

STARS WORKSHEET

STAR 1 – Family Child Care Homes

Instructions: STARS staff will need to see site-specific documentation (sources of evidence) of each STARS performance standard in order to designate the achievement of that performance standard. When working towards a STAR 1, if you meet an individual STARS performance standard at STAR 2, 3, or 4, this may qualify as having met the individual STARS performance standard for STAR 1. If you are a School-Age Child Care (SACC) facility, please note the exceptions listed throughout this worksheet and review the clarifications* section for information specific to SACC.

This worksheet will help you to compile the information and paperwork necessary for designation. For designation, STARS staff may use other methods to confirm that the standard is met. For example, if the standard requires a piece of paperwork, STARS staff may ask questions to verify the document. Please review the information in the Clarifications* section at the end of this document. All documentation must be completed for the individual DPW-certified facility and the staff that are employed at that facility. It is important to organize all documentation and keep it all in one place. Arranging the paperwork in a file box or a binder will make it easier for you to keep track of it and allow the designation visit to go smoothly.

The table below includes 3 columns–

1. *STARS Performance Standard & Documentation column* – Each Performance Standard is located in this column and is the exact wording found in the Standards document. The STARS Performance Standards build upon one another as you move up the STAR Levels. Therefore, there are Start with STARS requirements included in the STAR 1 standards. *These standards are italicized with "Start with STARS" in parentheses.* In this column, you will find questions and checkboxes to help guide you through the STAR 1 standards. Please make sure to answer all questions.
2. *Notes column* – There are important notes in this column to help you prepare. Please use this column during the pre-designation preparation to help keep track of your progress. In the comments section, feel free to write specific notes or explanations.
3. *For Regional Key Use Only column* – Your Regional Key staff will use this column to verify the completion of the standards.

There are documents at the end of this worksheet that are required for designation: *Keystone STARS Family Child Care Home Learning Environment Checklist*, and *Staff Meeting Form*. There are also optional tools listed throughout the worksheet. These tools are listed with the individual standards that they were designed to help meet. Finally, there are two tools that will help in more than one section of the Performance Standards. They are the *Director/Staff Qualifications & Professional Development At-A-Glance* and the *STARS Goal Planning Tool*. All of the optional tools are available at www.pakeys.org or by contacting your Regional Key.

After you have completed all necessary items in this worksheet, please refer to the Next Steps section. This includes a summary of the documentation that you will need to submit to request a STARS designation.

If you have questions or concerns during any part of this process, please do not hesitate to contact your Regional Key for assistance.

* Please see the Clarification sections on page 13 of this worksheet.

Name of Facility: _____ MPI on Certificate of Registration #: _____ County: _____

STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT

STARS Performance Standard & Documentation	Notes	For Regional Key Use Only
Primary Staff Person/Owner Operator Qualifications		
<p>1. Primary Staff Person/Owner Operator completes the Family Child Care Home STARS Orientation within 90 days of Start with STARS Enrollment. (Start with STARS)</p> <p><input type="checkbox"/> STARS approved professional development certificates for Family Child Care Home STARS Orientation</p>	<p>Primary Staff Person's Initials: _____</p> <p><input type="checkbox"/> Family Child Care Home STARS Orientation Completed:</p> <p>Date _____ Hrs _____</p>	<p>Family Child Care Home STARS Orientation Completed:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>2. Level I on the Career Lattice.</p> <p>Provide copies of the following:</p> <p><input type="checkbox"/> Transcripts or copy of degree/diploma to document Career Lattice Levels above Level I</p> <p align="center">- OR -</p> <p><input type="checkbox"/> STARS approved professional development certificates</p>	<p>Note: For information on acceptable professional development to meet Level I on the Career Lattice, please contact your Regional Key.</p> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>	<p>Verified:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>
<p>3. Complete professional development on the Core Body of Knowledge/ Professional Development Record (CBK/PDR) and FCCERS.</p> <p>Provide copies of STARS approved professional development certificates for the following:</p> <p><input type="checkbox"/> CBK/PDR for Primary Staff Person</p> <p><input type="checkbox"/> FCCERS</p>	<p>Primary Staff Person's Initials: _____</p> <p><input type="checkbox"/> CBK/PDR Completed:</p> <p>Date _____ Hrs _____</p> <p><input type="checkbox"/> FCCERS Completed:</p> <p>Date _____ Hrs _____</p>	<p>CBK/PDR Completed:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>FCCERS Completed:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

