

## STARS WORKSHEET STAR 3 – Head Start

**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 3, *as well as* STAR 1 and STAR 2.

This worksheet will help you to compile the information and paperwork you will need 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, the 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 site and the staff that are employed at that site. 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. Head Start equivalencies can be found in the notes and documentation sections. The STARS Performance Standards build upon one another as you move up the STAR Levels. Therefore, there are STAR 1 and STAR 2 standards included in the STAR 3 Performance Standards. *The STAR 1 and STAR 2 standards in this worksheet 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 will also 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* – You may use this column during your pre-designation preparations to help you prepare. Please be aware of the notes listed in this column, as Head Start equivalencies to the STARS Performance Standards will be listed in here. There is also a section for comments where specific notes or explanations can be recorded.
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 by the designator.

As you are working through the worksheet, there are several notes that ask you to refer to the *Staff Records Grid* (required for designation) and the *Career Lattice Calculation Sheet* forms at the end of this worksheet. Also at the end of this worksheet is the *STARS Enrollment Calculation Tool*, which is 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: *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 call your STARS contact or the Head Start State Collaboration Office (HSSCO) for assistance.

\* Please see the Clarifications section beginning on page 35 of this worksheet.



**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>4. Complete professional development in the ERS scales appropriate to age groups in the facility. (STAR 2)</b>  <input type="checkbox"/> STARS approved professional development certificates for the ERS scales appropriate to age groups in the facility.</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Directors 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.</li> <li>• For more information on the choices for ERS professional development, please go to <a href="http://www.pakeys.org">www.pakeys.org</a>.</li> </ul> <p>Director'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>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><b>Comments:</b></p>
<p><b>5. Complete STARS Orientation Part 2.</b>  <input type="checkbox"/> STARS approved professional development certificates for STARS Orientation Part 2.</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Directors hired within the 12 months prior to designation have 12 months after their directorship start date to complete the STARS Orientation Part 2.</li> <li>• For <b>Head Start</b>, documentation of comparable professional development in Continuous Quality Improvement and Leadership may meet this standard.</li> </ul> <p>Director's Initials: _____</p> <p><input type="checkbox"/> STARS Orientation Part 2 Completed:  Date _____ Hrs _____</p>	<p>STARS Orientation Part 2 Completed: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

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**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. (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: _____            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>7. Level V or above on the Career Lattice.*</b>  <input type="checkbox"/> Transcripts or copy of degree/diploma from an accredited college indicating completion of an Associate's/AAS or above degree with 60/65 credits (including 18 ECE credits) with documentation of the major area of study            [List Career lattice levels on the <i>Staff Records Grid</i>. See column K.]  <b>Optional Tool Available:</b>  <i>Career Lattice Information Sheet</i>  <i>Early Childhood Education Credit Guidelines</i></p>	<p>Degree Type/Major Area of Study:            _____            Graduation Date: _____            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>Director* 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></p> <p><input type="checkbox"/> Annual professional development (PD) plan completed based on the needs in an individual training/professional development plan. [Check (✓) on the Staff Records Grid. See column L.]</p> <p><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> For <b>Head Start</b>, an individual training plan may be used in place of the Professional Development Record and may be imbedded in the annual performance appraisal document.</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. Annually participate in 2 professional growth and development activities.*</b></p> <p><input type="checkbox"/> Membership card, certificate, meeting minutes, certificate of attendance, or other documentation of the listed professional growth activities</p> <p><input type="checkbox"/> STARS staff may interview the director during the designation visit to discuss participation in professional growth and development activities</p> <p>List activity beside each check box:</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p>[List the number of activities on the <i>Staff Records Grid</i>. See column X.]</p>	<p><b>Note:</b> Directors hired within the 12 months prior to designation have 12 months after date of hire 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>

