

## STARS WORKSHEET

### STAR 3 – Family Child Care Home

**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, you must meet all of the STARS Performance Standards for STAR 3, *as well as* STAR 1 and STAR 2

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 the STAR Levels. Therefore, there are STAR 1 and STAR 2 included in the STAR 3 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 3 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 STAR 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 31 of this worksheet.

**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<b>Primary Staff Person/Owner Operator Qualifications</b>	<b>Pre-Designation Date:</b> _____	<b>Designation Date:</b> _____
<p><b>1. Primary Staff Person completes the Family Child Care Home STARS Orientation within 90 days of Start with STARS Enrollment. (Start with STARS)</b>  <input type="checkbox"/> STARS approved professional development certificates for Family Child Care Home STARS Orientation.</p>	Primary Staff Person's Initials: _____ <input type="checkbox"/> Family Child Care Home STARS Orientation Complete: Date _____ Hrs _____	Family Child Care Home STARS Orientation Completed: Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Comments:</b>
<p><b>2. Complete professional development on the Core Body of Knowledge/ Professional Development Record (CBK/PDR) and FCCERS. (STAR 1)</b>                      STARS approved professional development certificates  <input type="checkbox"/> CBK/PDR for Primary Staff Person  <input type="checkbox"/> FCCERS</p>	Primary Staff Person's Initials: _____ <input type="checkbox"/> CBK/PDR Complete: Date _____ Hrs _____ <input type="checkbox"/> FCCERS Completed: Date _____ Hrs _____	CBK/PDR Completed: Yes <input type="checkbox"/> No <input type="checkbox"/>  FCCERS Completed: Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>3. Complete professional development on Continuous Quality Improvement (CQI) and the Learning Standards. (STAR 2)</b>                      STARS approved professional development certificates  <input type="checkbox"/> CQI  <input type="checkbox"/> Learning Standards</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>The approved Learning Standards professional development is 6 hours in length.</li> <li><b>SACC:</b> It is recommended that Family Child Care providers serving school-age children complete Links to Learning to meet the Learning Standards professional development.</li> <li>Links to Learning Foundations is approved Core Series professional development, is six hours in length, and includes the following modules:                             <ul style="list-style-type: none"> <li>Theoretical Framework</li> <li>Curriculum Planning Basics</li> <li>Linking to Learning Standards</li> <li>Theme and Project-based Learning</li> </ul> </li> <li>Information about additional Links to Learning modules can be obtained by contacting your Regional Key.</li> </ul> Primary Staff Person's Initials: _____ <input type="checkbox"/> CQI Complete: Date _____ Hrs _____ <input type="checkbox"/> Learning Standards Complete: Date _____ Hrs _____	CQI Completed: Yes <input type="checkbox"/> No <input type="checkbox"/> Learning Standards Completed: Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Comments:</b>

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**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

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<p><b>4. Attend child abuse mandated reporter professional development that reflects the most current laws in Pennsylvania. (STAR 2)</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: _____</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. Current pediatric first aid certification.* (STAR 1)</b>  <input type="checkbox"/> First Aid card or STARS approved professional development certificate for pediatric first aid</p> <p><i>[List the Pediatric First Aid Expiration Date on the Staff Records Grid. See column N.]</i></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> </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>6. Complete Family Child Care Home STARS Orientation Part 2.</b>  <input type="checkbox"/> STARS approved professional development certificates for Family Child Care Home STARS Orientation Part 2.</p>	<p>Primary Staff Person's Initials: _____</p> <p><input type="checkbox"/> Family Child Care Home STARS Orientation Part 2 Complete: Date _____ Hrs _____</p> <p><b>Comments:</b></p>	<p>Family Child Care Home STARS Orientation Part 2 Complete:          Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

\* Please see the Clarifications section beginning on page 31 of this worksheet.  
 WS3-02 – Family Child Care Home  
 7/1/11