* Please see the Clarification sections on page 13 of this worksheet.
 WS1-02 – Family Child Care Home
 7/1/11



STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT

STARS Performance Standard & Documentation	Notes	For Regional Key Use Only
<p>4. Current pediatric first aid certification. <input type="checkbox"/> Provide a copy of First Aid card or STARS approved professional development certificate for pediatric first aid</p>	<p>Notes:</p> <ul style="list-style-type: none"> • Pediatric First Aid hours <u>cannot</u> count toward the annual clock hours required by the Performance Standards. • In order for the First Aid Certificate to be current, it must be renewed on or before the expiration date, or every 3 years, as applicable. • Pediatric First Aid is applicable to children from birth to 21 years old. <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:</p>
Primary Staff Person/Owner Operator Development		
<p>1. Completion of Family Child Care Home Provider Self-Evaluation provided by DPW in the self-study packet. <input type="checkbox"/> Provide a copy of the completed <i>Family Child Care Home Provider Self-Evaluation</i> (see the attached for instructions)</p>	<p>Completed: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:</p>

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STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT

STARS Performance Standard & Documentation	Notes	For Regional Key Use Only
<p>2. All staff* must have two hours of health and safety professional development annually.</p> <p><input type="checkbox"/> Provide copies of STARS approved professional development certificates that show completion of two annual hours in health and safety in child care</p>	<p>Notes:</p> <ul style="list-style-type: none"> • “Managing Illness in Child Care” ECELS workshop is recommended as the initial course to meet this STARS performance standard. • If you have already taken this course, other examples of course topics include asthma, food allergies, childhood obesity, nutrition, physical activity medication administration, immunization, child wellness, managing child health records, drug and alcohol prevention, and peer pressure. Please contact your Regional Key if you want to know if a particular topic is appropriate to meet this standard. • For a list of STARS approved health and safety courses in your area, login to the PA Keys to Professional Development website and view the calendar at www.pakeys.org. • Please contact your Regional Key if you want to know if a particular topic is appropriate to meet this standard. • Please note that self-learning modules require 6-8 weeks to process and receive certificates. • For designation purposes, a copy of the completed module and returned mail receipt will be acceptable. However, a copy of the professional development certificate must be submitted to the Regional Key when received. <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>

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 WS1-02 – Family Child Care Home
 7/1/11



STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT

STARS Performance Standard & Documentation	Notes	For Regional Key Use Only
Secondary Staff/Substitutes and Assistants Qualifications		
<p>1. Current pediatric first aid certification. <input type="checkbox"/> Provide a copy of First Aid card or STARS approved professional development certificate for pediatric first aid</p>	<p>Notes:</p> <ul style="list-style-type: none"> • Pediatric First Aid hours cannot count toward the annual clock hours required by the Performance Standards. • In order for the First Aid Certificate to be current, it must be renewed on or before the expiration date, or every 3 years, as applicable. • Pediatric First Aid is applicable to children from birth to 21 years old. <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>

STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT

STARS Performance Standard & Documentation	Notes	For Regional Key Use Only
Secondary Staff/Substitutes and Assistants Development		
<p>1. 6 annual clock hours of professional development based on the PDR, taken by each staff member.</p> <p><input type="checkbox"/> Provide copies of STARS approved professional development certificates including the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Date within the past 12 months <input type="checkbox"/> Course title, hours <input type="checkbox"/> Instructor’s signature 	<p>Notes:</p> <ul style="list-style-type: none"> • Completion of college credit hours will count toward annual clock hours of professional development. The hours allotted will be as follows: 1 credit = 15 annual clock hours. • Annual clock hours include STARS approved professional development that has occurred in the 12 months prior to the designation visit. These hours may follow a staff person from one STARS facility to another, as long as the hours are taken within the year prior to designation and are aligned with the individual’s PDR. • Fire and Water Safety do not count toward the required annual clock hours. • Pediatric First Aid does not count toward the required annual clock hours. <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>