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**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>3. Complete the PA Director’s Credential.</b>  <input type="checkbox"/> Documentation of completion of the PA Director’s Credential</p>	<p>Director/Administrator Initials: _____            PA Director’s Credential:            Completed: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>-OR-</b>            Portfolio Assessment:            Completed: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Notes:</b>  <ul style="list-style-type: none"> <li>• A portfolio review and assessment process exists for directors with a Bachelor’s Degree or higher who believe that they meet the Director’s Credential requirements without attending classes. Please refer to the Professional Development section of the PA Keys website at <a href="http://www.pakeys.org/pages/get.aspx?page=Career_Degrees">http://www.pakeys.org/pages/get.aspx?page=Career_Degrees</a>.</li> <li>• To assist facility with director turnover, this standard may be extended for 2½ years from the directorship start date, if the director enrolls in the PA Director’s Credential and develops a Detailed SQAP for completion within 2½ years. Please refer to your Regional Key for further information.</li> <li>• After completing course work, a director must apply for a certificate through the PA Key. Please refer to <a href="http://www.pakeys.org">www.pakeys.org</a> for more information.</li> <li>• For <b>Head Start</b>, an Administrator may complete the requirements for this standard.</li> <li>• <b>Head Start</b> programs may meet this standard with 45 hours of approved management and/or administration professional development.*</li> </ul> <b>Comments:</b></p>	<p>PA Director’s Credential:            Completed: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>-OR-</b>            Portfolio Assessment:            Completed: Yes <input type="checkbox"/> No <input type="checkbox"/></p>

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**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>4. 21 annual clock hours of professional development based on the PDR, including the Director’s section.</b>  <i>(This is 6 additional clock hours above the STAR 2 requirement; 15 clock hours must be based on the PDR. Also, 3 of the clock hours must be in management, professionalism, supervision, leadership, and/or administration.)</i></p> <p><input type="checkbox"/> Documentation of Keystone STARS approved professional development including information such as course title, hours, instructor signature and date.</p> <p><input type="checkbox"/> 3 hours in management, professionalism, supervision, leadership, and/or administration</p> <p><input type="checkbox"/> 15 hours of Keystone STARS approved professional development match the needs in individual training plan</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>• For <b>Head Start</b>, an individual training plan may be used in place of the Professional Development Record and may be imbedded in the annual performance appraisal document.</li> <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 professional development that has occurred in the 12 months prior to the designation visit. These hours may follow a staff person from one facility to another, as long as the hours are taken within the year prior to designation and are aligned with the individual’s individual professional development plan.</li> <li>• Directors 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>

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**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>Staff* Qualifications</b></p> <p><b>1. New Staff Orientation* completed by all aides and new staff within 90 days of start of employment. (STAR 2)</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 Staff Records Grid. See column N.]</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• <b>Head Start</b> Orientation is acceptable to meet this performance standard.</li> <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 orientation within 180 days of start of employment.</li> <li>• Volunteers and substitutes working <u>more</u> than 500 hours per year must complete the orientation within 180 days of start of employment.</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 professional development hours count only for New Staff Orientation. They do not meet Health and Safety, Observation or other professional development requirements.</li> <li>• For <b>Head Start</b> programs, parent volunteers are exempt from this standard.</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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**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>2. 100% of Teachers/Group Supervisor (GS) at Level V or above on Career Lattice; 75% of Assistant Teachers/Assistant Group Supervisors (AGS) at Level III or above and 25% of Assistant Teachers/Assistant Group Supervisors (AGS) at Level IV or above on Career Lattice; and 25% of Aides at Level II or above on Career Lattice.</b></p> <p><input type="checkbox"/> Transcripts or copy of degree/diploma from an accredited college indicating completion of a degree, certificate, diploma, credential, or credits with documentation of the major area of study (for degrees)</p> <p>[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><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Volunteer, substitute, or other staff scheduled at a site to enhance programming are not required to be included in the Career Lattice percentages.</li> <li>• The <b>Head Start</b> Education Manager or Supervisor is responsible for maintaining appropriate documentation of staff degrees and ECE credits attained.</li> <li>• For information regarding CDA programs / financial resources, call your STARS Contact.</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>Staff* Development</b></p>		
<p><b>1. Annual professional development plan developed for each staff member 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"/> 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 the 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>Note:</b> For <b>Head Start</b>, an individual training plan may be used in place of the Professional Development Record and may be imbedded in the annual performance appraisal document.</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>

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**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>2. All staff must have current pediatric first aid certification.*</b>  <input type="checkbox"/> First aid card or professional development certificate indicating pediatric first aid.  <i>[List the Pediatric First Aid Expiration Date on the Staff Records Grid. See column O.]</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> <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>