**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>7. Level III or above on the Career Lattice by 7/1/2012.</b>  <input type="checkbox"/> Transcripts or copy of degree/diploma</p> <p><b>Optional Tool Available:</b>  <i>Career Lattice Information Sheet</i>  <i>Early Childhood Education Credit Guidelines</i></p> <p>[List Career Lattice Level on the <i>Staff Records Grid</i>. See column K.]</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 (Enrolled in a CDA/CCP or 6 college credits in ECE/related field) continues to be in effect if the Primary Staff Person/Owner Operator develops an action plan.</li> <li>• The action plan will be reviewed annually at designation and it must be completed by 7/1/2012.</li> <li>• The Primary Staff Person/Owner Operator must take a minimum of 6 credits per year.</li> <li>• Please contact your Regional Key for further information.</li> </ul> <p>Degree Type/Major Area of Study:            _____</p> <p>Graduation Date: _____</p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>
<p><b>Primary Staff Person/Owner Operator Development</b></p>		
<p><b>1. Completion of Family Child Care Home Provider Self-Evaluation provided by DPW in the self-study packet. (STAR 1)</b>  <input type="checkbox"/> Family Child Care Home Provider Self-Evaluation completed (see the attached Family Child Care Home Provider Self-Evaluation for instructions)</p>	<p>Completed: 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>



**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>2. Annual professional development plan is developed based on needs identified in the Professional Development Record (PDR) and documented on the professional development plan in the PDR. (STAR 2)</b></p> <p><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.]</p> <p><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>Note:</b> 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:</p> <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> <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>



**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>3. All staff* must have two hours of health and safety professional development annually. (STAR 1)</b>  <input type="checkbox"/> Documentation of STARS approved professional development that indicates completion of two annual hours health and safety in child care                      [List professional development dates on the Staff Records Grid. See column P.]</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.                              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>• Please note that 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"/>  <b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>

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 WS3-02 – Family Child Care Home  
 7/1/11



**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

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<p><b>4. All staff* must attend at least two hours of professional development annually on child observation and/or inclusive practices. (STAR 2)</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><i>[List professional development dates on the Staff Records Grid. See columns Q and R.]</i></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 is 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 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>

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 WS3-02 – Family Child Care Home  
 7/1/11



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<p><b>5. Annually participate in 1 professional growth and development activity.*</b>  <input type="checkbox"/> Membership card, certificate, meeting minutes, certificate of attendance, or other documentation of the listed professional growth activities  <input type="checkbox"/> STARS staff may interview the Primary Staff Person/Owner Operator during the designation visit to discuss participation in professional growth activities                      List activity beside each check box:  <input type="checkbox"/> _____                      [List the number of activities on the <i>Staff Records Grid</i>. See column W.]</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>6. All staff* must attend at least two hours of professional development annually on curriculum, program or child assessment and/or professional development on Ounce/Work Sampling System.</b>                      (A professional development course must be taken in at least one of the topic areas.)  <input type="checkbox"/> Documentation of STARS approved professional development including information such as course title, hours, instructor signature and date.                      - OR -  <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.                      [List professional development dates on the <i>Staff Records Grid</i>. See columns T-V.]</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 is 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>• Course work, including CDA classes, can be counted if the course breakdown, letter from instructor or syllabus indicates that these topics are covered.</li> <li>• <b>SACC:</b> It is recommended that Family Child Care providers serving school-age children only complete "Using Portfolios to Bring Out the Best in School Age Children" to meet the Child Assessment professional development.</li> <li>• The approved "Using Portfolios..." professional development is 6 hours in length.</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>

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 WS3-02 – Family Child Care Home  
 7/1/11



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<p><b>7. 18 annual clock hours of professional development* based on the PDR.</b>  <i>(This is 6 additional clock hours above the STAR 2 requirement; 12 clock hours must be based on the PDR.)</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><input type="checkbox"/> 12 hours of STARS approved professional development match the needs in PDR</p> <p>[List the number of annual clock hours on the <i>Staff Records Grid</i>. See column O.]</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.</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> </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>8. 3 annual clock hours in management, professionalism, supervision, leadership, and/or administration. (STAR 2)</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.</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 31 of this worksheet.  
 WS3-02 – Family Child Care Home  
 7/1/11



**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>Secondary Staff/Substitutes and Assistants Qualifications</b></p> <p><b>1. Current pediatric first aid certification.* (STAR 1)</b>  <input type="checkbox"/> First Aid card or Keystone STARS approved training/professional development certificate for pediatric first aid  <i>[List the Pediatric First Aid Expiration Date on the Staff Records Grid. See column N.]</i></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"/>  <b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>
<p><b>2. High School Diploma or Generalized Education Development (GED) certification. (STAR 2)</b>  <input type="checkbox"/> Copy of diploma or certificate  <i>[List in the Career Lattice column on the Staff Records Grid. See column K.]</i></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>

