

ABC Level A Enrollment Checklist

Please use this checklist to help you prepare your application for review. Check off the items as you collect them for your application and submit this checklist with your application for Level A.

Center owner/sponsor/director must:

- Review the Level A Standards of the ABC Child Care Program and the ABC Level A Application
- Fully complete the ABC Level A Application
- Attach evidence of each staff member's educational qualifications (i.e. diploma, certificate, degree or transcript)
- Attach non-corporal punishment policy for each staff signed and dated
- Sign last page of the application.
- Return all materials listed above by mail to the ABC address on the last page of the application.

Center name: _____

Preparer's Signature: _____ Date: _____

ABC Program Monitoring must:

- Review the Level A Application
- Notify provider (via telephone, letter or email) of an incomplete application with any needed additional information highlighted, if appropriate
- Once the application is complete, notify the provider by letter, inform the center of items that must be available for documentation during the on-site visit to determine eligibility for Level A and schedule the on-site visit
- Conduct the Level A on-site assessment using the appropriate Environment Rating Scales (ERS) tools for the age groups to be reviewed
- Inform the center of the results of the Level A on-site assessment in writing within 45 days of the on-site review

Reviewer's Signature: _____ Date: _____