

## STARS WORKSHEET

### STAR 2 – Group 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 STARS Performance Standard. In order to receive a designation at this level, the program must meet all of the STARS Performance Standards for STAR 2, *as well as* 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. During your designation visit, STARS staff may use other methods to confirm that a 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 in the STAR Levels. Therefore, there are STAR 1 standards included in the STAR 2 standards. *These standards are italicized with the STAR level in parentheses.* Under each standard, there are checkboxes to help you keep track of the items needed for the designation visit. You also will notice that certain standards have a note to let you know that there is an optional tool available to help meet the standard.
2. *Pre-Designation Notes column* – There are important notes in this column to help you prepare. Please use this column during pre-designation preparation to help keep track of your progress. In the comments section, feel free to write specific notes or explanations.
3. *Designation Notes column* – STARS staff will use this column during the STAR 2 designation visit. There also is a section for comments where specific guidance can be provided.

As you are working through the worksheet, there are several notes that ask you to refer to the *Staff Records Grid* (required for designation) at the end of this worksheet. Also at the end of this worksheet is the *STARS Enrollment Calculation Tool*, which is also required for designation. Optional tools are also listed throughout the worksheet. These tools are listed with the individual standards that they were designed to help you 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](http://www.pakeys.org) or by contacting your STARS representative.

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 Clarifications section beginning on page 30 of this worksheet.