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 WS3-02 – Family Child Care Home  
 7/1/11



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STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>Secondary Staff/Substitutes and Assistants Development</b></p> <p><b>1. Annual professional development plan is developed based on needs identified in the Professional Development Record (PDR). (STAR 2)</b>  <input type="checkbox"/> Annual professional development (PD) plan completed based on the needs in PDR                      [Check (✓) on the Staff Records Grid. See column L.]  <input type="checkbox"/> PD plan completed for the past 12 months                      [Check (✓) on the Staff Records Grid. See column M.]</p>	<p><b>Note:</b> 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:</p> <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> <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. 9 annual clock hours of professional development based on the PDR, taken by each staff member.*</b>                      (This is 3 additional annual clock hours above the STAR 2 requirement and 6 of these clock hours must be based on the PDR.)  <input type="checkbox"/> Professional development has occurred within the past 12 months  <input type="checkbox"/> The additional hours of STARS approved professional development match the needs in the PDR  <input type="checkbox"/> Documentation of STARS approved professional development including information such as course title, hours, instructor signature and date.                       [List the number of annual clock hours on the Staff Records Grid. See column O.]</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 college credit = 15 annual clock hours.</li> <li>• Staff working <u>less</u> than 500 hours per year and volunteers/substitutes working <u>more</u> 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> </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>

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 WS3-02 – Family Child Care Home  
 7/1/11



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<p><b>3. All staff* must have two hours of health and safety professional development annually. (STAR 2)</b>  <input type="checkbox"/> Documentation of STARS approved professional development that indicates completion of two annual hours of health and safety in child care</p> <p><i>[List professional development dates on the Staff Records Grid. See column P.]</i></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.</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>• Please note that 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>

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<p><b>4. All staff* must attend at least two hours of professional development annually on child observation, inclusive practices and/or ERS. (STAR 2)</b>  <i>(A professional development course must be taken in at least one of the topic areas.)</i>  <input type="checkbox"/> Documentation of STARS approved professional development including information such as course title, hours, instructor signature and date.  <b>- OR -</b>  <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.  <i>[List professional development dates on the Staff Records Grid. See columns Q-S.]</i></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"/>  <b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>

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**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 curriculum, program or child assessment, and/or professional development on Ounce/Work Sampling System.</b>                      (A professional development course must be taken in at least one of the topic areas.)  <input type="checkbox"/> Documentation of STARS approved professional development including information such as course title, hours, and instructor signature.                      - OR -  <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.                      [List professional development dates on the <i>Staff Records Grid</i>. See columns T-V.]</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>• Course work, including CDA classes, can be counted if the course breakdown, letter from instructor or syllabus indicates that these topics are covered.</li> <li>• <b>SACC:</b> It is recommended that Family Child Care providers serving school-age children only complete "Using Portfolios to Bring Out the Best in School Age Children" to meet the Child Assessment professional development.</li> <li>• The approved "Using Portfolios..." professional development is 6 hours in length.</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 31 of this worksheet.  
 WS3-02 – Family Child Care Home  
 7/1/11



**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>  <input type="checkbox"/> Current Learning Standards are on site and accessible for all staff* members to review</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Copies of the Learning Standards for Kindergarten, 1<sup>st</sup> Grade, and 2<sup>nd</sup> Grade may be viewed, downloaded, or ordered 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>.</li> <li>Copies of the Academic Standards for 3<sup>rd</sup> Grade and above may be viewed online at <a href="http://www.pdesas.org/Standard/Views">http://www.pdesas.org/Standard/Views</a>.</li> <li>If you need further assistance in obtaining a copy of the any of the Learning Standards mentioned above, please contact your Regional Key.</li> <li>SACC programs obtain and maintain Learning Standards, as appropriate for the age groups in their program. Having internet access to standards for 3<sup>rd</sup> grade and higher is sufficient.</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. Learning Standards are used as a resource for program planning. (STAR 2)</b>  <input type="checkbox"/> STARS staff may interview site staff during the designation visit regarding the use of the Learning Standards during program planning  <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 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>



