

## Illinois Proficiency Events Point Summary Form Personal Child Care Provider

**Directions:**

1. Make sure all information at the top of the page is correct. If a student named is not participating, cross their name(s) off. If a team does not show, please write "No Show" across the top and return with other forms.
2. Before student presentation, the room consultants must check participants' portfolio using the criteria and standards listed below and fill in the boxes.
3. At the conclusion of presentation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in front of the completed rubrics and staple all items related to the presentation together.
4. At the end of the competition in the room, double check all scores and names to ensure accuracy. Sort results by presentation order and turn in to the Event Coordinator.
5. Please check with the Event Coordinator if there are any questions regarding the evaluation process.

Room Consultant Check				Points
<b>Portfolio</b> 0 – 4 points	<b>0</b> No Portfolio presented	<b>1 2 3</b> Portfolio was turned in late after the designated turn in time Portfolio presented with incorrect labeling/insufficient materials or incomplete content.	<b>4</b> Portfolio was turned in during the designated time Portfolio is presented with correct labeling and evaluators materials: <ul style="list-style-type: none"> <li>• Client Information</li> <li>• Infant Care Section</li> <li>• Activities for Children</li> <li>• Nutritional Food Selection</li> <li>• Emergency Situations</li> <li>• Letters of Reference</li> <li>• Fee Schedule</li> </ul>	
<b>Punctuality</b> 0 – 1 point	<b>0</b> Participant was late for presentation	<b>1</b> Participant was on time for presentation		
			<b>Room Consultant Total</b> (5 points possible)	
			<b>Average Evaluator Score</b> (95 points possible)	
			<b>Final Score</b> (Average Evaluator Score plus Room Consultant Total)	

**Evaluator's Scores**

Evaluator 1 \_\_\_\_\_ Initials \_\_\_\_\_ Adult Room Consultant Initials \_\_\_\_\_

Evaluator 2 \_\_\_\_\_ Initials \_\_\_\_\_ Event Coordinator Initials \_\_\_\_\_

Evaluator 3 \_\_\_\_\_ Initials \_\_\_\_\_

Total Score \_\_\_\_\_ divided by the number of evaluators

\_\_\_\_\_ = **Average Evaluator Score**

**Rating Achieved** (circle one)

**Gold:** 90 - 100

**Silver:** 70 - 89.99

**Bronze:** 1 - 69.99

***Personal Child Care Provider Rubric***

<b><u>Portfolio</u></b>				<b><u>Points</u></b>
<b>Client Information Form 0 – 5 points</b>	<b>0 1 2</b> Form does not follow a logical sequence; very confusing; parts of the form were not completed	<b>3 4</b> Form follows a logical sequence; parts of the form were not completed	<b>5</b> Excellent, logical sequence of form; easy to follow and completed properly	
<b>Care of Infants Section 0 – 5 points</b>	<b>0 1 2</b> Portfolio does not contain the infant care section, or the section is incomplete	<b>3 4</b> Portfolio includes the infant care section, but it is unorganized and not complete	<b>5</b> The infant care section is well written and easy to follow.	
<b>Activities for Toddlers 0 – 10 points</b>	<b>0 1 2 3 4</b> Activities chosen are not age appropriate	<b>5 6 7 8</b> Activities chosen could be used with the age group but may be difficult for them to master	<b>9 10</b> Activities chosen are very age appropriate	
<b>Activities for Pre-Kindergarten 0 – 10 points</b>	<b>0 1 2 3 4</b> Activities chosen are not age appropriate	<b>5 6 7 8</b> Activities chosen could be used with the age group but may be difficult for them to master	<b>9 10</b> Activities chosen are very age appropriate	
<b>Activities for K – 3<sup>rd</sup> grade 0 – 10 points</b>	<b>0 1 2 3 4</b> Activities chosen are not age appropriate	<b>5 6 7 8</b> Activities chosen could be used with the age group but may be difficult for them to master	<b>9 10</b> Activities chosen are very age appropriate	
<b>Food Selections 0 – 10 points</b>	<b>0 1 2 3 4</b> Foods selected have poor nutritional value; not appropriate for the age group;	<b>5 6 7 8</b> Some foods selected lack nutritional value; but are appropriate for the age group	<b>9 10</b> Foods selected have good nutritional value; appropriate for the age group	
<b>First Aid &amp; Emergencies 0 – 5 points</b>	<b>0 1 2</b> Some first aid and emergency procedures information is missing or incorrect	<b>3 4</b> First aid and emergency procedures information is included in the portfolio but not correct or complete	<b>5</b> First aid and emergency procedures information is included in the portfolio; correct and complete	
<b>Overall Portfolio Appearance 0 – 5 points</b>	<b>0 1 2</b> Unorganized and hard to follow; grammar and spelling mistakes; missing information	<b>3 4</b> Organized but grammar and spelling mistakes are present; lacks time and effort	<b>5</b> Very well planned and organized; all information is present; professional looking	

**Evaluators Comments:**

***Rubric continued on the back***

***Personal Child Care Provider Rubric***

<b><u>Parent Interview</u></b>				<b><u>Points</u></b>
<b>Guidance 0 – 10 points</b>	<b>0 1 2 3 4</b> Unable to answer some questions; seemed uneasy and unsure of responses	<b>5 6 7 8</b> Gave appropriate responses to questions	<b>9 10</b> Responses to questions were appropriate and given without hesitation	
<b>Activities 0 – 10 points</b>	<b>0 1 2 3 4</b> Unable to answer some questions; seemed uneasy and unsure of responses	<b>5 6 7 8</b> Gave appropriate responses to questions	<b>9 10</b> Responses to questions were appropriate and given without hesitation	
<b>Nutritious Snacks 0 – 5 points</b>	<b>0 1 2</b> Unable to answer some questions; seemed uneasy and unsure of responses	<b>3 4</b> Gave appropriate responses to questions	<b>5</b> Responses to questions were appropriate and given without hesitation	
<b>Recommendations/ Fee Schedule 0 – 5 points</b>	<b>0 1 2</b> Not included	<b>3 4</b> Included, but not complete	<b>5</b> All information complete and well organized	
<b>Overall Presentation 0 – 5 points</b>	<b>0 1 2</b> Poise, posture and grooming needs improvement	<b>3 4</b> Somewhat poised and appropriately groomed but appearance lacks professionalism	<b>5</b> Appearance is very professional; very poised with good posture and grooming	

**Total Points** \_\_\_\_\_

**Evaluator's Comments:**