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**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>3. For each Teacher/Assistant Teacher, 18 annual clock hours of professional development* based on PDR; each Aide 12 total hours based on PDR.</b>  <i>(For Teachers/Assistant Teachers, this is 6 additional annual clock hours above the STAR 2 requirement and 12 of these clock hours must be based on the PDR.)</i></p> <p><input type="checkbox"/> Teachers/Assistant Teachers – Each has additional 12 annual clock hours above the professional development to meet DPW regulations</p> <p><input type="checkbox"/> Aides – Each has additional 6 annual clock hours above the professional development to meet DPW regulations</p> <p><input type="checkbox"/> Professional Development has occurred within the past 12 months</p> <p><input type="checkbox"/> The additional hours of STARS approved professional development match the needs in the PDR.</p> <p><input type="checkbox"/> Documentation of STARS approved professional development that includes 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>• For <b>Head Start</b>, an individual training plan may be used in place of the Professional Development Record and may be imbedded in the annual performance appraisal document.</li> <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 12 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>

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**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. (STAR 2)</b></p> <p><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 the professional development dates on the Staff Records Grid. See column Q.]</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>• 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> <li>• In-house <b>Head Start</b> professional development on topics such as those listed above will also be acceptable.</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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**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. (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 that includes 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><i>[List professional development dates on the Staff Records Grid. See column R-T.]</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"/></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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**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>6. Teachers/Assistant Teachers must attend at least two hours of professional development annually on curriculum, program or child assessment, the age-appropriate Learning Standards and/or ERS.</b></p> <p>(A STARS approved professional development course must be taken in at least one of the topic areas.)</p> <p><input type="checkbox"/> Documentation of Keystone STARS approved professional development that includes 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 U-W.]</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>Professional development on Ounce/Work Sampling Systems Guidelines and Checklists can be counted for child assessment.</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. Annually, all staff involved in one professional growth and development activity.*</b></p> <p><input type="checkbox"/> Membership card, certificate, meeting minutes, certificate of attendance, written article, or other documentation of at least one professional development activity for each staff member.</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 the number of activities on the <i>Staff Records Grid</i>. See column X.]</p>	<p><b>Note:</b> Staff hired within the 12 months prior to designation have 12 months after date of hire 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>

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**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> or <a href="http://www.pakeys.org/pages/get.aspx?page=Career_Standards">http://www.pakeys.org/pages/get.aspx?page=Career_Standards</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. (STAR 2)</b></p> <p><input type="checkbox"/> STARS staff will 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 35 of this worksheet.



**LEARNING PROGRAM**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>3. Implement a learning curriculum that incorporates Learning Standards, including a written curriculum statement.</b></p> <p><input type="checkbox"/> Program has a written curriculum statement</p> <p><input type="checkbox"/> Facility’s curriculum statement and classroom planning form connects activities to the Key Learning Areas of the Learning Standards.</p> <p><input type="checkbox"/> Policy and procedure for staff regarding curriculum is located in policy and procedures manual.</p> <p><b>Optional Tool Available:</b></p> <p><i>Linking Standards to Classroom Planning</i></p> <p><i>What is Curriculum?</i></p> <p><i>Observation/Assessment/Conference Tracking Sheet</i></p> <p><i>Curricula Crosswalk Aid (Infant/Toddler Learning Standards)</i></p> <p><i>Curricula Crosswalk Aid (Pre-Kindergarten Learning Standards)</i></p> <p><i>Curricula Crosswalk Aid (Kindergarten Learning Standards)</i></p> <p><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, please 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 crosswalk</li> <li>• It is recommended that the curriculum statement should 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>

\* Please see the Clarifications section beginning on page 35 of this worksheet.



**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. (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 parents.</p> <p><b>Optional Tool Available:</b> Observation/Assessment/Conference Tracking Sheet</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• <b>Head Start</b> procedures regarding screening for developmental, sensory, and behavioral concerns meet this requirement.</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 35 of this worksheet.



**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.</b></p> <p><input type="checkbox"/> Authentic assessments of the child are based on child observations.</p> <p><input type="checkbox"/> STARS staff will review child records to confirm that authentic assessments are complete based on established ELN timeframes. A copy of the written information provided to families must also be in the child record.</p> <p><input type="checkbox"/> Statement indicating procedure for completing authentic assessments and sharing with families.</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>• Assessments should be based on observations recorded using a format established in advance, such as anecdotal records (e.g. detailed logs, running records on individual children) and/or homegrown checklist such as individual child development checklist. This may include a facility designed or commercially published form that is appropriate for the observation technique(s) used.</li> <li>• It is recommended that the same observation format should be used for all children in a particular age group.</li> <li>• Staff performing the observation must have taken approved child observation professional development.</li> <li>• <u>Assessment</u> 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 (comparative) 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" at <a href="http://www.pakeys.org">www.pakeys.org</a>.</li> <li>• Parent signature or documentation of an attempt for parent signature is available.</li> <li>• One method of sharing assessments with families is to attach the observations to the DPW service report.</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 35 of this worksheet.