**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>Primary Staff Person Qualifications</b></p> <p><b>1. Director (Primary Staff Person) completes the STARS Orientation within 90 days of Start with STARS Enrollment. (Start with STARS)</b></p> <p><input type="checkbox"/> STARS approved professional development certificates for STARS Orientation.</p>	<p><b>Pre-Designation Date:</b> _____</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>This professional development is optional for a Primary Staff Person who had been at STAR 1 and above prior to July 1, 2008. All other Primary Staff Persons are required to attend this professional development.</li> <li>Family Child Care Home STARS Orientation is acceptable professional development for <i>home-based</i> Group Home Primary Staff Persons.</li> </ul> <p>Primary Staff Person's Initials: _____</p> <p><input type="checkbox"/> STARS Orientation Completed: Date _____ Hrs _____</p>	<p><b>Designation Date:</b> _____</p> <p>STARS Orientation Completed: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>
<p><b>2. Complete professional development on the Core Body of Knowledge/Professional Development Record (CBK/PDR) and Foundations of the Environment Rating Scale (ERS). (STAR 1)</b></p> <p>STARS approved professional development certificates</p> <p><input type="checkbox"/> CBK/PDR for Primary Staff Person</p> <p><input type="checkbox"/> Foundations of the ERS</p> <p align="center"><b>OR</b></p> <p><input type="checkbox"/> FCCERS Rating Scale PD</p>	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Primary Staff Persons hired within the 12 months prior to designation have 12 months after their directorship start date to complete the CBK/PDR and Foundations of the ERS professional development.</li> <li>Primary Staff Persons taking FCCERS rating scale professional development meet the requirement for Foundations of the ERS</li> <li>If ITERS, ECERS, or SACERS was taken before July 2007, credit for Foundations of ERS is given.</li> </ul> <p>Primary Staff Person's Initials: _____</p> <p><input type="checkbox"/> CBK/PDR Completed: Date _____ Hrs _____</p> <p><input type="checkbox"/> Foundations of ERS Completed: Date _____ Hrs _____</p> <p align="center"><b>OR</b></p> <p><input type="checkbox"/> FCCERS Rating Scale PD Completed: Date _____ Hrs _____</p>	<p>CBK/PDR Completed: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Foundations of ERS Completed: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p align="center"><b>OR</b></p> <p>FCCERS Rating Scale Completed: Yes <input type="checkbox"/> No <input type="checkbox"/></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>3. New Staff Orientation* completed by all aides and new staff within 90 days of start of employment.</b></p> <p><input type="checkbox"/> Documentation of New Staff Orientation for new staff (within 90 calendar days of start of employment) and aides</p> <p>[Check (✓) on the <i>Staff Records Grid</i>. See column N.]</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• “New staff” includes employees who were hired within the past 6 months.</li> <li>• New staff and aides working less than 500 hours per year must complete the orientation within 180 calendar days of start of employment.</li> <li>• Volunteers and Substitutes working more than 500 hours per year must complete the orientation within 180 calendar days of start of employment.</li> <li>• For staff working in both Early Childhood and School Age classrooms, please complete the New Employee Orientation for the age group of primary focus.</li> <li>• It is recommended that staff complete this requirement within 30-45 days of hire, so that the provider receives the professional development certificate within the 90 day period.</li> <li>• These training hours count only for New Staff Orientation. They do not meet Health and Safety, Observation or other professional development requirements.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>4. Complete professional development on Continuous Quality Improvement (CQI), the Facility Professional Development (FPD) Plan, and the Learning Standards.</b></p> <p>STARS approved professional development certificates</p> <p><input type="checkbox"/> CQI</p> <p><input type="checkbox"/> FPD Plan</p> <p><input type="checkbox"/> Learning Standards</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Primary Staff Persons hired within the 12 months prior to designation have 12 months after their directorship start date to complete the CQI, FPD Plan, and Learning Standards professional development.</li> <li>• The approved Learning Standards professional development is 6 hours in length.</li> <li>• For School Age practitioners, Links to Learning is a separate school age professional development series that is also 6 hours in length.</li> </ul> <p>Primary Staff Person's Initials: _____</p> <p><input type="checkbox"/> CQI Completed: Date _____ Hrs _____</p> <p><input type="checkbox"/> FPD Completed: Date _____ Hrs _____</p> <p><input type="checkbox"/> Learning Standards Completed: _____</p> <p style="padding-left: 100px;">Date _____ Hrs _____</p> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>CQI Completed: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>FPD Completed: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Learning Standards Completed: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>
<p><b>5. Complete professional development in the ERS scales appropriate to age groups in the facility.</b></p> <p><input type="checkbox"/> STARS approved professional development certificates for the ERS scales appropriate to age groups in the facility.</p>	<p><b>Note:</b> Primary Staff Persons hired within the 12 months prior to designation have 12 months after their directorship start date to complete professional development in the ERS scales appropriate to the facility.</p> <p>Primary Staff Person's Initials: _____</p> <p><input type="checkbox"/> ITERS Completed: Date _____ Hrs _____</p> <p><input type="checkbox"/> ECERS Completed: Date _____ Hrs _____</p> <p><input type="checkbox"/> SACERS Completed: Date _____ Hrs _____</p> <p><input type="checkbox"/> FCCERS Completed: Date _____ Hrs _____</p>	<p>ITERS Completed: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>ECERS Completed: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>SACERS Completed: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>FCCERS Completed: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>6. Attend child abuse mandated reporter professional development that reflects the most current laws in Pennsylvania.</b>  <input type="checkbox"/> Certificate or other documentation showing completion date of professional development</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• The professional development instruction must be a minimum of 2 hours in length.</li> <li>• If completed between 7/1/2006 and 6/30/2007, staff person must read and sign the summary of the new laws passed in May, 2007. Attach the signed summary to the documentation of professional development.</li> <li>• If completed prior to 7/1/06, that person must receive updated mandated reporter professional development.</li> <li>• For more information, contact STARS staff or go to <a href="http://www.pakeys.org">www.pakeys.org</a>.</li> </ul> <p>Completion Date: _____            Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>
<p><b>7. Current pediatric first aid certification*.</b>  <input type="checkbox"/> First Aid card or approved professional development certificate for pediatric first aid</p> <p>[List the Pediatric First Aid Expiration Date on the <i>Staff Records Grid</i>. See column O.]</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Pediatric First Aid hours <u>cannot</u> count toward the annual clock hours required by the Performance Standards.</li> <li>• 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.</li> <li>• Pediatric First Aid is applicable to children from birth to 21 years old.</li> <li>• Staff hired within the 12 months prior to designation have 12 months after date of hire to complete.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>8. Level III or above on the Career Lattice by 7/1/2012.*</b>  <input type="checkbox"/> Transcripts or copy of degree/diploma                      [List Career Lattice Level on the <i>Staff Records Grid</i>. See column K.]</p> <p><b>Optional Tools Available:</b>  <i>Career Lattice Information Sheet</i>  <i>Early Childhood Education Credit Guidelines</i></p>	<p><b>Note:</b> It is highly recommended the Primary Staff Person develops and implements a plan to achieve this standard by 7/1/2012.                      Degree Type/Major Area of Study:                      _____                      Graduation Date: _____</p> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>
<p><b>Primary Staff Person Development</b></p>		
<p><b>1. Annual professional development plan is developed based on needs identified in the Professional Development Record (PDR).</b>  <input type="checkbox"/> Annual professional development (PD) plan completed based on the needs in PDR                      [Check (✓) on the <i>Staff Records Grid</i>. See column L.]  <input type="checkbox"/> PD plan completed for the past 12 months                      [Check (✓) on the <i>Staff Records Grid</i>. See column M.]</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Annual training plan must be current and must be signed/dated by the Primary Staff Person/Owner Operator and Secondary Staff Person, as applicable. All four (4) pages must be completed as follows:                             <ul style="list-style-type: none"> <li>○ Knowledge Areas and Competency Codes must be listed on pages 12, 13, etc.</li> <li>○ Professional development must be cross-referenced.</li> <li>○ Self-assessments must be completed.</li> </ul> </li> <li>• New Primary Staff Persons have 90 days from hire date to complete PDR. SACC Primary Staff Persons have 180 days to complete PDR.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



Name of Facility: \_\_\_\_\_ MPI # on Certificate of Compliance: \_\_\_\_\_ County: \_\_\_\_\_

**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>2. Annually participate in 1 professional growth and development activity.*</b></p> <p><input type="checkbox"/> Membership card, certificate, meeting minutes, certificate of attendance, or other documentation of the listed professional growth activity</p> <p><input type="checkbox"/> STARS staff may interview the director during the designation visit to discuss participation in professional growth activities.</p> <p>List activity beside the check box:</p> <p><input type="checkbox"/> _____</p> <p>[List the number of activities on the <i>Staff Records Grid</i>. See column U.]</p>	<p><b>Note:</b> Primary Staff Persons hired within the 12 months prior to designation have 12 months after their directorship start date to complete.</p> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>3. 12 annual clock hours of professional development based on the PDR.</b>  <i>(6 hours must be based on the PDR.)</i></p> <p><input type="checkbox"/> Professional development has occurred within the past 12 months.</p> <p><input type="checkbox"/> 6 hours of STARS approved professional development match the needs in PDR</p> <p><input type="checkbox"/> Documentation of STARS approved professional development certificates that include course title, hours, and instructor signature</p> <p>[List the number of annual clock hours on the <i>Staff Records Grid</i>. See column P.]</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Primary Staff Person hired within the 12 months prior to designation have 12 months after their directorship start date to complete annual clock hours.</li> <li>• Fire and Water Safety do not count toward the required annual clock hours.</li> <li>• Pediatric First Aid does not count toward the required annual clock hours.</li> <li>• Self-learning modules require 6-8 weeks to process and receive certificates.</li> <li>• 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.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>4. 3 annual clock hours in management, professionalism, supervision, leadership, and/or administration.</b></p> <p><input type="checkbox"/> STARS approved professional development certificates that include course title, hours, instructor signature and date.</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• 3 annual clock hours in management, professionalism, supervision, leadership and/or administration are included in the total number of annual clock hours required.</li> <li>• 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.</li> <li>• Primary Staff Person hired within the 12 months prior to designation have 12 months after their directorship start date to complete annual clock hours.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.

