with educational activities designed to meet the needs and interests of all children while promoting individual development.

For Parents: NAFCC Accreditation is an indicator that parents can use to help identify responsive, stimulating child care. Parents can expect that their children are growing and learning in an environment that is responsive to their individual needs.

For Employers: NAFCC Accreditation is an indicator that family child care homes offer a stable, high-quality child care program. Research has shown that quality child care directly improves employee attendance, morale, and productivity.

For Communities: NAFCC Accreditation is an indicator that quality family child care providers are available to help to make communities attractive to families, signaling that children are well cared for and educated during their early years and before and after school.

Take the first step in becoming an *Accredited Family Child Care Provider* by completing and submitting your application today. Call Diane Bryan (908-737-4245) or visit our website www.pinj.org to download the application packet.

Make a difference in your program and profession.



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Accreditation Scholarship and Assistance Program (ASAP)

Eligibility Guidelines **Do not return this page.**

To be considered for this project you must complete and mail the application and all required documents to Professional Impact NJ. Faxed and emailed applications will not be accepted.

1. Applicant must be (or become) a member of the *NJ Registry for Early Childhood Professionals*.
2. Applicant must submit proof of at least 70 hours of documented professional development (training)* with the submission of this application. Professional development (training) must have occurred within the last 30 months (two and half years) from the date of application.
3. Applicant must be registered by the State of New Jersey through a Resource and Referral Agency.
4. Applicant must be at least twenty-one (21) years of age.
5. Applicant must have a high school diploma or a GED.
6. Applicant must provide care to children for a minimum of 15 hours per week.
7. Applicant must care for a minimum of three (3) children in a home environment. At least one (1) child must not be a member of the provider's household.
8. Applicant must be the primary caregiver, spending at least 80% of the operating hours actively involved with the children; co-providers must spend 60% of the time actively involved with the children.
9. Applicant must be a member of the National Association for Family Child Care Providers (NAFCC). An application form is attached.
10. Applicant must have twelve (12) months experience as a registered family child care provider.

*Examples of documented professional development (training): a current CDA certification or proof of participation in CDA training, college degree, coursework, workshops or training in early childhood.

For consideration, your completed NAFCC application and a copy of **all** documents must be submitted to:

Professional Impact NJ/ASAP
Kean University
Willis Hall, Room 300
Union, New Jersey 07083



ASAP: Accreditation Scholarship and Assistance Program

Name _____ County _____

Social Security # _____ Email Address _____

Cover Page: Please include on the top of your application package.

Your application package must be submitted by mail in the order listed below. To be sure you are submitting a completed application package, we suggest you check off each item.

- Cover Page
- NAFCC Accreditation Self-Study Enrollment Form, including membership application form (3 pages). For form go to <http://www.nafcc.org/accreditation/pdfs/NAFCC%20Accreditation%20Self-Study%20Enrollment%20Form.pdf>
- Proof of NAFCC Membership (copy of membership card) or completed application and check or money order in the amount of \$35, payable to NAFCC
- NAFCC Provider Accreditation Application Form (10 pages). For form go to <http://www.nafcc.org/accreditation/pdfs/NAFCC%20Accreditation%20Application.pdf>
- Completed and signed W9 form (necessary to process payments). For form go to www.irs.gov/pub/irs-pdf/fw9.pdf
- Business Registration and Certification (necessary to process payments). For form go to <http://www.state.nj.us/treasury/revenue/pdforms/rega.pdf>
- Support Documents (Submit copies only, DO NOT send original documents):
 - New Jersey Family Child Care Provider Certificate of Registration
 - All professional development (training), workshops—in date order—using NAFCC Training Requirements, Log & Verification Record. For form go to <http://www.nafcc.org/accreditation/pdfs/NAFCC%20Accreditation%20Training%20Record.pdf>
 - Proof of membership in the NJ Registry (copy of certificate)

I, _____, attest that I am at least 21 years of age, have a

 Print Your Name
 high school diploma or GED, and that the information submitted is true and accurate.

Signature

Date



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Accreditation Scholarship and Assistance Program **ASAP**

GUIDELINES / POLICIES AND PROCEDURES

**For the National Accreditation of
Registered Family Child Care Providers of New Jersey
Through
The National Association for Family Child Care**

**This project is funded by the Department of Human Services,
Division of Family Development, and supported
through the collaborative efforts of
Professional Impact NJ,
The New Jersey Family Child Care Providers Association and
The Family Child Care Organization of New Jersey**

Eligibility Requirements

- be at least 21 years of age or older
- have a high school diploma or GED
- provide care to children for a minimum of 15 hours per week
- care for a minimum of three (3) children in a home environment; at least one (1) child must not be a member of the provider's household
- be registered by the State of New Jersey through a Resource and Referral Agency
- have 12 months experience as a registered family child care provider
- be the primary caregiver, spending at least 80% of the operating hours actively involved with the children; co-providers must spend 60% of the time actively involved with the children
- have completed 70 hours of professional development (training). Professional development (training) must have occurred within the last 30 months (two and half years) from the date of this application