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**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.</b></p> <p><input type="checkbox"/> Program has a written curriculum</p> <p><input type="checkbox"/> Provide examples of classroom planning that was developed or adapted using the information gained through authentic assessments</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 assessments during staff planning</p> <p><b>Optional Tools Available:</b></p> <p><i>Linking Standards to Classroom Planning</i></p> <p><i>What is Curriculum?</i></p> <p><i>Observation/Assessment/Conference Tracking Sheet</i></p> <p><i>Curricula Crosswalk Aid (Infant/Toddler Learning Standards)</i></p> <p><i>Curricula Crosswalk Aid (Pre-Kindergarten Learning Standards)</i></p> <p><i>Curricula Crosswalk Aid (Kindergarten Learning Standards)</i></p> <p><i>Sample Lesson Plan Form</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>

\* Please see the Clarifications section beginning on page 35 of this worksheet.

**LEARNING PROGRAM**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>7. All demographic information, including program and staff information, is recorded accurately and timely in the Early Learning Network (ELN). For infants, toddlers and preschoolers, child and family demographics are entered accurately and timely in ELN and child outcome data is reported electronically using Ounce Scale Online (OSO) and Work Sampling System Online (WSO).</b></p> <p><input type="checkbox"/> Documentation of children’s outcomes reported using Ounce/Work Sampling System’s Guidelines and Checklists</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• It is recommended that programs attend professional development on Ounce/Work Sampling System’s Guidelines and Checklists for Child Outcome Reporting. Please contact your Regional Key for more information.</li> <li>• Child assessments must be completed on all children at the stated data collection points. If the functionality of ELN does not allow for entry of the assessment information into OSO/WSO, demographic information should be collected and child assessments should be completed on paper until the program is able to enter the information online. Attempted compliance should be documented via a record of Help Desk call logs and copies of emails. Upon resolution of the issue, the provider will be responsible for entering all data into ELN and WSO/OSO. Please contact your Regional Key in reference to ELS-KS 10 #02.</li> <li>• A child assessment must be completed on school-age children. However, providers are not required to report school-age children through ELN or WSO. Only Full Day Private Kindergartens are required to report school-age children through ELN or WSO.</li> <li>• Federally funded Head Start/Early Head Start participation in ELN is optional. Please provide documentation that a minimum of three assessments were completed annually.</li> <li>• Head Start Supplemental Assistance Programs are required to participate in ELN.</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 35 of this worksheet.



**LEARNING PROGRAM**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>Environment Rating</b></p>		
<p><b>1. ERS self-assessment of every classroom/age group must be completed annually by the director or a staff member who has completed approved ERS professional development (STAR 2).</b>  <input type="checkbox"/> Score sheet of completed ERS self-assessment.  <input type="checkbox"/> Written explanation for each score below 3.</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 professional development 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. The average facility score of all sampled classrooms/age groups assessed by a STARS ERS assessor must be a 4.25.</b>  <input type="checkbox"/> Summary report from Keystone STARS ERS Assessor indicates an average facility score for all sampled classrooms is at least a 4.25</p>	<p><b>Note:</b> <i>This is not required to request designation. An ERS assessment will be scheduled once your Regional Key designates all other STARS performance standards.</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>3. Each individual sampled classroom/age group must have an ERS score no less than 3.50.</b>  <input type="checkbox"/> Summary sheet report from Keystone STARS ERS Assessor indicates ERS score for all sampled classrooms is at least a 3.50</p>	<p><b>Note:</b> <i>This is not required to request designation. An ERS assessment will be scheduled once your Regional Key designates all other STARS performance standards.</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>4. A written Improvement Plan is developed to address any ERS subscale score below a 3.50.</b>  <input type="checkbox"/> Written Improvement Plan addressing any subscale score below 3.50 in the Keystone STARS ERS assessment</p>	<p><b>Note:</b> <i>This is not required to request designation. An ERS assessment will be scheduled once your Regional Key designates all other STARS performance standards.</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>

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**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, 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>