**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>5. All staff* must have two hours of health and safety professional development annually.</b></p> <p><input type="checkbox"/> Documentation of STARS approved professional development that indicates completion of two annual hours in health and safety in child care</p> <p>[List professional development dates on the <i>Staff Records Grid</i>. See column Q.]</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• “Managing Illness in Child Care” ECELS workshop is recommended as the initial course to meet this STARS performance standard.</li> <li>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.</li> <li>• 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 <a href="http://www.pakeys.org">www.pakeys.org</a>.</li> <li>• Please contact your Regional Key if you want to know if a particular topic is appropriate to meet this standard.</li> <li>• Self-learning modules require 6-8 weeks to process and receive certificates.</li> <li>• 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.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>6. All staff* must attend at least two hours of professional development annually on child observation, inclusive practices and/or ERS.</b>  <i>(A professional development course must be taken in at least one of the topic areas.)</i></p> <p><input type="checkbox"/> Documentation of STARS approved professional development including information such as course title, hours, instructor signature and date.</p> <p align="center"><b>- OR -</b></p> <p><input type="checkbox"/> Transcripts from an accredited college indicating completion of a course that includes at least one of these topic areas. A course description should be attached to verify course content.</p> <p>[List professional development dates on the <i>Staff Records Grid</i>. See columns R-T]</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• The professional development should be based on PDR if it is determined that a staff member requires knowledge in one or more of these topic areas. If none of the topic areas are determined as a need on the PDR, the director should assign the topic area that is best suited to meet site-specific professional development plans or goals.</li> <li>• The ERS requirement refers to STARS approved professional development related to appropriate learning environments for children.</li> <li>• The Inclusive Practices requirement refers to STARS approved professional development related to serving children with special needs or disabilities and/or supporting diverse children/families.</li> <li>• If a staff person has already taken Child Observation and would like further professional development on the topic, the staff may attend STARS approved professional development on Ages &amp; Stages. For more information, please contact your Regional Key.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>Secondary Staff* Qualifications</b></p> <p><b>1. New Staff Orientation* completed by all aides and new staff within 90 days of start of employment.</b></p> <p><input type="checkbox"/> Documentation of New Staff Orientation for new staff (within 90 calendar days of start of employment) and aides</p> <p>[Check (✓) on the <i>Staff Records Grid</i>. See column N.]</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• “New staff” includes employees who were hired within the past 6 months.</li> <li>• New staff and aides working <u>less</u> than 500 hours per year must complete the New Staff Orientation within 180 calendar days of start of employment.</li> <li>• Volunteers and substitutes working <u>more</u> than 500 hours per year must complete the New Staff Orientation within 180 calendar days of start of employment.</li> <li>• For staff working in both Early Childhood and School Age classrooms, please complete the New Employee Orientation for the age group of primary focus.</li> <li>• It is recommended that staff complete this requirement within 30-45 days of hire, so that the provider receives the professional development certificate within the 90 day period.</li> <li>• These training hours count only for New Staff Orientation. They do not meet Health and Safety, Observation or other professional development requirements.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



Name of Facility: \_\_\_\_\_ MPI # on Certificate of Compliance: \_\_\_\_\_ County: \_\_\_\_\_

