## Step 4

**for Child Care Centers**

### Standard | Requirements

<table>
<thead>
<tr>
<th>Health and Safety</th>
<th>• Classrooms with children ages 0-24 months maintain an adult-child ratio of 1:5 and a group size of 10.</th>
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</table>
| **Staffing and Professional Development** | • Teachers complete Essential Training 4 or have a minimum of current CDA, or 12 ECE credits.  
• Directors complete Essential Training 4, a minimum of a current CDA, 12 ECE credits or an approved Director’s Credential.  
• Directors complete 15 additional hours of business management training. |
| **Child Growth, Development and Learning** | • Schedule and lessons plans for each classroom are posted.  
• A Child Growth, Development, and Learning classroom assessment is completed annually. |
| **Children with Diverse Abilities** | • Inclusion Readiness Checklist is completed for each classroom annually. |
| **Strengthening Families and Communities** | • Program partners with families and/or agencies to support children’s retention and success.  
• One parent-teacher conference is offered during the year.  
• Parents and staff have an annual opportunity to give the program feedback. |
| **Leadership and Management** | • Directors complete the Program Administration Scale Action Plan annually. |

Programs verified at Step 4 must meet the indicators in this current step, and all previous steps (1, 2, and 3).