\* Please see the Clarifications section beginning on page 35 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 conference 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 conference in the parent's/family's primary language, if their knowledge of English is limited.</li> <li>• For <b>Head Start</b>, this standard may be met with the first home visit or parent-teacher conference as long as it occurs within 45 days of enrollment.</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. (STAR 2)</b></p> <p><input type="checkbox"/> Sample of the 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>

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**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. (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>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 to use on an as needed basis for other age groups. (STAR 2)</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>

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**PARTNERSHIPS WITH FAMILY AND COMMUNITY**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>6. Specific group or classroom information is shared with parents daily using a visual communication format. (STAR 2)</b></p> <p><input type="checkbox"/> Description of methods used to support the daily conversation between parents and children regarding what the child did and learned that day.</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• <b>Head Start</b> Programs will describe the methods they use to support the daily conversations between parents and children. Examples of this may include a combination of newsletters, activity calendars, contact logs, home visit logs, parent meeting agendas, posted plans, etc.</li> <li>• It is recommended that providers offer the communication 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>7. 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>8. Coordinate a minimum of one annual group activity to involve parents in meeting program learning goals.</b></p> <p><input type="checkbox"/> Dated documentation (newsletters, bulletins, flyers, invitations, etc.) showing that at least one activity was offered and available in the past 12 months</p> <p><input type="checkbox"/> A written list of learning goals</p> <p><input type="checkbox"/> A staff member conducted the activity</p> <p><input type="checkbox"/> List the activity:</p> <p>_____</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• The staff member who conducted the activity may be noted in meeting notes, an invitation to the event, or other documentation.</li> <li>• Suggested activity topics include family literacy, health information, open house, children’s program, and family celebrations.</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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**PARTNERSHIPS WITH FAMILY AND COMMUNITY**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<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>
<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 regarding transitioning children to another classroom</p> <p><input type="checkbox"/> Copy of information 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. (STAR 2)</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>

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**PARTNERSHIPS WITH FAMILY AND COMMUNITY**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<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. Program participates in community/school transition activities as available.</b>  <input type="checkbox"/> List of activities attended by facility staff  <input type="checkbox"/> STARS staff will interview site staff during the designation visit regarding involvement in community/school transition activities</p>	<p><b>Note:</b> It is recommended that the provider access the local community engagement group or other local early childhood support groups for information regarding the community/school transition. Please refer to your Regional Key for more information.                      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. Parents are offered a group meeting to provide information regarding a child’s transition to another classroom or higher educational setting and to encourage parents and their children to connect to the school setting by visiting.</b>  <input type="checkbox"/> Copy of a dated 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 including the transition information and the child’s developmental progress is part of the child’s record</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>

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**PARTNERSHIPS WITH FAMILY AND COMMUNITY**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>6. Program sends letter of introduction to appropriate community/school stakeholders outlining goal to partner in child transitioning efforts from childcare to school setting.</b></p> <p><input type="checkbox"/> List of community stakeholders that are partnering with the Head Start regarding transition.</p> <p><input type="checkbox"/> Documentation of communication between Head Start and community stakeholders is kept on file.</p> <p><input type="checkbox"/> Dated copy of the letter</p> <p><input type="checkbox"/> List of stakeholders with a description of how parents were involved in the process</p> <p><b>Optional Tool Available:</b> <i>What is a Stakeholder?</i></p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>The stakeholders include 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 <b>Head Start</b> Program as required by the Head Start Performance Standards.</li> <li>It is recommended that providers contact local CEG Coordinator.</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. 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>

\* Please see the Clarifications section beginning on page 35 of this worksheet.

**LEADERSHIP AND MANAGEMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>2. Program creates a projected one-year operating budget, including a statement of income and expenditures. (STAR 2)</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 corporate entity as a whole.</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>3. Organizational structure and job descriptions are included in a personnel policy manual that is shared with staff. (STAR 2)</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> Organizational Chart Samples Job Descriptions Guide</p>	<p><b>Note:</b> A written description of the duties and responsibilities of each staff position and the lines of authority and responsibility within the center 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 35 of this worksheet.