**LEARNING PROGRAM**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>3. Implement a learning curriculum that incorporates the Learning Standards including a written curriculum statement.</b></p> <p><input type="checkbox"/> Program has a written curriculum statement (see note in second column for a description of what is included in a curriculum statement)</p> <p><input type="checkbox"/> Facility’s curriculum statement and classroom planning form that connects activities to the Learning Standards Key Learning Areas</p> <p><input type="checkbox"/> Policy and procedure for staff use of curriculum is located in policy and procedures manual</p> <p><b>Optional Tool Available:</b></p> <p><i>Linking Standards to Classroom Planning</i>  <i>What is Curriculum?</i>  <i>Observation/Assessment/Conference Tracking Sheet</i>  <i>Curricula Crosswalk Aid (Infant/Toddler Learning Standards)</i>  <i>Curricula Crosswalk Aid (Pre-Kindergarten Learning Standards)</i>  <i>Curricula Crosswalk Aid (Kindergarten Learning Standards)</i>  <i>Sample Lesson Plan Form</i></p>	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <u>Curriculum</u> is identified as a body of material that defines the content to be taught and the methods to be used. A written curriculum includes a separate curriculum statement written by the program that encompasses the following:               <ol style="list-style-type: none"> <li>1. <b>Goals</b> for children’s development and learning</li> <li>2. <b>Experiences</b> that achieve stated goals</li> <li>3. <b>Materials</b> needed to accomplish goals (including the purchased or homegrown content resources)</li> <li>4. Staff and parent <b>roles</b> in child’s achievement of stated goal</li> </ol> </li> <li>• Some published curricula may already be crosswalked to the Learning Standards. To view crosswalk, visit <a href="http://www.pakeys.org/pages/get.aspx?page=Career_Standards">http://www.pakeys.org/pages/get.aspx?page=Career_Standards</a>.</li> <li>• It is recommended that the provider have a copy of the crosswalk.</li> <li>• It is recommended that the curriculum statement be included in the Policy and Procedure Manual and Parent handbook.</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>



**LEARNING PROGRAM**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>4. A developmental screening is completed and shared with parents within 45 days of program entry. (effective 7/1/2012) (STAR 2)</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 parent.</p> <p><b>Optional Tool Available:</b></p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <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>



**LEARNING PROGRAM**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>5. Based on ongoing child observations, developmentally appropriate authentic assessments of the child are completed following the established ELN timeframes and shared with the family three times per year. (STAR 3)</b></p> <p><input type="checkbox"/> A standard form is completed for every required assessment performed on the individual children. List the assessment tool that your facility uses: _____</p> <p><input type="checkbox"/> Assessment is completed and shared with parents at least twice per year.</p> <p><input type="checkbox"/> STARS staff will review children’s records for documents signed by the parent/guardian explaining the assessment results.</p> <p><input type="checkbox"/> Assessment results used for curriculum and individual planning and referral to community resources.</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• <u>Assessment</u> is defined as a process of observing, recording, and documenting a child's actions, skills, and behaviors. It is composed of the following three essential, interrelated components:               <ol style="list-style-type: none"> <li>1. Documentation of Observations (data collection)</li> <li>2. Evaluation (comparison) based on child's progress in the program</li> <li>3. Communication with family (sharing both progress and performance)</li> </ol> </li> <li>• For an overview of Pennsylvania’s recommendations for best practice, please access “Early Childhood Assessment for Children from Birth to Age 8” on <a href="http://www.pakeys.org/pages/get.aspx?page=CareerStandards">http://www.pakeys.org/pages/get.aspx?page=CareerStandards</a>.</li> <li>• <b>SACC:</b> It is recommended that Family Child Care providers serving school-age children only use the method of assessment from “Using Portfolios to Bring Out the Best in School Age Children.”</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>



