

**“RAISING THE BAR ON QUALITY”
Registration and Letter of Understanding**

Name of Program: _____
(please print program name as you would like it to appear on the certificate of participation)

Address: _____

Contact Person: _____

Telephone: _____ Fax: _____ E-mail: _____

“Raising the Bar on Quality” is a voluntary, peer-review program for licensed child care centres. The program was developed in Hamilton Ontario by child care supervisors in collaboration with Affiliated Services for Children and Youth (ASCY), and representatives of the Hamilton Early Learning Partners for Best Practice. The copyright for Raising the Bar on Quality is held by ASCY on behalf of the Supervisors’ Network Group. Registration Process: This letter of understanding must be signed by the director of the child care agency to acknowledge acceptance of the rules for participation. A copy of the signed letter must be included in the agency’s profile binder.

1. Participants are required to submit a profile binder containing documentation to demonstrate their achievement of Raising the Bar criteria. This profile will be reviewed by a team of peers who have volunteered for this purpose through the Supervisors’ Network Group
2. The profile must be prepared according to directions within the package, and in the required format.
3. The process is annual.
4. Deadline for submissions will be announced each year. Late submissions will not be reviewed.
5. The peer review process was developed to support objectivity. In the first stage, the review coordinator records a score based on a report provided by the participant and assigns a code number to the profile and documents submitted. The profile and supporting documentation are then reviewed independently by two different peer-review teams. The coordinator records results from each review. If there is a discrepancy in the results, the submission is subject to a final review by the Raising the Bar Committee
6. It is the responsibility of the participant to ensure that the submission is complete. The peer review team is under no obligation to request additional information or documentation.
7. Publicity and Advertising:
 - 7.1 Raising the Bar on Quality will be publicized in the community to promote public understanding of best practice in child care. Each year following the review, names of participants are released to the media.
 - 7.2 Participating programs for the current year will be identified on Coordinated Access for Child Care, www.cafcc.on.ca,
 - 7.3 Information released by ASCY and the Supervisors’ Network will not include award levels for individual programs.
 - 7.4 Participating programs will not make reference to their award levels from the current or previous years in printed materials and advertising.
 - 7.5 Participating programs that make reference to their award levels in printed materials and advertising will be ineligible for participation in the following review year.
 - 7.6 Participating programs may use the following phrase in printed materials and advertising:
“We participate in Raising the Bar, a voluntary community standards program for early learning and child care programs.”
 - 7.7 Participating programs are encouraged, but not required to post in their centres, certificate(s) from each Raising the Bar review year.
 - 7.8 Participating programs may make reference to “Raising the Bar” and award levels in their internal communications such as memos to staff, newsletters for parents, reports to the Board of Directors and annual reports.
 - 7.9 Other than as described in item 7, approval from ASCY must be granted for the use of “Raising the Bar ” in printed materials and advertising.
8. The duplicate copy of this signed letter of understanding must be included in the profile binder when submitted, otherwise the profile will be deemed ineligible for review.
9. The Raising the Bar Coordinating Committee reserves the right to amend these rules. Registered participants will be notified of changes.

I have read, understand and agree to abide by these rules for participants. I am aware that if found to have contravened these rules, the program will be ineligible for participation in the following year.

Signature: _____ Position: _____

Name: _____ Date: _____

(please print)