**LEADERSHIP AND MANAGEMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>4. A policy and procedure manual is developed and is available to the staff at all times.</b>  <input type="checkbox"/> Policy and Procedure Manual                      Please list any other Business Practice tool used:                      _____  <input type="checkbox"/> STARS staff will interview site staff during the designation visit to verify availability of a policy and procedure manual</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Manual is to include personnel policies and written health policies covering topics found in Caring for Our Children 2<sup>nd</sup> ed., a published Model Child Care Health Policy booklet (ECELS/NAEYC/AAP), and/or other appropriate Business Practices tools.</li> <li>• For additional information regarding Policy &amp; Procedure Manuals, 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"/>  <b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>
<p><b>5. A financial system with quarterly comparisons of expenses to revenue is implemented.</b>  <input type="checkbox"/> Documentation of financial system includes comparison of expenses and revenue and is operational during the current period of the designation visit</p>	<p><b>Note:</b> For a multi-site program, a financial system with quarterly comparisons need not be site-specific as long as it reflects the competency of the corporate entity.</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. The program creates a mission statement.</b>  <input type="checkbox"/> Mission statement has been created and is available to staff and parents.  <b>Optional Tool Available:</b>  <i>Mission Statement Article</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 35 of this worksheet.



Name of Facility: \_\_\_\_\_ MPI #: \_\_\_\_\_ 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). (STAR 2)</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. (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 and 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 35 of this worksheet.

**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  <b>Optional Tool:</b>  <i>STARS Continuous Quality Improvement Plan Instructions &amp; Appendices</i>  <i>STARS Resource Planning Guide</i>  <i>Change of Directorship</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"/>  <b>Comments</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Comments:</b></p>
<b>Staff Communication and Support</b>		
<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. (STAR 2)</b>  <input type="checkbox"/> Agenda, minutes, sign-in sheets showing that staff members have opportunity to participate in a meeting at least one time 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 planning.            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* 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>

\* Please see the Clarifications section beginning on page 35 of this worksheet.

**LEADERSHIP AND MANAGEMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>3. Director* 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. (STAR 2)</b></p> <p><input type="checkbox"/> STARS staff will interview site staff during the designation visit to verify that the director shared information regarding STARS, continuous quality improvement, and professional development</p> <p><input type="checkbox"/> STARS staff will interview new site staff to verify that this discussion occurred within 90 days of employment</p> <p><b>Optional Tool Available:</b> <i>Talking Points for Directors</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>4. Annually, at least two classroom observations are conducted and feedback regarding job performance is provided to the staff member.</b></p> <p><input type="checkbox"/> Documentation of at least 2 classroom observations per staff member</p> <p><input type="checkbox"/> Documentation of at least 1 observation completed by the staff member’s direct supervisor</p> <p><input type="checkbox"/> STARS staff will interview site staff during designation visit to verify that staff received feedback regarding job performance</p> <p><b>Optional Tool Available:</b> <i>Staff Classroom Observation Guide</i></p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• It is recommended that the classroom observations occur at least three months apart.</li> <li>• Professional development is available to assist you in observing staff in the classroom. Please refer to your Regional Keys and /or the Professional Development Calendar 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>
<p><b>5. Annual performance evaluation provided in written format to employee.</b></p> <p><input type="checkbox"/> Documentation of annual performance evaluations included in staff record</p> <p><input type="checkbox"/> Documentation of classroom observations by direct supervisor</p> <p><input type="checkbox"/> Documentation of the criteria established for performance evaluation (for example a job description)</p> <p><input type="checkbox"/> Documentation of employee self-assessment</p>	<p><b>Note:</b> Performance evaluation is based on classroom observations by the direct supervisor, criteria established in advance (i.e. job description), and an employee 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 35 of this worksheet.

**LEADERSHIP AND MANAGEMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>6. Teachers and Assistant Teachers are provided at least two hours per month of paid curriculum and lesson planning/preparation time away from children.</b></p> <p><input type="checkbox"/> Policy on curriculum and lesson planning/preparation time assures that two hours per month is available away from the responsibility of caring for children</p> <p><input type="checkbox"/> Monthly schedules reflect two hours of paid prep time</p> <p><input type="checkbox"/> STARS staff will interview site staff to verify that two hours per month of paid planning/preparation time is provided away from the children</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>Employee Compensation</b>		
<p><b>1. List of all staff by position, salary, and tenure. (STAR 2)</b></p> <p><input type="checkbox"/> Documentation of staff positions and tenure [Check (✓) on the Staff Records Grid. See column A-D.]</p> <p><input type="checkbox"/> Salary in personnel policies (listed as maximum – minimum for each position)</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. A salary scale based on level of education/ training, and years of ECE experience is documented.</b></p> <p><input type="checkbox"/> Site-based salary scale based on level of education, training/professional development, and years of experience documented in personnel policies</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 3 employee benefits* given to full time staff, and explained in the Policy and Procedure Manual.</b></p> <p><input type="checkbox"/> Benefits in Policy &amp; Procedure Manual</p> <p><input type="checkbox"/> STARS staff will interview full time site staff during the designation visit to verify that they receive 3 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, please 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 35 of this worksheet.