**LEARNING PROGRAM**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>6. Results from authentic assessments are used for curriculum, individual child planning and referral to community resources. (STAR 3)</b></p> <p><input type="checkbox"/> Program has a written curriculum</p> <p><input type="checkbox"/> Provide examples of classroom planning that were developed or adapted using the information gained through individual &amp; group developmental authentic assessment.</p> <p><input type="checkbox"/> Documentation of referral process</p> <p><input type="checkbox"/> STARS staff will interview site staff during the designation visit regarding the use of authentic assessment during staff planning</p> <p><b>Optional Tools Available:</b>  <i>Linking Standards to Classroom Planning</i>  <i>What is Curriculum?</i>  <i>Observation/Assessment/Conference Tracking Sheet</i>  <i>Curricula Crosswalk Aid (Infant/Toddler Learning Standards)</i>  <i>Curricula Crosswalk Aid (Pre-Kindergarten Learning Standards)</i>  <i>Curricula Crosswalk Aid (Kindergarten Learning Standards)</i>  <i>Sample Lesson Plan Form</i></p> <p><b>Additional SACC Tools:</b>  <i>Using Curriculum and Assessment to Strengthen Classroom Practice</i>  <i>SCHOOL-AGE: Curriculum Statement Tool</i>  <i>SCHOOL-AGE: Lesson Plan Template</i>  <i>SCHOOL-AGE: Activity Schedule Week-at-a-Glance by Key Learning Area</i>  <i>SCHOOL-AGE: Aligning Curriculum with 1<sup>st</sup> Grade Standards</i>  <i>SCHOOL-AGE: Aligning Curriculum with 2<sup>st</sup> Grade Standards</i>  <i>Aligning Curriculum with Kindergarten Standards</i></p>	<p>Please indicate where the information is located</p> <p><input type="checkbox"/> Child Record</p> <p><input type="checkbox"/> Lesson Plan</p> <p><input type="checkbox"/> Classroom/Child Observation</p> <p><input type="checkbox"/> Other: _____</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>



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

**LEARNING PROGRAM**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<b>Environment Rating</b>		
<p><b>1. Provider attests that TV, video or DVD watching is limited to no more than 5 hours per week, is developmentally appropriate and supervised. (STAR 1)</b>  <input type="checkbox"/> Attestation that TV, video or DVD watching is limited to no more than 5 hours per week, is developmentally appropriate and supervised (see the attached Family Child Care Home Provider Attestation)</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. A FCCERS-R assessment by a STARS ERS assessor must average a score of 4.25.</b>  <input type="checkbox"/> Summary report from Keystone STARS ERS Assessor indicates an average facility score is at least a 4.25</p>	<p><b>Note:</b> This is not required to request designation. An ERS assessment by a Keystone STARS ERS Assessor will be scheduled once your Regional Key designates all other STARS performance standards.            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. A written Improvement Plan is developed to address any ERS subscale score below a 3.5.</b>  <input type="checkbox"/> Written Improvement Plan addressing any subscale scores below 3.5 in the Keystone STARS ERS assessment</p>	<p><b>Note:</b> This is not required to request designation. An ERS assessment by a Keystone STARS ERS Assessor will be scheduled once your Regional Key designates all other STARS performance standards.            Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>	<p><input type="checkbox"/> Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>



**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></p> <p><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"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>



**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/family meeting 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 parent/family meeting dated within 60 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. Parents are given a written letter introducing substitutes and assistants, explaining their credentials and schedules. (STAR 2)</b></p> <p><input type="checkbox"/> Copy of letter introducing substitutes and assistants, explaining their credentials and schedules is part of the child’s record</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>4. 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. (STAR 2)</b></p> <p><input type="checkbox"/> Sample of dated health and human services, wellness, nutrition and fitness, and/or child development information</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• It is recommended that the provider have a written plan regarding the method for explaining and giving the information to parents and staff.</li> <li>• It is recommended that providers offer the written information 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>



**PARTNERSHIPS WITH FAMILY AND COMMUNITY**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>5. 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. (STAR 2)</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> IEP/IFSP Information Sheet</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. A written method whereby parents and providers can exchange observations, concerns and comments (e.g. daily log, notebook message center, parent-teacher journal, take home envelopes). (STAR 2)</b></p> <p><input type="checkbox"/> Communication format is either visible or a sample is provided.</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>7. 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). (STAR 2)</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>



**PARTNERSHIPS WITH FAMILY AND COMMUNITY**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>8. A plan is written and implemented describing procedures to refer parents to appropriate social, mental health, educational, wellness, and medical services.</b></p> <p><input type="checkbox"/> Written procedure to refer parents to appropriate community services.</p> <p><input type="checkbox"/> Written procedures are part of the Policy and Procedure Manual</p>	<p><b>Note:</b> Procedures should include discussion at parent conference, if applicable.</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>9. A minimum of two parent conferences are offered per year to discuss the child’s progress and behavioral, social and physical needs. A written report of the child’s progress is provided during at least one of these conferences.</b></p> <p><input type="checkbox"/> Dated copies of at least two parent conference notices within the last 12 months are part of the child’s records</p> <p><input type="checkbox"/> Acknowledgement signed by parent indicating receipt of child’s written report of progress</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• If the parent does not attend the offered conference, a written procedure must be followed to give the parent a copy of the written report.</li> <li>• It is recommended that providers offer the conference and written report 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>10. A minimum of one opportunity is offered for parent involvement (e.g. volunteer opportunities, family play nights, parent corner, picnics, lending library, monthly calendars).</b></p> <p><input type="checkbox"/> Documentation (newsletters, bulletins, flyers, invitations, etc.) showing that parents have at least one way to be involved in the facility program</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>



