Welcome to Care About Childcare. We are pleased you have chosen to participate in this state-wide program that will help parents and child care providers connect. As a participant, you will be given the opportunity to highlight areas where you excel and the ability to market your program to parents.

To help you get started here are some basic instructions. You may print a copy of this tutorial in order to have it with you as you navigate the website.
WEBSITE

Care About Childcare

Step #1 Go to http://careaboutchildcare.utah.gov and click on the “Providers” tab.
Step #2 Log in to Care About Childcare using your user name and password. If you do not know your user name and password, click on the Request Log In.
Step#3 Click on “My Marketing Page” and follow the instructions on the screen. The Marketing Page will showcase your program to parents.
Part of the Marketing Page includes a Provider Profile where you can show parents the areas of quality in your program you would like to showcase.
**Step #4** Click on “My CAC Quality Criteria.”

This page gives you important information to help you start your application. “Update Your Facility” will allow you to update your basic child care facility information that is seen on your Provider Profile. After viewing this page, click Next.
Welcome to the Quality Indicators! This is where the fun begins! **Step #5** Click on one of the Indicators.
Six of the Indicators have a list of Criteria for you to choose from. Professional Development and Accreditation will be explained later. You may work toward as many Criteria as you would like in order to showcase your program.

### Criteria for Health and Safety

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Info</th>
<th>Status</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS1</td>
<td>Program has a curriculum that promotes good health practices</td>
<td>i</td>
<td><img src="https://careaboutchildcare.com/assets/checkmark.png" alt="checkmark" /></td>
<td>☐</td>
</tr>
<tr>
<td>HS2</td>
<td>Program has a curriculum that promotes good safety practices</td>
<td>i</td>
<td><img src="https://careaboutchildcare.com/assets/checkmark.png" alt="checkmark" /></td>
<td>☐</td>
</tr>
<tr>
<td>HS3</td>
<td>The children and the adults who work with them wash their hands upon arrival and when re-entering...</td>
<td>i</td>
<td><img src="https://careaboutchildcare.com/assets/checkmark.png" alt="checkmark" /></td>
<td>☐</td>
</tr>
<tr>
<td>HS4</td>
<td>Soap and paper towels in program are within easy reach of all children</td>
<td>i</td>
<td><img src="https://careaboutchildcare.com/assets/checkmark.png" alt="checkmark" /></td>
<td>☐</td>
</tr>
<tr>
<td>HS5</td>
<td>Program serves at least one fresh or frozen fruit or vegetable daily</td>
<td>i</td>
<td><img src="https://careaboutchildcare.com/assets/checkmark.png" alt="checkmark" /></td>
<td>☐</td>
</tr>
<tr>
<td>HS6</td>
<td>Drinking water is available both indoors and outdoors throughout each day</td>
<td>i</td>
<td><img src="https://careaboutchildcare.com/assets/checkmark.png" alt="checkmark" /></td>
<td>☐</td>
</tr>
<tr>
<td>HS7</td>
<td>Outdoor activity time is scheduled daily for at least 60 minutes</td>
<td>i</td>
<td><img src="https://careaboutchildcare.com/assets/checkmark.png" alt="checkmark" /></td>
<td>☐</td>
</tr>
<tr>
<td>HS8</td>
<td>Television shows and other screen time is limited to 30 minutes per day</td>
<td>i</td>
<td><img src="https://careaboutchildcare.com/assets/checkmark.png" alt="checkmark" /></td>
<td>☐</td>
</tr>
<tr>
<td>HS9</td>
<td>Children do not watch television shows or play video games</td>
<td>i</td>
<td><img src="https://careaboutchildcare.com/assets/checkmark.png" alt="checkmark" /></td>
<td>☐</td>
</tr>
<tr>
<td>HS10</td>
<td>Indoor Safety Checklist done daily</td>
<td>i</td>
<td><img src="https://careaboutchildcare.com/assets/checkmark.png" alt="checkmark" /></td>
<td>☐</td>
</tr>
<tr>
<td>HS11</td>
<td>Outdoor Safety Checklist done daily</td>
<td>i</td>
<td><img src="https://careaboutchildcare.com/assets/checkmark.png" alt="checkmark" /></td>
<td>☐</td>
</tr>
</tbody>
</table>
WHAT IS ON AN INDICATOR PAGE?