**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>2. High School Diploma or Generalized Education Development (GED) certification.</b>  <input type="checkbox"/> Copy of diploma or certificate                      [List in the Career Lattice column on the <i>Staff Records Grid</i>. See column K.]</p> <p><b>Optional Tool Available:</b>  <i>Career Lattice Information Sheet</i>  <i>Early Childhood Education Credit Guidelines</i></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>
<p><b>3. All staff at Level I on the Career Lattice.</b>  <input type="checkbox"/> Documentation that 15 hours of Orientation Training has been completed                      [List Career Lattice levels on the <i>Staff Records Grid</i>. See column K.]</p> <p><b>Optional Tool Available:</b>  <i>Career Lattice Information Sheet</i>  <i>Early Childhood Education Credit Guidelines</i></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>Secondary Staff* Development</b></p> <p><b>1. Annual professional development plan is based on needs identified in the Professional Development Record (PDR).</b></p> <p><input type="checkbox"/> Individual Professional Development Record completed showing staff member’s professional development needs</p> <p><input type="checkbox"/> Annual professional development plan completed based on the needs in PDR</p> <p>[Check (✓) on the <i>Staff Records Grid</i>. See column L.]</p> <p><input type="checkbox"/> Professional development plan completed for the past 12 month period</p> <p>[Check (✓) on the <i>Staff Records Grid</i>. See column M.]</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Annual training plan must be current and must be signed/dated by the Primary Staff Person/Owner Operator and Secondary Staff Person, as applicable. All four (4) pages must be completed as follows:               <ul style="list-style-type: none"> <li>○ Knowledge Areas and Competency Codes must be listed on pages 12, 13, etc.</li> <li>○ Professional development must be cross-referenced.</li> <li>○ Self-assessments must be completed.</li> </ul> </li> <li>• New staff has 90 days from hire date to complete PDR. SACC staff has 180 days to complete PDR.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>
<p><b>2. One additional staff member must have current pediatric first aid certification.*</b></p> <p><input type="checkbox"/> First aid card or professional development certificate indicating pediatric first aid</p> <p>[List the Pediatric First Aid Expiration Date on the <i>Staff Records Grid</i>. See column O.]</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Pediatric First Aid hours cannot count toward the annual clock hours required by the Performance Standards.</li> <li>• 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.</li> <li>• Pediatric First Aid is applicable to children from birth to 21 years old.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>3. 9 annual clock hours of professional development*, based on PDR, taken by each staff member</b>  <i>(3 hours must be based on the PDR.)</i></p> <p><input type="checkbox"/> Professional Development has occurred within the past 12 months</p> <p><input type="checkbox"/> 3 hours of STARS approved professional development matches the needs in the PDR</p> <p><input type="checkbox"/> Documentation of STARS approved professional development including information such as course title, hours, and instructor signature</p> <p>[List the number of annual clock hours on the <i>Staff Records Grid</i>. See column P.]</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Completion of college credit hours will count toward annual clock hours. The hours allotted will be as follows: 1 college credit = 15 annual clock hours.</li> <li>• Staff working less than 500 hours per year and volunteers/substitutes working more than 500 hours per year must take 6 annual clock hours.</li> <li>• Staff hired within the 12 months prior to designation have 12 months after date of hire to complete annual clock hours.</li> <li>• Fire and Water Safety do not count toward the required annual clock hours.</li> <li>• Pediatric First Aid does not count toward the required annual clock hours.</li> <li>• Self-learning modules require 6-8 weeks to process and receive certificates.</li> <li>• 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.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>4. All staff* must have two hours of health and safety professional development annually.</b>  <input type="checkbox"/> Documentation of STARS approved professional development that indicates completion of two annual hours in health and safety in child care</p> <p>[List professional development dates on the <i>Staff Records Grid</i>. See column Q.]</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• “Managing Illness in Child Care” ECELS workshop is recommended as the initial course to meet this STARS performance standard.</li> <li>• 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.</li> <li>• 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 <a href="http://www.pakeys.org">www.pakeys.org</a>.</li> <li>• Please contact your Regional Key if you want to know if a particular topic is appropriate to meet this standard.</li> <li>• Self-learning modules require 6-8 weeks to process and receive certificates.</li> <li>• 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</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>5. All staff* must attend at least two hours of professional development annually on child observation, inclusive practices and/or ERS.</b>  <i>(A professional development course must be taken in at least one of the topic areas.)</i></p> <p><input type="checkbox"/> Documentation of STARS approved professional development including information such as course title, hours, instructor signature and date.</p> <p style="text-align: center;"><b>- OR -</b></p> <p><input type="checkbox"/> Transcripts from an accredited college indicating completion of a course that includes at least one of these topic areas. A course description should be attached to verify course content.</p> <p>[List professional development dates on the <i>Staff Records Grid</i>. See columns R-T]</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• The professional development should be based on PDR if it is determined that a staff member requires knowledge in one or more of these topic areas. If none of the topic areas are determined as a need on the PDR, the director should assign the topic area that is best suited to meet site-specific professional development plans or goals.</li> <li>• The ERS requirement refers to STARS approved professional development related to appropriate learning environments for children.</li> <li>• The Inclusive Practices requirement refers to STARS approved professional development related to serving children with special needs or disabilities and/or supporting diverse children/families.</li> <li>• If a staff person has already taken Child Observation and would like further professional development on the topic, the staff may attend STARS approved professional development on Ages &amp; Stages. For more information, please contact your Regional Key.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



Name of Facility: \_\_\_\_\_ MPI # on Certificate of Compliance: \_\_\_\_\_ County: \_\_\_\_\_

**LEARNING PROGRAM**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>Child Observation / Curriculum / Assessment</b></p> <p><b>1. Site obtains and maintains copies of the appropriate Learning Standards for all age groups in the program. (STAR 1)</b></p> <p><input type="checkbox"/> Current Learning Standards are on site and accessible for all staff members to review</p>	<p><b>Note:</b> Copies of the Learning Standards may be viewed and downloaded online at <a href="http://www.pde.state.pa.us/portal/server.pt/community/Standards/8709/">http://www.pde.state.pa.us/portal/server.pt/community/Standards/8709/</a>. One copy per classroom may be ordered from <a href="mailto:fulfill@wavelinedirect.com">fulfill@wavelinedirect.com</a>. Copies may also be available from the Regional Key.</p> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>
<p><b>2. Learning Standards are used as a resource for staff in classroom planning and documentation of children’s learning.</b></p> <p><input type="checkbox"/> STARS staff may interview site staff during the designation visit regarding the use of the Learning Standards during staff planning</p> <p><input type="checkbox"/> Planned classroom activities reflect the Key Learning Areas of the Learning Standards.</p> <p><b>Optional Tool Available:</b> <i>Linking Standards to Classroom Planning</i></p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• It is recommended that lesson plans should address each key learning area daily.</li> <li>• It is recommended that lesson planning should contain a statement of the goal of the lesson.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