**PARTNERSHIPS WITH FAMILY AND COMMUNITY**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<b>Transition</b>		
<p><b>1. Program provides general information to parents regarding transitioning children to another educational setting. (STAR 1)</b>  <input type="checkbox"/> Copy of information provided to parents regarding transitioning children to another educational setting  <input type="checkbox"/> STARS staff may interview the staff during the designation visit to discuss general information provided to parents regarding transitioning</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.                      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. Program transfers child records, at the request of the parent, when the child transitions to another educational setting. (STAR 2)</b>  <input type="checkbox"/> Policy addressing the mechanism to transfer appropriate information is part of the Policy and Procedure Manual  <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"/>  <b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>
<p><b>3. Program includes age-appropriate activities for children to prepare for transition. (STAR 2)</b>  <input type="checkbox"/> Sample activities or lesson plans</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>4. Parents are offered a group meeting to provide information regarding a child's transition to another educational setting and to encourage parents and their children to connect to the school setting by visiting.</b>  <input type="checkbox"/> Copy of a group meeting notice to provide information on child's transition is part of the child's record  <input type="checkbox"/> Copy of information provided at meeting</p>	<p><b>Note:</b> It is recommended that providers offer the group meeting 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></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>



**PARTNERSHIPS WITH FAMILY AND COMMUNITY**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>5. Program creates, with input from parents, a list of community/school stakeholders regarding child transition.</b></p> <p><input type="checkbox"/> List of stakeholders with a description of how parents are involved in the process</p> <p><input type="checkbox"/> STARS staff will interview site staff regarding how parents are involved in the process</p> <p><b>Optional Tool Available:</b>  <i>What is a Stakeholder?</i>  <i>Parent Handbook Topic Areas</i></p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>The stakeholders include your local Head Start, Community Engagement Group, parents, and schools in addition to other resources in your community.</li> <li>The documentation for this standard may be comprised of information regarding the ongoing transition work of the facility.</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>

**LEADERSHIP AND MANAGEMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<b>Business Practices</b>		
<p><b>1. Copies of inspection reports required by local ordinances such as fire, building, and health inspections are posted where parents can easily see them. (STAR 1)</b></p> <p><input type="checkbox"/> Inspection reports required by local ordinances are posted (see the attached Family Child Care Home Provider Attestation)</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 develops and distributes a Parent Handbook. (STAR 1)</b></p> <p><input type="checkbox"/> Parent Handbook</p> <p><b>Optional Tool Available:</b>  <i>Parent Handbook Topic Areas</i></p>	<p><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.</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>



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

**LEADERSHIP AND MANAGEMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>3. File appropriate tax forms. (STAR 1)</b>  <input type="checkbox"/> Documentation of filed tax forms</p>	<p><b>Note:</b> Sole proprietors are required to file a Schedule C to show profit and loss from business. Please contact your Regional Key for more information.</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>4. Proof of liability insurance. (STAR 1)</b>  <input type="checkbox"/> Copy of current liability insurance policy</p>	<p><b>Note:</b> 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> <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>5. Provider has a signed copy of an established professional Code of Ethics. (STAR 2)</b>  <input type="checkbox"/> Copy of signed Code of Ethics</p>	<p><b>Note:</b> Official codes of conduct from organizations, such as NAEYC, may be adopted</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>



**LEADERSHIP AND MANAGEMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>6. 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>7. Written job descriptions for substitutes and assistants, if applicable.</b></p> <p><input type="checkbox"/> Written description of the duties and responsibilities for each staff person</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. Review fire safety plan and emergency plan (including risk management) annually and update as necessary.</b></p> <p><input type="checkbox"/> Copy of fire safety plan and dates of updates</p> <p><input type="checkbox"/> Copy of emergency plan and dates of updates</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>



Name of Facility: \_\_\_\_\_ MPI # on Certificate of Registration: \_\_\_\_\_ 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 the professional development plan in the PDR. (STAR 2)</b></p> <p><input type="checkbox"/> Annual Professional Development 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. (STAR 2)</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 31 of this worksheet.  
 WS3-02 – Family Child Care Home  
 7/1/11