Acceptance and Process – Four Steps

Step 1 Submission of Application & Acceptance

- **Provider**
 1. Become a member or provide proof of membership in the NJ Registry
 2. Become a member or provide proof of membership in NAFCC
 3. Complete applications from Professional Impact NJ and NAFCC
 4. Provide a copy of NJ Family Child Care Provider Registration Certificate
 5. Provide proof of seventy (70) hours of documented professional development (training)
 6. Continue to accrue professional development (training) hours (if applicable)

Step 2 Provisional Status *Following a review of the above for completeness, provider will be accepted into the program with Provisional Status.*

- **Professional Impact NJ**
 1. Approves application and assigns a mentor
 2. Schedules provider/mentor orientation with staff of Professional Impact NJ (depending on location and scheduling, orientation can be by phone or in person)
- **Provider**
 1. Completes NAFCC Accreditation Readiness Tool
 2. Continue to accrue professional development (training) hours (if applicable)
- **Mentor and Provider**
 1. Arranges for first on-site (2 hours) visit at program site with no children (this may be done during the evening or weekend) visit
 2. Mentor evaluates program's facility (health and safety issues, materials, toys/equipment, learning centers and etc.), reviews professional development (training) hours and makes recommendations/suggestions
 3. Review and discuss the NAFCC Accreditation Readiness

Step 3 Permanent Status

(Permanent Status is based on the recommendation of the mentor)

- **Professional Impact NJ**
 1. Submits Self-Study Enrollment application and \$300 fee to NAFCC. Upon receipt, NAFCC will mail to provider

- **Provider**
 1. Continues to accrue professional development (training) hours (if applicable)
 2. Starts the process to obtain favorable review of state records **and** FBI fingerprint records concerning child abuse and criminal background status for self
 3. Arranges for second on-site visit (3 hours) with mentor; children must be present
- **Mentor**
 1. Using NAFCC Accreditation Readiness Tool, conducts an on-site visit, a minimum of three (3) hours, with children in attendance
 2. Completes NAFCC Accreditation Readiness Tool-Summary Impressions and provides feedback to provider, sending a copy to Professional Impact NJ
- **Mentor and Provider**
 1. Discusses the needs of the program and submits request \$500 enhancement

Step 4 Request For Observation Visit

- **Provider**
 1. Has obtained 90 hours of documented professional development (training) and co-provider if applicable
 2. Has completed Health Assessment Form and TB Screening for and co-provider and/or assistants if applicable
 3. Has current pediatric first aid and CPR for self and co-provider and/or assistants if applicable
 4. Has state and federal background checks for self and co-provider if applicable
 5. Arranges of final observation visit (3 hours) by mentor. Children must be in attendance
- **Mentor**
 1. Using NAFCC Accreditation Readiness Tool, conducts an on-site visit, a minimum of three (3) hours, with children in attendance
 2. Completes NAFCC Accreditation Readiness Tool-Summary Impressions and provides feedback to provider, sending a copy to Professional Impact NJ
 3. Recommends that the submission of the completed NAFCC application packet and Request for Observation Visit.
- **Mentor and Provider**
 1. Conducts a final review of all required documentations (in person or by phone)
- **Professional Impact NJ**
 1. Reviews all documents for completeness
 2. Submits completed Application with Request for Observation visit to NAFCC with \$500 application fee

Mentor's Eligibility Requirements

- An accredited family child care provider and / or an Approved Instructor with Professional Impact NJ
- Membership in the *NJ Registry*

Mentor's Fee and Payment

- \$50 – Orientation
- \$100 – First on-site visit (2 hours-evening or weekend, no children)
- \$150 – On-site visit with children in attendance (a minimum of 3 hours)
- \$100 – Follow-ups (phone, email, fax, or visit)
- \$150 – On-site visit with children in attendance, prior to the Request for Observation Visit (a minimum of 3 hours)
- \$50 – Feedback on last visit (in-person or phone)
- \$600 – Total

Useful Links

FBI Identification Record Request

www.fbi.gov/hq/cjisd/fprequest.htm

National Association for Family Child Care

www.nafcc.org

National Association for the Education of Young Children

www.naeyc.org

New Jersey Family Child Care Providers' Association

www.njfccpa.org

Professional Impact NJ

www.pinj.org

Accreditation Scholarship and Assistance Program
ASAP

Provider/Mentor Contact Form

Provider:

Mentor:

Please Circle Type of Contact
(Only one type of contact per form)

{Orientation} {1st Site Visit} {2nd Site Visit} {Follow-ups} {3rd Site Visit} {Feedback}

Date of Contact:

Issues/Problems/Concerns Discussed:

-
-
-
-
-
-
-
-

Next Contact Scheduled For: _____

Provider Signature: _____
(If necessary)

Mentor Signature: _____
(Required)

Mail to:
Professional Impact NJ/ASAP
Kean University
Willis Hall, Room 300
Union, NJ 07083

Accreditation Scholarship and Assistance Program

ASAP

Provider's Stipend Form

Total amount must not exceed \$500.
Original receipts must be forwarded to:
Professional Impact NJ
Attn: ASAP
Kean University
Willis Hall-Room 300
Union, NJ 07083

PROVIDER _____

DATE _____

MENTOR _____

Amount	Vendor	Description

On the reverse side provide a brief statement explaining how this \$500 stipend will assist you in achieving National Accreditation.

Signatures

Provider _____ Mentor _____

Date _____

Date _____