LEARNING PROGRAM

STARS Performance Standard & Documentation	Notes	For Regional Key Use Only
<p>Child Observation / Curriculum / Assessment</p>		
<p>1. Site obtains and maintains copies of the appropriate Learning Standards for all age groups in the program. How did you obtain a copy of the Learning Standards? _____ _____ _____</p> <p>Where in your facility do you maintain/keep the Learning Standards? _____ _____ _____</p>	<p>Notes:</p> <ul style="list-style-type: none"> Copies of the Learning Standards for Kindergarten, 1st Grade, and 2nd Grade may be viewed, downloaded, or ordered online at http://www.pde.state.pa.us/portal/server.pt/community/Standards/8709/. Copies of the Academic Standards for 3rd Grade and above may be viewed online at http://www.pdesas.org/Standard/Views If you need further assistance in obtaining a copy of the any of the Learning Standards mentioned above, please contact your Regional Key. SACC programs obtain and maintain Learning Standards, as appropriate for the age groups in their program. Having internet access to standards for 3rd grade and higher is sufficient. <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>
<p>Environment Rating</p>		
<p>1. Complete the Keystone STARS Family Child Care Learning Environment Checklist. <input type="checkbox"/> Provide a copy of the completed <i>Keystone STARS Family Child Care Learning Environment Checklist</i> (see the attached for instructions)</p>	<p>Completed: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>

* Please see the Clarification sections on page 13 of this worksheet.



LEARNING PROGRAM

STARS Performance Standard & Documentation	Notes	For Regional Key Use Only
<p>2. Provider attests that TV, video or DVD watching is limited to no more than 5 hours per week, is developmentally appropriate and supervised. <input type="checkbox"/> Provide a copy of the signed <i>Family Child Care Home Provider Attestation</i> (see the attached)</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:</p>

PARTNERSHIPS WITH FAMILY AND COMMUNITY

STARS Performance Standard & Documentation	Notes	For Regional Key Use Only
<p>Community Resources / Family Involvement</p> <p>1. At enrollment, families are provided with information regarding public, social, and community services. What information regarding public, social, and community services do you give to parents? _____ _____ _____ How did you choose the information? _____ _____ _____ Where did you get the information to give to them? _____ _____ _____</p>	<p>Notes:</p> <ul style="list-style-type: none"> Providers may contact their local Early Intervention (EI), Children & Youth Services (CYS), Mental Health/Mental Retardation Services (MH/MR), County Assistance Office (CAO), Child Care Information Services (CCIS), United Way, Head Start, Community Action Program (CAP) office, or other community agencies regarding available directories of community resources to use as a reference for information on public, social, and community resources. It is recommended that providers offer the above materials in the parent's/family's primary language, if their knowledge of English is limited. <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:</p>

* Please see the Clarification sections on page 13 of this worksheet.



PARTNERSHIPS WITH FAMILY AND COMMUNITY

STARS Performance Standard & Documentation	Notes	For Regional Key Use Only
<p>2. The program collects child-centered information at enrollment to facilitate responsive care that is mindful of the needs of individual children and families. A parent/family meeting with parents is offered within 45 days of enrollment to encourage program-family partnerships and share initial observations and goals for the child.</p> <p>How do you make parents aware of the opportunity for a parent/family meeting?</p> <p>_____</p> <p>_____</p> <p>What topics do you cover in your parent/family meeting?</p> <p>_____</p> <p>_____</p> <p>Optional Tool Available: <i>Enrollment and "Getting to Know You" Meeting Guide</i></p>	<p>Notes:</p> <ul style="list-style-type: none"> • The parent/family meeting may also include the parent communication regarding the first observation of the child if observation is completed within 45 calendar days of enrollment. • The indication of staff's availability for one-on-one meetings may be expressed in many ways, including information on enrollment forms and in parent handbooks. • It is recommended that providers offer the parent/family Meeting in the parent's/family's primary language, if their knowledge of English is limited. <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>
<p>3. Parents are verbally informed of substitutes' and assistants' credentials and schedules.</p> <p>What is your policy for discussing with parents the credential and schedules of the substitutes/assistants employed at your site?</p> <p>_____</p> <p>_____</p> <p>How do you inform parents of the credential and schedules of the substitutes and assistants employed at your site, i.e. individual meetings, group meetings, written notice?</p> <p>_____</p> <p>_____</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>

* Please see the Clarification sections on page 13 of this worksheet.