**LEARNING PROGRAM**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>3. A developmental screening is completed and shared with parents within 45 days of program entry. (Effective 7/1/2012)</b></p> <p><input type="checkbox"/> STARS staff will review child records to confirm that the developmental screening has been completed within 45 days of program entry. A copy of the written information provided to parents must also be in the child record.</p> <p><input type="checkbox"/> Statement indicating procedure for completing developmental screening and sharing with parents.</p> <p><b>Optional Tool Available:</b> <i>Observation/Assessment/Conference Tracking Sheet</i></p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Until this standard becomes effective on 7/1/2012, the previous standard "Documented observation of child is completed and shared with parents within 45 days of program entry" continues to be in effect.</li> <li>• It is recommended that the same developmental screening be used for all children in a particular age group.</li> <li>• The Ages &amp; Stages Questionnaire is the recommended tool to meet this performance standard. For more information, please contact your Regional Key.</li> <li>• For a list of Ages &amp; Stages Professional Development in your area, login to the PA Keys to Professional Development website at <a href="http://www.pakeys.org">www.pakeys.org</a>.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



Name of Facility: \_\_\_\_\_ MPI # on Certificate of Compliance: \_\_\_\_\_ County: \_\_\_\_\_

**LEARNING PROGRAM**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<b>Environment Rating</b>		
<p><b>1. ERS self-assessment of every classroom/age group must be completed annually by a staff member who has completed approved ERS professional development.</b></p> <p><input type="checkbox"/> Score sheet of completed ERS self-assessment</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• All sections of the document are complete</li> <li>• Must have ERS training to complete self-assessment</li> <li>• Please visit <a href="http://www.pakeys.org/pages/get.aspx?page=Programs_STARS_ERS">http://www.pakeys.org/pages/get.aspx?page=Programs_STARS_ERS</a> for the PA Position Statement regarding the Environment Rating Scale.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>
<p><b>2. A written Improvement Plan is developed to address any ERS subscale score below a 3.0.</b></p> <p><input type="checkbox"/> Written Improvement Plan addressing any subscale score below 3.0 in the Keystone STARS ERS self-assessment</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.

Name of Facility: \_\_\_\_\_ MPI # on Certificate of Compliance: \_\_\_\_\_ County: \_\_\_\_\_

**PARTNERSHIPS WITH FAMILY AND COMMUNITY**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>Community Resources / Family Involvement</b></p>		
<p><b>1. At enrollment, families are provided with information regarding public, social, and community services. (STAR 1)</b>  <input type="checkbox"/> Copy of the information given to parents</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Providers may contact their local Early Intervention (EI), Children &amp; 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.</li> <li>• It is recommended that providers include information about Pennsylvania’s Promise for Children (<a href="http://paprom.convio.net">http://paprom.convio.net</a>).</li> <li>• It is recommended that providers explain to families that Keystone STARS is a state program that receives public funding. Please contact your Regional Key for more details.</li> <li>• It is recommended that providers offer the above materials in the parent’s/family’s primary language, if their knowledge of English is limited.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



**PARTNERSHIPS WITH FAMILY AND COMMUNITY**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>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 conference is offered within 45 days of enrollment to encourage program-family partnerships and share initial observations and goals for the child. (STAR 1)</b></p> <p><input type="checkbox"/> Copy of a meeting notice to parent offering the meeting dated within 45 calendar days of enrollment is part of the child's record</p> <p><input type="checkbox"/> Notes from the meeting are a part of the child's record</p> <p><b>Optional Tool Available:</b> Enrollment and "Getting to Know You" Meeting Guide</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>This standard was previously referred to as the "Getting to Know You" meeting.</li> <li>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.</li> <li>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.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>
<p><b>3. At a minimum of once per year, written information on topics including health and human services, wellness, nutrition and fitness, and/or child development is given and explained to parents and staff.</b></p> <p><input type="checkbox"/> Sample of health and human services, wellness, nutrition and fitness, and/or child development information</p>	<p><b>Note:</b> It is recommended that providers offer the written 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><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



**PARTNERSHIPS WITH FAMILY AND COMMUNITY**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>4. If applicable to the child, provider requests from parents copies of child’s IEP or IFSP, written plans, and/or special needs assessments completed by professionals to inform classroom practice.</b></p> <p><input type="checkbox"/> Parent sign-off sheet requesting the IEP/IFSP</p> <p style="text-align: center;"><b>-OR-</b></p> <p><input type="checkbox"/> Page in Parent Handbook in which a copy of the IEP/IFSP is requested</p> <p style="text-align: center;"><b>-OR-</b></p> <p><input type="checkbox"/> Written enrollment practices require that the IEP/IFSP is requested at enrollment.</p> <p><b>Optional Tool Available:</b> <i>IEP/IFSP Information Sheet</i></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>
<p><b>5. Individual child information is shared in written form with parents on a daily basis for infants &amp; toddlers, and there is a format and procedure for use on an as needed basis for other age groups.</b></p> <p><input type="checkbox"/> Procedure to share written individual child information with parents</p> <p><input type="checkbox"/> Sample of written format for infants and toddlers</p> <p><input type="checkbox"/> Sample of written format for other age groups</p>	<p><b>Note:</b> It is recommended that providers offer the individual child 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><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>
<p><b>6. Specific group or classroom information is shared with parents daily using a visual communication format.</b></p> <p><input type="checkbox"/> Communication format is either visible in the classroom or a sample is provided</p>	<p><b>Note:</b> It is recommended that providers offer the communication 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><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