**LEADERSHIP AND MANAGEMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>4. Provider develops a Continuous Quality Improvement Plan using multiple sources.</b>  <input type="checkbox"/> Continuous Quality Improvement Plan with a list of at least 3 sources</p> <p><b>Optional Tool:</b>  <i>STARS Continuous Quality Improvement Plan Instructions &amp; Appendices</i>  <i>STARS Resource Planning Guide</i></p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Sources of information for an annual evaluation/review of program may include surveys of parents, staff, and/or school-aged children, ERS, LIS, audits, FPD plan, etc.</li> <li>It is recommended that the Continuous Quality Improvement Plan be reviewed and updated annually.</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>
<b>Employee Compensation</b>		
<p><b>1. Providers make provisions for substitutes or designated qualified staff in emergency situations. (STAR 1)</b>  <input type="checkbox"/> Documentation of procedures for use by substitutes and designated qualified staff during emergency situations.</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. List of all staff by positions, salary, and tenure. (STAR 2)</b>  <input type="checkbox"/> Documentation of staff positions and tenure  <i>[List on the Staff Records Grid. See column A-D.]</i>  <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>3. At least 1 employee benefit* given to staff. (STAR 2)</b>  <input type="checkbox"/> STARS staff will interview staff during the designation visit to verify that they receive 1 benefits</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 31 of this worksheet.  
 WS3-02 – Family Child Care Home  
 7/1/11



## 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.
- **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/School Age Professional Credential 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)

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

- 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](http://www.pakeys.org) for more information.
  
- 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.
  
- The **School Age Professional 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.
  
- 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 Key for assistance.

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

### **NEXT STEPS**

If you have any questions as you work toward completing the requirements for STAR 3, contact the STARS staff listed on the first page of this packet.

When you believe that you meet the STAR 3 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 *Family Child Care Home Provider Self-Evaluation*
- Completed the *Family Child Care Home Provider Attestation*
- Completed the *STARS Enrollment Calculation Tool*
- Completed the *Request for STARS Designation*
- Attached your current DPW Certificate of Registration 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 Registration: \_\_\_\_\_ County: \_\_\_\_\_

### STAFF RECORDS GRID – STAR 3

**Instructions:** This form will assist you in completing the *STARS Worksheet – STAR 3*. You will notice that there is a letter at the top of each column. These letters appear throughout the *STARS Worksheet – STAR 3*. Use this grid to track the professional development (PD) needs of your staff. Where the staff has completed an item on the grid, please indicate the item is complete by filling in the appropriate information 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	
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 Prof Dev Plan	List Expiration Date	List Number of Annual Hours Completed		
				CDA/CCP		AA		BA/BS						Pediatric First Aid	PSP 18 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>					✓	✓		V	✓	✓	6/30/11	18	
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 Registration: \_\_\_\_\_ County: \_\_\_\_\_

## STAFF RECORDS GRID – STAR 3 (continued)

**Instructions:** This is the second page of the *Staff Records Grid – STAR 3*. 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, please indicate the item is complete by filling in the appropriate information in the box. Make copies of this form for additional staff.

	A	P	Q	R	S	T	U	v	X
Employee Name	List Date of Professional Development 2 Annual Hours of Health & Safety	List Date of Professional Development**			(PSP/SSP) List Date of Professional Development**			# of Professional Growth Activities	
		Child Observation	Inclusive Practices	ERS	Curriculum	Program or Child Assessment	Ounce/Work Sampling System		
<i>Example: Jane Doe</i>	<i>2/15/11</i>		<i>3/1/11</i>					<i>5/15/11</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.



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

**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>.

<b>55 Pa. Code Chapter 3290</b>	<b>Correct (✓)</b>
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.	

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

55 Pa. Code Chapter 3290	Correct (✓)
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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 _____.</p>	
<p>The operator and staff persons shall be _____ years of age or older.</p>	
<p>A staff person shall obtain a biennial minimum of _____ clock hours of child care training.</p>	
<p>First-aid training shall be renewed on or before expiration of certification or every _____ years, as applicable.</p>	
<p>_____ persons competent in first-aid techniques shall be at the facility when child care children are _____.</p>	

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

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 _____.	

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

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.	

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

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.	

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

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, wood-burning or coal-burning 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.	

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

**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**