Spark Participation Application

Spark, Oregon's Quality Recognition and Improvement System (QRIS), is a program that raises the quality and consistency of child care and early learning programs across the state. It recognizes, rewards, and builds on what early learning and development programs are already doing well. It connects programs and providers with free tools, financial incentives, and professional advice that they can put into practice with confidence.

Spark is administered by The Research Institute (TRI) at Western Oregon University through a contract with the Department of Early Learning and Care (DELC). For more information about Spark, go to OregonSpark.org.

New as of October 1, 2023

Programs must be listed with ERDC to serve families receiving Employment Related Day Care subsidy in order to submit a Spark Portfolio to achieve a star rating.

Programs that are NOT ERDC listed will have the option to complete a 12-month Quality Improvement (QI) Cycle in order to participate in Spark.

ERDC listed programs can also choose to complete a QI Cycle instead of a Portfolio.

All programs will still be able to receive Spark Support Funds to help make Quality Improvements.

For more information about ERDC listing, click here ERDC Listing Information.

Steps:

1. Complete and submit this application.

2. TRI will review this application.

3. For ERDC listed programs that choose to complete a Portfolio:

- Will be sent introductory materials and a portfolio to complete.
- Program can apply for Support Funds. ($1,000 - $2,000 depending on program size, one time only)
- Program completes and submits their portfolio.
- Portfolio is reviewed for award of rating.
- Program receives incentive funds if rating achieved. ($500 - $2500 depending on program size and rating).
- Programs may resubmit to achieve higher ratings.
- TRI will provide clear guidance to help programs resubmit to achieve ratings.

OR

3. For Non-ERDC listed programs or ERDC listed programs that choose to complete a QI Cycle:

- Will be directed to information about Quality Improvement Cycles.
- Program can apply for Support Funds. ($1,000 - $2,000 depending on program size, one time only)
- Program completes a 12-month QI Cycle.
- Program receives Incentive Funds. (Amounts to be determined).

Is your program already in Spark? *

- ○ No, this is the first time applying
- ○ Yes, my program is already in Spark

Is your program listed with ERDC? *

- ○ Yes, ERDC listed
- ○ No, not ERDC listed

Since your program is ERDC listed, you can choose to complete a portfolio to achieve a rating, or you can complete a Quality Improvement Cycle. Please select the option you prefer. *

- ○ Complete a Portfolio
- ○ Complete a QI Cycle

You will receive information about completing a QI Cycle after you complete the rest of the application.

You will receive information about completing a Portfolio after you complete the rest of the application.

example

Is this a Head Start program? *

- ◯ Yes
- ◯ No

Admin

Entered by *

Entered Date *

yyyy-mm-dd

C2Q Designation End Date (1 year from app date) or 5-Star expiration (3 years from app date) *

mm/dd/yyyy

Is program listed with ERDC (refer to question #30 and verify in FCCO) *

Notification field - do not use

- ◯ Approved
- ◯ Not approved

Notes *

Head Start Grantee Information

Grantee Name *

Grantee Director Name *

Grantee Director Email Address *

Grantee Phone Number *

Grantee Mailing address: (street) *

Grantee Mailing address: Line 2

Grantee City *

example

Grantee State *

Grantee Zip Code *

Grantee County *

Program Information

1. Program/Provider Name *

2. Date *

mm/dd/yyyy

3. How did you hear about joining Spark? *

- [ ] One on One with a Quality Improvement Specialist
- [ ] In a group setting
- [ ] I have not talked with anyone about Spark yet
- [ ] Other

4. Date of orientation or when you heard about Spark

yyyy-mm-dd

5. Location or name of the person who talked to you about Spark

6. Program License ID# (enter NA if not applicable) *

- [ ] Not Licensed

FCCO ID: *

7. Phone Number: *

- ○ Cell
- ○ Work
- ○ Home

8. Director/Provider Name if different than #1:

9. Is this person the main contact for Spark?

- ○ Yes
- ○ No

10. If the person listed above is not the main contact for Spark, name of the Spark contact:

11. Email address (for Spark information): *

12. Second Phone Number (if applicable):

- ○ Cell
- ○ Work
- ○ Home

13. Mailing Address (street): *

14. City *

15. State *

example

16. Zip Code *

☐ Check if Physical Address different from the Mailing Address

A. Physical Address:

B. Physical Address Line 2

C. City

D. State

E. Zip Code

17. County (of physical location) *

18. Does your program have more than one location? *

- ○ Yes
- ○ No

19. Are any of the locations currently participating in Spark by completing a portfolio to achieve a rating? *

- ○ Yes
- ○ No
- ○ Not Sure

If you have other programs that participating in Spark, please list the program name and license number (Program 1, License #1; Program 2, License #2; Program 3, License #3...)