**PARTNERSHIPS WITH FAMILY AND COMMUNITY**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>7. A minimum of one parent conference is offered per year to discuss the child’s progress and behavioral, social and physical needs.</b></p> <p><input type="checkbox"/> Dated copy of parent conference notice dated within the last 12 months is part of the child’s records</p>	<p><b>Note:</b> It is recommended that providers offer the conference 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><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>
<p><b>8. Families are provided with information/ application for publicly funded child care/health insurance programs, and tax credit information (Earned Income Tax Credit, PA TAX BACK) upon enrollment.</b></p> <p><input type="checkbox"/> Sample of packet given to families that includes information/application for publicly funded child care/health insurance programs and information on tax credits</p>	<p><b>Note:</b> It is recommended that providers offer the 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><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>
<b>Transition</b>		
<p><b>1. Program provides general information to parents regarding transitioning children to another classroom or educational setting. (STAR 1)</b></p> <p><input type="checkbox"/> Copy of information provided to parents regarding transitioning children to another classroom</p> <p><input type="checkbox"/> Copy of information provided to parents regarding transitioning children to another educational setting</p> <p><input type="checkbox"/> STARS staff may interview the staff during the designation visit to discuss general information provided to parents</p>	<p><b>Note:</b> 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><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>
<p><b>2. Program transfers child records, at the request of the parent, when the child transitions to another educational setting.</b></p> <p><input type="checkbox"/> Policy addressing the mechanism to transfer appropriate information is part of the Policy and Procedure Manual</p> <p><input type="checkbox"/> Page in the parent handbook that indicates that parents are aware of the policy</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



Name of Facility: \_\_\_\_\_ MPI # on Certificate of Compliance: \_\_\_\_\_ County: \_\_\_\_\_

**PARTNERSHIPS WITH FAMILY AND COMMUNITY**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<b>3. Program includes age-appropriate activities for children to prepare for transition.</b> <input type="checkbox"/> Sample activities or lesson plans	Verified: Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Comments:</b>	Verified: Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Comments:</b>

**LEADERSHIP AND MANAGEMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<b>Business Practices</b>		
<b>1. Program develops and distributes a Parent Handbook. (STAR 1)</b> <input type="checkbox"/> Parent Handbook <b>Optional Tool Available:</b> <i>Parent Handbook Topic Areas</i>	<b>Note:</b> 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"/> <b>Comments:</b>	Verified: Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Comments:</b>
<b>2. A financial record keeping system for revenue and expenses is in place.</b> <input type="checkbox"/> Documentation of financial record keeping system of expenses and revenue that is operational during the current period of the designation visit	<b>Note:</b> For a multi-site program, a financial record keeping system for revenue and expenses need not be site-specific as long as it reflects the competency of the corporate entity. Verified: Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Comments:</b>	Verified: Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Comments:</b>

\* Please see the Clarifications section beginning on page 30 of this worksheet.

**LEADERSHIP AND MANAGEMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>3. Program creates a projected one-year operating budget, including a statement of income and expenditures.</b></p> <p><input type="checkbox"/> Program budget</p> <p><input type="checkbox"/> Budget addresses the period of the designation visit</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• For a multi-site program, a projected one-year operating budget need not be site-specific as long as it reflects the competency of the corporate entity.</li> <li>• Courses are available to assist your facility in developing a budget, such as those offered in the PA Director’s Credential. Please contact your Regional Key for further information.</li> <li>• For additional information regarding budgets, you may access the Small Business Administration web site at <a href="http://sba.gov/">http://sba.gov/</a> or the PA Small Business Development Centers web site at <a href="http://www.pasbdc.org/">http://www.pasbdc.org/</a>.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>
<p><b>4. Organizational structure and job descriptions are included in a personnel policy manual that is shared with staff.</b></p> <p><input type="checkbox"/> Program-specific organizational charts as relating to the organizational needs at a program level</p> <p><input type="checkbox"/> Job descriptions for staff employed (have responsibilities at the site) in the program</p> <p><input type="checkbox"/> Organizational charts and job descriptions are documented and available to staff.</p> <p><b>Optional Tools Available:</b></p> <p><i>Organizational Chart Samples</i></p> <p><i>Job Descriptions Guide</i></p>	<p><b>Note:</b> A written description of the duties, qualifications, and responsibilities of each staff position and the lines of authority and responsibility within the facility should accompany an organizational chart.</p> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



Name of Facility: \_\_\_\_\_ MPI # on Certificate of Compliance: \_\_\_\_\_ County: \_\_\_\_\_

