

Please find a detailed description of the supportive documentation categories below.

- **Staff Professional Development** - Completion of Staff training/professional development in the past year through Go NAPSACC, AgriLife Learn, and/or any Child Care Regulation Approved training related to the module being reviewed for recognition. Evidence may include copies of certificates or training agendas. Training may be conducted in person or virtually.
- **Policies and Procedures** - Written policies and/or procedures that show evidence of the program's values and processes for staff and families related to the specific module being reviewed for recognition. Evidence may include screen shots of the section or sections of the staff handbook, family handbook, and/or operating procedures that show the commitment to applicable best practices.
- **Family Education Engagement** - Documentation or evidence of at least one resource (print or digital) used to educate and engage with enrolled families about the module topic. Examples include program newsletters, family open house agendas, bulletin boards, news releases, post on management software, and/or social media posts.
- **Supportive Environment** - Evidence that shows the settings where implementation of best practices take place. Documentation may include photos, program facility layout/map, activity/action video/photo. For example, Child Nutrition will need to show healthy eating environments are available for children. Evidence may include photos of children eating or serving themselves.
- **Activity Plan/Forms** - Documentation specific to module that supports the implementation or management of activity. Examples may include infant feeding forms, lesson plans, activity plan, medical release forms, etc.
- **Monthly Cycle Menu** - Monthly Cycle Menu, or four weekly menus, that show the program meets the basic requirements of the Texas Child Care Regulations. Evidence may also module specific best practices. For example, Child Nutrition will include CACFP meal patterns as well as healthy food selections served/offered to children. Farm to ECE will need to highlight locally grown foods being served and the weekly frequency.
- **Activity Schedules** - Weekly and or daily activity schedule for the children that shows evidence of implementation of best practices. For example, Oral Health will need a schedule that shows when children participate in tooth brushing daily. For example, Physical Activity will need to show evidence of how often children (identify the age) engage in physical activity daily/weekly.
- **Educational Activity Story** - Evidence may include a story from a recent activity, lesson, taste test, or cooking activity for children where caregivers demonstrate/teach an importance concept related to one of the modules. Make sure to include why the activity selected demonstrates evidence of best practice. Describe the activity, the objective, and include what the caregivers/children say/do?

If you have any questions or need clarification, please contact your THBB Technical Assistance Consultant or email the state leadership team at thbb@childcare.tamu.edu.