Program names & license numbers of other sites participating in Spark *

Are you interested in a streamlined portfolio for this and any additional sites? *

- ☐ Yes
- ☐ No

example

If each site is completing a portfolio, you can download and complete the Multi-site Registration form which designates one site as the main site to receive a full portfolio, and additional sites would receive an abbreviated portfolio. Once the form is completed, you may upload to the current application or email it to oregonspark@wou.edu. If sites are completing QI Cycles, each site must complete a separate application.
Multi-site Registration Form for Portfolio

Upload Multi-site Registration Form here (for portfolio only)

Choose File No file chosen

20. Age groups served in your program. Do you serve:

6 weeks-17 Months (Infant) *

- ○ yes
- ○ no

How many 6 weeks -17 month olds do you serve? (Infants) *

18 months-35 months (Toddlers)? *

- ○ yes
- ○ no

How many 18 month-35 month olds do you serve? (Toddlers) *

3 year olds? *

- ○ yes
- ○ no

How many 3 year olds do you serve? *

4 year olds? *

- ○ yes
- ○ no

How many 4 year olds do you serve? *

5 year olds? *

- ○ yes
- ○ no

How many 5 year olds do you serve? *

6-12 year olds? *

- ○ yes
- ○ no

How many 6-12 year olds do you serve? *

21. Total number of staff that work with children and are counted in staff/child ratio: *

22. Number of children served that are receiving Special Education services (on an IFSP or IEP): *

23. Are there multiple classrooms? *

- ○ Yes
- ○ No

If there are multiple classrooms, complete the table below.

Name of Classroom	Number Enrolled

example

Room 1		
Room 2		
Room 3		
Room 4		
Room 5		
Room 6		
Room 7		
Room 8		
Room 9		
Room 10		

General Program Information

24. Is the program currently accredited by an outside agency (not licensing)? *

- ○ Yes
- ○ No

If yes, indicate which one:

- ☐ NAEYC (National Association for the Education of Young Children)
- ☐ NAFCC (National Association for Family Child Care)
- ☐ ACSI (Association of Christian Schools International)
- ☐ AMS (American Montessori Society)
- ☐ Other

25. Is your program participating in a Focused Child Care Network? *

- ○ Yes
- ○ No

Name of Network or Network Leader:

26. Is your program participating in any of the following? *

- ☐ Preschool Promise
- ☐ Baby Promise
- ☐ Head Start
- ☐ Early Head Start
- ☐ Migrant / Seasonal Head Start
- ☐ Oregon Pre-Kindergarten
- ☐ Other
- ☐ None of the above

example

27. Is the Director/Provider also the owner? *

- ◯ Yes
- ◯ No

28. Participating in the USDA/CACFP (Child and Adult Care Food Program)? *

- ◯ Yes
- ◯ No

29. Does this program currently have liability insurance? *

- ◯ Yes
- ◯ No

30. Is this program ERDC listed to serve families receiving ERDC subsidy? *

- ◯ Yes
- ◯ No

If you answer "No" to being listed with ERDC you will not receive a portfolio to complete for a rating but will recieve information about completing a Quality Improvement Cycle. If ERDC listing status changes in the future, please contact the Spark Helpline to update your status.

What is your listing number? (3 letters then 5-digit number or enter "pending" if not received yet)

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Compliance Requirements for Spark Participation

Programs are required to meet the compliance requirements as listed below. This list is provided for your information and will be independently verified.
-- No more than 2 valid findings of **serious violations*** in the past 24 months, AND
-- No civil penalties in the past 12 months

***Serious Violations:**
1. Children are in imminent danger
2. Adults are present who are not enrolled in the Office of Child Care's Central Background Registry
3. Corporal punishment or other specific forms of inappropriate discipiline are being used
4. Providing care without being licensed with the Office of Child Care as required by rule
5. Children not being supervised
6. Multiple or serious fire, health, or safety hazards are present
7. Extreme unsanitary conditions
8. More children in care than allowed by law

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Participation Agreement / Memorandum of Understanding (MOU)

Please read and sign the Memorandum of Understanding for participating in Spark. You will receive a copy of the MOU in your submission confirmation after you submit this form.

- Participation in Spark is voluntary.
- Spark staff, including observers/assessors, Quality Improvement Specialists, and consultants, are mandated reporters of child abuse and neglect according to Oregon State Law, and are required to report any suspected abuse and neglect directly to Department of Human Services Child Welfare. In addition, serious health and safety concerns observed in an early childhood setting during an assessment or technical assistance visit must also be addressed and reported to the Office of Child Care.
- Data about program participation in Spark will be collected for research and/or reporting purposes.
- Participants might be asked to complete surveys, do phone interviews or attend a focus group, participation in these activities will not affect your rating.

example

- The program's Spark rating and program information will be published.
- Information related to Spark participation will be shared with local Child Care Resource and Referral agencies.
- Any funds received as a result of participation in Spark are to be used for program quality improvements only. These include but are not limited to: learning materials, equipment, and professional development activities. Spark funds may not be used for the following:
  - capital improvements (a permanent structural change, addition, or improvement)
  - religious materials
  - program operating expenses such as utilities, rent, or payroll
  - personal use not related to program improvements
- The following actions could result in program suspension or removal from Spark:
  - intentionally providing false information on any Spark documents
  - failure to adhere to professional conduct with Spark staff
  - misuse of Spark funds
- Participation in Spark may be terminated at the discretion of the Division of Early Learning and Care.

By agreeing to participate in Spark, I will:

- provide accurate information about my program on all Spark documents including the portfolio
- use Spark funds as specified
- make a copy of my portfolio prior to sending it in for review
- report any changes that may affect program participation and/or eligibility, including changes in staffing, capacity, enrollment, licensing status and compliance, investigations, address, and program closure within 10 business days
- work to keep enrollment of at least 3 children
- adhere to Spark timelines, if applicable
- attend any required Spark related trainings
- permit on-site observations/assessments
- maintain the quality of the rating achieved and participate in ongoing update requirements or monitoring activities

By signing below, I agree that the information submitted is accurate and agree to the above: *

clear

Printed Name *

Title *

Email Address (Where submission notification will be sent) *

Program Name *

License # (type NA if not applicable) *

Date *

mm/dd/yyyy

example

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