**LEADERSHIP AND MANAGEMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<b>Continuous Quality Improvement</b>		
<p><b>1. Program uses documents for tracking illnesses and injuries, including plans of action to prevent further occurrences. (STAR 1)</b></p> <p><input type="checkbox"/> Documents for injury and illness tracking of children</p> <p><input type="checkbox"/> Plans of action to prevent further occurrences.</p> <p><b>Optional Tool Available:</b> <i>Injury and Illness Tracking Guide</i></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>
<p><b>2. Complete and provide an annual Facility Professional Development Plan (or equivalent).</b></p> <p><input type="checkbox"/> Annual Facility Professional Development (FPD) Plan Completed and submitted to Regional Key</p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>
<p><b>3. System of site safety review and corresponding plan of action are instituted.</b></p> <p><input type="checkbox"/> Documentation of system of site safety review</p> <p><input type="checkbox"/> Plan of action to address issues</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• The "Health and Safety Checklist" found in <u>Model Child Care Health Policies</u> and <u>Healthy Young Children</u> are recommended; however, other tools may be appropriate for your facility.</li> <li>• With any pre-existing tool for site safety review, it is recommended that you follow the timeframes suggested in the tool for performing the review.</li> <li>• It is recommended that indoor and outdoor site reviews are completed at least quarterly/seasonally, if not otherwise specified by the tool.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.

**LEADERSHIP AND MANAGEMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>Staff Communication and Support</b></p>		
<p><b>1. Each staff person must participate in a staff meeting at least once per month. Staff meeting must include discussions of quality and its impact on the Learning Program.</b>  <input type="checkbox"/> Agenda, minutes, sign-in sheets showing that staff members have opportunity to participate in a meeting at least once per month to discuss the learning program  <input type="checkbox"/> STARS staff will interview site staff during the designation visit regarding the basic agenda for staff meetings</p>	<p><b>Note:</b> The Learning Program includes all aspects of your educational program, including curriculum and a discussion of continuous quality improvement (CQI) planning.</p> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>
<p><b>2. Director (Primary Staff Person) develops plan for sharing information about Keystone STARS, continuous quality improvement, and professional development with staff members. (STAR 1)</b>  <i>Plan for sharing information regarding</i>  <input type="checkbox"/> Keystone STARS  <input type="checkbox"/> Continuous quality improvement  <input type="checkbox"/> Professional development  <b>Optional Tool Available:</b>  <i>Talking Points for Directors</i></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>
<p><b>3. Director (Primary Staff Person) meets with each staff member using the plan developed in STAR 1. For new staff, this meeting is held within 90 days of start of employment.</b>  <input type="checkbox"/> STARS staff will interview site staff during the designation visit to verify that the primary staff person shared information regarding STARS, continuous quality improvement, and professional development  <input type="checkbox"/> STARS staff will interview new site staff to verify that this discussion occurred within 90 calendar days of employment  <b>Optional Tool Available:</b>  <i>Talking Points for Directors</i></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



Name of Facility: \_\_\_\_\_ MPI # on Certificate of Compliance: \_\_\_\_\_ County: \_\_\_\_\_

**LEADERSHIP AND MANAGEMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<b>Employee Compensation</b>		
<p><b>1. List of all staff by positions, salary, and tenure.</b></p> <p><input type="checkbox"/> Documentation of staff positions and tenure [List on the <i>Staff Records Grid</i>. See column A-D]</p> <p><input type="checkbox"/> Salary in personnel policies (listed as maximum – minimum for each position)</p>	<p><b>Note:</b> It is recommended that positions/titles and salary ranges are shared with all staff.</p> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>
<p><b>2. At least 1 employee benefit* given to staff.</b></p> <p><input type="checkbox"/> STARS staff will interview staff during the designation visit to verify that they receive 1 benefit</p>	<p><b>Note:</b> Benefits for part-time staff may be prorated to be commensurate with the number of hours they work. For more information on prorating, contact your Regional Key.</p> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 30 of this worksheet.



## CLARIFICATIONS

- **Staff** includes the Primary Staff Person and all caregiving 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.
- **Related Fields** are as defined on the Pennsylvania Keys to Quality Early Learning Career Lattice. They include Human Development, Psychology, Sociology, Social Work, Education, Nursing, Home Economics/Family & Consumer Science, Recreation, Child and Family Studies, and Business.
- **Professional Growth and Development Activities**, as defined by Keystone STARS, include:
  - For use in conjunction with Director (Primary Staff Person) and Staff Development**
    1. Active member of a professional organization (local, state or national) related to the field of early childhood or school age programs.
    2. Member of a committee or board of an organization committed to child advocacy, OCDEL community engagement group for early childhood education, or child development.
    3. Attend, as a participant, a national, nationally affiliated, or statewide early learning conference.
    4. Presenter, trainer, or instructor in child development/child care subjects in a class, training, workshop, or conference setting for staff, parents, or community.
    5. Author of published material on child development/child care subjects.
    6. Serve as a Child Development Associate or School Age Credential Advisor or Assessor.
    7. Mentor or provide consultation to another early childhood or school age program.
    8. State/national accreditation observer, assessor, verifier, or endorser.
    9. Supervisor of student teachers.
    10. Coordinate and/or serve on a committee to coordinate an early learning conference.
    11. Presenter, trainer or instructor in communications/community education subjects, such as media relations or becoming an ambassador for early education in your community, in a class, training, workshop or conference setting for staff, parents or community.
    12. Organizer or panelist/testifier in a leadership forum for community/school/business/or legislative leaders on early education in the community.
    13. Organize a site visit of your facility for community/school/business leadership or public officials, including legislators.
  - For use in conjunction with assistant level staff and aides only**
    1. Staff member is an aide who is enrolled in a CDA/CCP program.
    2. Responsible for having written a response to a professional article (may be an internally submitted response).
- **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