- **Code** of the Criteria
- **Description** of the Criteria
- **Information** on each Criteria and Documentation Needed
- **Status** of Criteria
- **Select** to apply for Criteria
### Description

- Drinking water available both indoors and outdoors throughout each day
- Program has a curriculum that promotes good safety practices
- Soap and paper towels in program are at child height
- Program has a curriculum that promotes good health practices
- Program serves fresh fruits and vegetables daily
- Outdoor activity play time is scheduled daily for at least 60 minutes
- Outdoor Safety Checklist done daily
- Program has been assessed for lead, radon, asbestos, and fiberglass
- Indoor Safety Checklist done weekly
- Caregiver keeps a log of accidents and incidents at the program to watch for

The Criteria are listed under “Description” on the left side of the page. Parents will only be able to view the descriptions of those Criteria that you have chosen to verify.
Click the “i” to see what documentation is needed, samples, suggestions, web pages, and other tools to help you understand the Criteria.
The Status column will show your status on each Criteria you have selected.

- If you have not yet applied for this Criteria, the column is blank.
- If the verification has been submitted a clock is shown, indicating that the Criteria has been received and is awaiting approval.
- A green check mark indicates that the Criteria has been verified and is available for viewing on your Provider Profile.
- A yellow check mark indicates that the Criteria needs to be renewed.

(All verified Criteria will need to be renewed annually to remain visible on your Provider Profile.)
Criteria can be selected by clicking the box next to the criteria.

**Step #6** Choose one of the criteria that you would like to highlight from your program and mark the Select box.
Step #7 Click Submit at the bottom of the page. This takes you to the Verification Page where you can attach your documentation.
ATTACHING DOCUMENTATION

Care About Childcare

Health and Safety

Step #8a To attach documentation click on Upload New Files. Browse your computer to find the files you are looking for. (This is a similar process to uploading files and photos to Facebook. File types can be photos, PDF’s, Word Documents etc.) To use a file previously used, click on the black arrow on the right of the file name to move to current.

*You will need to have Adobe Flash downloaded on your computer before you can attach any documents. If you are experiencing problems, please make sure you have the most current version of Firefox.
Step #8b This is where you can upload your Care About Childcare application and general documentation such as your classroom and playground diagrams or program, parent and/or staff handbooks. This is helpful if you will be applying for criteria that ask for documentation that can be found in one or more of your handbooks.

For example, if you are applying for administration criteria #2, "non-discrimination policy for both staff and families", you can upload your staff and parent handbooks here. Then when applying for this criteria, within the administration quality indicator box, you can attach a document that states, "please see page 2 in our staff handbook and page 3 in our parent handbook". Please make sure the relevant information is highlighted or clearly marked.
EARNING AN INDICATOR

Check your “My CAC Quality Criteria” to make sure the documentation has arrived at the Child Care Professional Development Institute (CCPDI) by looking for the clock in the Status column.

When the Criteria has been verified the Indicator on your Provider Profile will light up, showing parents that you have gone above and beyond licensing requirements in providing quality care for their children in that area.
The Professional Development tab on your Provider Profile is linked directly to the Professional Development Training Registry. It allows you to highlight yourself and staff (if applicable). Parents will be able to view Career Ladder Levels and Endorsements achieved, as well as other Degrees and Credentials. Parents will not be able to view personal staff information on your Provider Profile.
If your program is nationally accredited, this will be listed for parents to see under general information with a star. If that information is not being displayed or if you would like information on how to become accredited, contact your local Care About Childcare/CCRR Agency.
THANK YOU FOR CARING ABOUT CHILDCARE!

Please don’t hesitate to contact CCPDI if you have any questions! Call us toll free at 855-531-2468 or e-mail us at ccpdi@usu.edu. You can also call your local Care About Childcare/CCRR agency in your county.

We look forward to working with you and being a part of this exciting journey, because we Care About Childcare as much as you do!