PARTNERSHIPS WITH FAMILY AND COMMUNITY

STARS Performance Standard & Documentation	Notes	For Regional Key Use Only
<p>Transition</p>		
<p>1. Program provides general information to parents regarding transitioning children to another educational setting. Where did you obtain the information that you give to parents about transitioning children to another <i>educational setting</i>?</p> <p>_____</p> <p>_____</p> <p>What kind of information regarding transition do you give to parents?</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Note: It is recommended that providers offer the transitioning information in the parent's/family's primary language, if their knowledge of English is limited.</p> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>

LEADERSHIP AND MANAGEMENT

STARS Performance Standard & Documentation	Notes	For Regional Key Use Only
<p>Business Practices</p>		
<p>1. Copies of inspection reports required by local ordinances such as fire, building, and health inspections are posted where parents can easily see them. What inspection reports are required by your local ordinances?</p> <p>_____</p> <p>_____</p> <p>Where in your facility do you post copies of inspection reports?</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Provide a copy of the signed <i>Family Child Care Home Provider Attestation</i> (see the attached)</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>

* Please see the Clarification sections on page 13 of this worksheet.

LEADERSHIP AND MANAGEMENT

STARS Performance Standard & Documentation	Notes	For Regional Key Use Only
<p>2. Program develops and distributes a Parent Handbook. When do you distribute your Parent Handbook (during parent orientation, parent conferences, etc.)? _____ _____ _____</p> <p>How do you distribute your Parent Handbook (hand to parent with an explanation, mail to parent with an explanatory cover letter, etc.)? _____ _____ _____</p> <p>Optional Tool Available: <i>Parent Handbook Topic Areas</i></p>	<p>Note: It is recommended that providers offer the Parent Handbook in the parent’s/family’s primary language, if their knowledge of English is limited. Verified: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:</p>
<p>3. File Appropriate tax forms. Which tax forms did you file for last year’s taxes? _____ _____ _____</p>	<p>Note: Sole proprietors are required to file a Schedule C to show profit and loss from business. Please contact your Regional Key for more information. Verified: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:</p>
<p>4. Proof of liability insurance. <input type="checkbox"/> Provide a copy of your current liability insurance policy</p>	<p>Notes:</p> <ul style="list-style-type: none"> • For STAR 1, this standard becomes effective on July 1, 2011. • Liability insurance can be a rider on a homeowner’s insurance policy or it can be a standalone policy. Please contact your Regional Key for more information. <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:</p>



LEADERSHIP AND MANAGEMENT

STARS Performance Standard & Documentation	Notes	For Regional Key Use Only
<p>Continuous Quality Improvement</p> <p>1. Program uses documents for tracking illnesses and injuries, including plans of action to prevent further occurrences.</p> <p>How do you track the injuries and illnesses of children in your care?</p> <p>_____</p> <p>_____</p> <p>How often is the tool reviewed?</p> <p>_____</p> <p>How do you create a plan of action?</p> <p>_____</p> <p>_____</p> <p>Optional Tool Available: <i>Injury and Illness Tracking Guide</i></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>
<p>Employee Compensation</p> <p>1. Providers make provisions for substitutes or designated qualified staff in emergency situations.</p> <p>What is your plan in the case of an emergency and the need for substitutes or designated qualified staff to assist you?</p> <p>_____</p> <p>_____</p> <p>How do you ensure that substitutes/designated qualified staff are available in case of emergency?</p> <p>_____</p> <p>_____</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>

* Please see the Clarification sections on page 13 of this worksheet.