Name of Facility: \_\_\_\_\_ MPI # on Certificate of Compliance: \_\_\_\_\_ County: \_\_\_\_\_

- 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](http://www.pakeys.org) for more information.
- **New Staff Orientation** may be provided using the DPW-approved Better Kid Care video series ([www.betterkidcare.psu.edu](http://www.betterkidcare.psu.edu)) **or** 15 hours of documented topics outlined by *Caring for Our Children 2<sup>nd</sup> ed, Section 1.023*. If the Better Kid Care videos offered are not utilized, documentation is required of PQAS approved professional development (including course title, hours, and instructor name/signature) that has been cross-walked to the *Caring for Our Children* topic areas. For staff working in both Early Childhood and School Age classrooms, please complete the New Employee Orientation for the age group of primary focus.
- To be considered as **enrolled in a CDA**, provide enrollment documentation from a college or community-based CDA program, a CDA self-study distance education program, or individual professional development certificate that addresses the competency areas identified by the Council for Professional Recognition.
- The **Child Care Professional (CCP)** credential is equivalent to a CDA for this program's purposes.
- In order for an Associate's, Bachelor's, and/or Master's degree to be considered acceptable or approved for the Keystone STARS program, the **issuing institution of higher education** must be accredited by a regional accrediting organization such as Middle States. Please refer to the United States Department of Education Accreditation Database at [www.ope.ed.gov/accreditation](http://www.ope.ed.gov/accreditation). If you have a degree from outside the United States, please contact your Regional Key for assistance.
- **School-Age Child Care (SACC) Program:**
  - If there are both SACC and younger age groups in the facility, they must meet their respective STARS performance standards in order to achieve a STAR designation.
  - Any staff persons who work between both SACC and younger age groups in the facility must meet the standard for the age group of primary focus.
  - For staff persons with primary focus in the School Age classroom, the School-Age Professional Credential (SAPC) is equivalent to a CDA.
- 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
- **Employee Benefits** accepted by the Keystone STARS program include the following:
  - Annual incremental raises
  - At least 5 days of paid sick leave
  - At least 5 days of paid vacation
  - At least 5 paid holidays
  - Tuition reimbursement
  - Child care benefit
  - Paid family leave
  - Percentage of medical insurance paid by employer
  - Financial retirement plan

Other staff incentives may be acceptable benefits. Please contact your Regional Keys for assistance.

Name of Facility: \_\_\_\_\_ MPI # on Certificate of Compliance: \_\_\_\_\_ County: \_\_\_\_\_

### **NEXT STEPS**

If you have any questions as you work toward completing the requirements for STAR 2, contact your STARS representative.

When you believe that you meet the STAR 2 performance standards, make sure that you have done the following:

- Completed each of the items in the documentation column
- Completed the *Staff Records Grid*
- Completed the *STARS Enrollment Calculation Tool*
- Completed the *Request for STARS Designation*
- Attached your current DPW Certificate of Compliance to the *Request for STARS Designation*

Send the above documents to your Regional Key at the address listed on the first page of this packet.

Name of Facility: \_\_\_\_\_ MPI # on Certificate of Compliance: \_\_\_\_\_ County: \_\_\_\_\_

## STAFF RECORDS GRID – STAR 2

**Instructions:** This form will assist you in completing the *STARS Worksheet – STAR 2*. You will notice that there is a letter at the top of each column. These letters appear throughout the *STARS Worksheet – STAR 2*. Use this grid to track the professional development (PD) needs of your staff. Where the staff has completed an item on the grid, place a check mark (✓) in the box. Make copies of this form for additional staff.

A		B		C		D		E		F		G		H		I		J		K		L		M		N		O		P	
Employee Name	Date of Hire	Position Title*	Part or Full Time	Current Education Level Enrolled In (Enrd) or Attained (Attd)						Career Lattice Level	Needs in PDR	Annual PD Plan	New Staff Orientation	List Expiration Date	List Number of Annual Hours Completed																
				CDA/CCP		AA		BA/BS							Pediatric First Aid	PSP 12 Annual Hours	SSP 9 Annual Hours														
				Enrd	Attd	Enrd	Attd	Enrd	Attd																						
<i>Example: Jane Doe</i>	<i>1/1/04</i>	<i>PSP</i>	<i>FT</i>						✓		✓		6/30/11	16																	
1																															
2																															
3																															
4																															
5																															
6																															
7																															
8																															
9																															
10																															

\* Position Titles: PSP = Primary Staff Person; SSP = Secondary Staff Person.



Name of Facility: \_\_\_\_\_ MPI # on Certificate of Compliance: \_\_\_\_\_ County: \_\_\_\_\_

## STAFF RECORDS GRID – STAR 2 (continued)

**Instructions:** This is the second page of the *Staff Records Grid – STAR 2*. Place the same employee in line #1 as you placed on the first page of this form. Where the staff has completed an item on the grid, place a check mark (✓) in the box. Make copies of this form for additional staff.

	A	Q	R	S	T	U
Employee Name	List Date of Professional Development	List Date of Professional Development**			# of Professional Growth Activities	
	2 Annual Hours of Health & Safety	Child Observation	Inclusive Practices	ERS		
<i>Example: Jane Doe</i>	<i>2/15/11</i>		<i>3/1/11</i>		<i>1</i>	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

\*\* A professional development course must be taken annually in at least one of the topic areas.