

**MISSISSIPPI CHILD CARE QUALITY STEP SYSTEM
ENROLLMENT CHECKLIST**

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Facility Name: _____

Facility MDH License Number: _____

Date: _____

To Be Completed by the Director

- Complete and file on site the Child Care Director Self-Assessment
- Complete and file on site the Child Care Director Professional Development Plan
- Complete and file on site Child Care Facility Employee Evaluations for all employees
- Complete and file on site Child Care Facility Employee Professional Development Plans for all employees
- Complete and file on site the Child Care Facility Professional Development Plan for your facility
- Complete and submit the Mississippi Child Care Quality Step System Enrollment Form; file a copy with this checklist
- Complete and submit the Mississippi Child Care Registry Program Profile; file a copy with this checklist
- Complete and submit the Mississippi Child Care Registry Practitioner Profile for each employee who has contact with children; file copies of all with this checklist