CLARIFICATIONS

- **Staff** includes the Primary Staff Person/Owner Operator and all care-giving staff employed at that site, which includes staff working less than 500 hours per year and working directly with the children. Staff also includes volunteers and substitutes working more than 500 hours per year.
- **Approved Professional Development**
For each of the following types of professional development, the coursework must relate to the early childhood field, as outlined in the PA Core Body of Knowledge, in order to meet the requirements for professional development under the Keystone STARS Performance Standards.
 - College credit coursework offered by approved institution of higher education
 - Act 48 professional development (credit or non-credit)
 - Continuing Education Units (CEU)
 - Professional development by a Pennsylvania Quality Assurance System (PQAS) approved instructor
 - Approved organization professional development
- A provider can schedule **Pediatric First Aid** in one of the following ways:
 - Call your Regional Key and request information on where to enroll in Pediatric First Aid.
 - Call ECELS and request Pediatric First Aid. Information on Pediatric First Aid is included in each Health Link publication as well.
 - If the provider uses a non-Red Cross instructor, the provider must ensure that the instructor is PQAS approved for Pediatric First Aid. See www.pakeys.org for more information.
- The Provider should maintain the following information in each **Child's Record**:
 - Child's full name
 - Child's Date of Birth
 - Date Child enrolled in the program

Next Steps: If you have any questions as you work toward completing the requirements for STAR 1, contact the STARS staff listed on the first page of this packet.

Before sending this worksheet and attachments to your STARS staff, make sure that you do the following:

- Answer each of the questions in the "STARS Performance Standard and Documentation" column
- Complete the *Request for STARS Designation (DES-01)*
- Attach the following to the *Request for STARS Designation*:
 - STARS Worksheet – STAR 1*
 - Family Child Care Home Provider Self-Evaluation*
 - Keystone STARS Family Child Care Learning Environment Checklist*
 - STARS Enrollment Calculation Tool*
 - Copy of DPW Certificate of Registration for the past year
 - Copy of current liability insurance policy
 - Copies of STARS-Approved Professional Development Certificates as listed in the "STARS Performance Standard and Documentation" column

Send the complete packet to your Regional Key.

**FAMILY CHILD CARE HOME PROVIDER SELF-EVALUATION
DEPARTMENT OF PUBLIC WELFARE (DPW) REGULATIONS
(55 Pa. Code Chapter 3290, Family Child Care Homes)**

Instructions: In order to finish this evaluation, complete the following:

- Refer to your DPW Chapter 3290 regulation book for the answers.
- Fill in missing information for each question on the blank lines provided.
- Provide all missing information (All answers must be provided in order for the question to be correct).
- Do not complete the "Correct" column.

If you do not have a regulation book, you may call your regional office to request a copy OR you may access the regulations online at <http://www.pacode.com/secure/data/055/chapter3290/chap3290toc.html>.

55 Pa. Code Chapter 3290	Correct (✓)
The purpose of this chapter is to provide standards to aid in protecting the _____ of children and to reduce the risks to children in family child care homes.	
A family child care home is a home other than the child's own home, operated for profit, in which child care is provided at any one time to _____ children unrelated to the operator.	
An operator or facility person who has reason to believe that a child enrolled in the facility has been abused is required to report suspected child abuse to _____ as mandated by the Child Protective Services Law.	
The operator or the operator's designee shall immediately notify a child's parent and shall notify the appropriate regional office of the Department within 24 hours if one or more of the following occurs: 1) Inpatient hospitalization or emergency room treatment; 2) _____; and 3) a facility fire that requires the services of a fire department.	

55 Pa. Code Chapter 3290

**Correct
(✓)**

The facility operator shall make reports to a child’s parent and to the Department in accordance with § 3290.17 (relating to reporting injury, death or fire) if one or more of the following occurs: 1) _____; 2) a child in the care of the facility is left behind on a facility excursion; 3) a child receiving care in the facility is left unattended in the facility when the facility is closed.

A parent of a child in care shall be permitted free access, without prior notice, throughout the child care space _____, unless a court of competent jurisdiction has limited the parental right of access to the child and a copy of the order is on file at the facility.

A staff person shall provide to agents of the Department _____ access to the facility and, upon request, to the children and the files and records.

The facility’s current _____ and a copy of the applicable regulations under which the facility is certified shall be posted in a conspicuous location used by parents, with instructions for contacting the appropriate _____ Child Care Office of Child Development and Early Learning.

To accurately reflect the status of the Department’s approval, the operator of a family child care home is required to post each _____ issued by the Department next to the facility’s certificate of registration in a conspicuous location used by _____.

The operator and staff persons shall be _____ years of age or older.

A staff person shall obtain a biennial minimum of _____ clock hours of child care training.

First-aid training shall be renewed on or before expiration of certification or every _____ years, as applicable.

_____ persons competent in first-aid techniques shall be at the facility when child care children are _____.

55 Pa. Code Chapter 3290

**Correct
(✓)**

No more than _____ related and unrelated infants may receive care at any one time.

Cleaning materials and other toxic materials shall be stored in an original labeled container or in a container that specifies the content. Toxics shall be kept in a _____ or in an area inaccessible to children.

Trash shall be removed from the facility at least _____ per day.

Windows or doors above the ground floor that open directly to the outdoors and are accessible to children shall be constructed, or adapted to limit the openings to _____ inches.

Telephone numbers of the nearest hospital, police department, fire department, ambulance, and _____ shall be posted by each telephone in the facility.

A first-aid kit shall contain the following: soap, an assortment of adhesive bandages, _____, tweezers, tape, scissors, and _____.

_____ or damaged plaster is not permitted on indoor or _____ surfaces in the child care space.

Protective _____ and devices that can be opened easily are permitted, if they open easily and are not disapproved by building codes or _____.

Fire evacuation drills shall be conducted at least _____ times per year.

Play equipment and materials shall include items from each of the following six categories: 1) Materials for dramatic role playing; 2) toys and materials for _____ development; 3) toys and materials for visual development; 4) toys and materials for auditory development; 5) toys to handle and manipulate and art materials for tactile development; and 6) toys and equipment for _____.

55 Pa. Code Chapter 3290

**Correct
(✓)**

At least _____ feet of space is required on three sides of a bed, cot, crib or other rest equipment while the equipment is in use.

The facility shall have an operable, clean refrigerator used to store potentially hazardous food. The refrigerator shall be capable of maintaining food at _____ degrees or below. An operating thermometer shall be placed in the _____.

Children on the facility premises shall be supervised _____. Outdoor play space used by the facility is considered part of the facility premises.

Weather permitting, children shall be taken out of doors _____.

In an emergency, a child may be released to an individual upon the _____ of the parent, providing the identity of the person can be verified by the operator or a _____.

An agreement signed by the operator and the parent shall specify the following: fee, date fee is to be paid, services to be provided to the family and child, child's arrival and departure times, the individual designated by the parent to whom the child may be _____; date of the child's admission and services which are considered as _____.

Emergency contact information shall be updated in writing by the parent once in a _____ month period or as soon as there is a change in the information.

An enrolled child shall have an age-appropriate health report on record at the facility no later than _____ days following enrollment.

A staff person shall accompany the child to a source of emergency care and shall remain with the child until the _____ or a person designated by the parent assumes responsibility for the child's care.

A staff person shall ensure that a child's hands are washed before _____, snacks, after toileting and after being diapered.

55 Pa. Code Chapter 3290

**Correct
(✓)**

Diaper changing surfaces shall be cleaned after each use by wiping the surface with a _____ or by changing a pad or other surface covering.

A facility staff person shall provide the Department with a satisfactory initial health assessment. A health assessment shall be submitted to the Department _____ to issuance of an initial or renewal certificate of registration. A health assessment is valid for _____ months following the date of signature, if the person does not contract a communicable disease or develop a _____ problem.

A facility person shall wash his hands before meals and snacks, after _____ and after diapering a child.

A lunch or dinner prepared at the facility for children of toddler age or older shall have at least one item from each of the following food groups: dairy, protein, fruits and vegetables and _____.

An operator shall establish and maintain an individual record for _____ child enrolled in the facility.

An adult record shall include a copy of _____ for the criminal history record and child abuse registry clearance information, a copy of the _____ statement and a copy of the completed clearance information required under the _____.

When children are swimming, supervision shall include at least one person who has completed _____ training.

Protective receptacle covers shall be placed in electrical outlets accessible to children _____ years of age or younger.

Cigarettes, pipes, or cigars may not be smoked in indoor or outdoor child care space or food preparation areas when children are in care in the space or when _____ is being prepared.

Weapons and firearms shall be contained in a _____ cabinet.

55 Pa. Code Chapter 3290**Correct
(✓)**

Ammunition shall be contained in a _____ area _____ from weapons and firearms.

Fixed and portable space heaters, if allowed by local ordinance, may be used while children are in care, if the units are used in accordance with the _____ operating instructions.

A fireplace, woodburning or coalburning stove must be securely _____ or equipped with protective guards while in use.

Outdoor equipment that requires embedded mounting must be mounted over loose-fill or unitary playground protective surface covering that _____. The equipment must be anchored firmly and be in _____.

High chairs shall have a wide base and a _____ safety strap.

An aboveground swimming pool which is not in use shall be made _____ to children.

Contact with pets by the children is permitted only when a staff person is _____ present.

A prescription or nonprescription medication may be accepted only in an _____ container.

Medication shall be stored in a _____ area of the facility or in an area that is out of the reach of children.

An operator is responsible to establish and maintain a _____ if prescription or nonprescription medication is _____.

An infant six months of age or younger shall be _____ while being bottle fed.

KEYSTONE STARS FAMILY CHILD CARE HOME LEARNING ENVIRONMENT CHECKLIST

Instructions: Complete this form while in the areas of your home where you provide care. Think about the materials you use and the activities you do with the children during the day. YOUR ANSWERS WILL NOT AFFECT YOUR STAR LEVEL. Place a check in the “Would Like to Improve” column, for the areas where you would like to make improvements. Use the next column to explain how you could improve. Use the Additional Information area at the end of the document to include items/areas not listed that you would like to improve.

	Would Like to Improve	Ways to Improve/Purchases or Professional Development Needed
I. Space & Furnishings for Care and Learning		
• Soft furniture, cushions, or rugs are available for children to use during the day.		
• Enough indoor space is set aside for use by children, including crawling space for infants and play space for older children.		
• Safe outdoor physical playtime is provided daily for children of all ages year-round except during bad weather.		
II. Basic Care		
• Well-balanced meals and snacks are served each day at scheduled times.		
• Nap/rest time is scheduled daily based on needs of children.		
• Children wash hands before and after meals.		
• Steps are taken to cut down on the spread of germs. (Examples: Mouthed toys removed from play area each day for cleaning; children and caregiver wash hands after wiping noses.)		
• A substitute caregiver is available for emergencies.		
III. Language and Reasoning		
• Children are encouraged to talk to you and use language during daily routines.		
• Books are read to children of all ages each day.		
• Daily activities and available toys encourage children to practice talking.		

	Would Like to Improve	Ways to Improve/Purchases or Professional Development Needed
IV. Learning Activities		
<ul style="list-style-type: none"> Opportunities are provided several times a week for children to take part in art or music activities. 		
<ul style="list-style-type: none"> A variety of dramatic play, books, blocks, puzzles, nature/science and math materials are within children's reach and are available for daily use. 		
<ul style="list-style-type: none"> Special indoor and outdoor activities are planned regularly. (Examples: water play, walks, cooking activities, etc.) 		
V. Social Development		
<ul style="list-style-type: none"> Children are assisted in finding positive solutions to problems through discussion. 		
<ul style="list-style-type: none"> Rules reflect the ages and abilities of the children in care. 		
<ul style="list-style-type: none"> Boys and girls are not limited to traditional roles in choice of play activities. (Examples: boys may cook, girls may play with trucks) 		
VI. Adult Needs		
<ul style="list-style-type: none"> Parents are encouraged to share skills and interests with the child care children. (Examples: bringing in materials, helping with field trips, teaching a song or dance) 		
<ul style="list-style-type: none"> When appropriate household jobs are done with children as learning activities. (Examples: baking bread, sorting and folding clothes) 		
<ul style="list-style-type: none"> Child Care magazines or books are read or professional development activities are attended regularly. 		
Additional Information		

*Items on this checklist reflect items that indicate higher standards of quality in Family Child Care Homes, as per the Family Child Care Environment Rating Scale (FCCERS).

FAMILY CHILD CARE HOME PROVIDER ATTESTATION

Instructions: Make sure that the person who signs this attestation is the individual who is *legally* authorized to represent the facility.

- I attest to limiting the children’s television, video, and DVD watching to no more than 5 hours per week. These 5 hours contain materials that are age-appropriate and educational. In addition, I am present while the children watch these materials.
- I affirm that I have posted copies of inspection reports required by my local ordinances where parents can easily see them.

Signature of the Individual Who is Legally Authorized to Represent the Facility

Date

Print Name

Title