**CLARIFICATIONS**

• **Staff Position** Definitions:

Keystone STARS	Head Start
Director	Education Manager, Coordinator, Supervisor, etc.
Teacher, Group Supervisor (GS)	Teacher
Assistant Teacher, Assistant Group Supervisor (AGS)	Assistant Teacher

• **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 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 that meets the requirements for a Head Start professional development organization
- As included in the Annual Training and Technical Assistance Plan (T&TA).

Name of Facility: \_\_\_\_\_ MPI #: \_\_\_\_\_ 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 would like to use a non-Red Cross trainer, the provider must ensure that the trainer is PQAS approved for Pediatric First Aid, please 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 **or** 15 hours of documented topics outlined by *Caring for Our Children 2<sup>nd</sup> ed, Section 1.023* **OR** documented completion of a Head Start orientation that reflects the topics included in either of the above. If the Better Kid Care videos offered are not utilized, documentation is required of PQAS approved professional development (including course title, professional development hours, and instructor name/signature), that has been cross-walked to the CFOC topic areas.
- **Staff** includes the facility director, all teachers, 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.
  - Volunteer (and parent volunteer), substitute, or staff scheduled to enhance regulatory ratios are not included in the definition of "staff."
- 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 of the United States, please contact your STARS contact 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** as deemed acceptable 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 #: \_\_\_\_\_ County: \_\_\_\_\_

## NEXT STEPS

If you have any questions as you work toward completing the requirements for STAR 3, contact your STARS representative.

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* (DES-03)
- Completed the *STARS Enrollment Calculation Tool* (DES-04)
- Completed the *Request for STARS Designation*
- Attached the letter regarding your most recent PRISM review to the *Request for STARS Designation*
- Send the above documents to your Regional Key at the address listed on the first page of this document.

## CAREER LATTICE CALCULATION SHEET

Reminder: Please keep in mind the following Certification regulations:

§ 3270.33 (b): At least 50% of the staff persons in a facility shall be individuals qualified and functioning as directors, group supervisors and assistant group supervisors. No more than 50% of the staff persons may be of aide qualification level.

§ 3270.34 (d): In a facility in which 45 or fewer children are enrolled, a Director may also function as the Group Supervisor.

§ 3270.35 (e): In a facility in which more than 45 children are enrolled, a group supervisor is required for the first group of 45 enrolled children and for each group or partial group of 45 additional enrolled children.

TEACHER / GROUP SUPERVISOR (GS)	ASSISTANT TEACHER / ASSISTANT GROUP SUPERVISOR (AGS)	AIDE
Total # at Facility _____ (A)	Total # at Facility _____ (A)	Total # at Facility _____ (A)
Total # at <u>Career Lattice Level V+</u> _____ (B)	Total # at <u>Career Lattice Level II+</u> _____ (B)	Total # at <u>Career Lattice Level I+</u> _____ (B)
Total # at <u>Career Lattice Level VI+</u> _____ (C)	Total # at <u>Career Lattice Level III+</u> _____ (C)	Total # at <u>Career Lattice Level II+</u> _____ (C)
B ÷ A = _____ X 100 = _____ % (D)	Total # at <u>Career Lattice Level IV+</u> _____ (D)	B ÷ A = _____ X 100 = _____ % (D)
C ÷ A = _____ X 100 = _____ % (E)	Total # at <u>Career Lattice Level V+</u> _____ (E)	C ÷ A = _____ X 100 = _____ % (E)
<input type="checkbox"/> <b>STAR 2 - D equals at least 50%</b>	B ÷ A = _____ X 100 = _____ % (F)	<input type="checkbox"/> <b>STAR 2 - D equals 100%</b>
<input type="checkbox"/> <b>STAR 3 - D equals 100%</b>	C ÷ A = _____ X 100 = _____ % (G)	<input type="checkbox"/> <b>STAR 3 - E equals at least 25%</b>
<input type="checkbox"/> <b>STAR 4 - E equals at least 50%</b>	D ÷ A = _____ X 100 = _____ % (H)	<input type="checkbox"/> <b>STAR 4 - E equals at least 50%</b>
	E ÷ A = _____ X 100 = _____ % (I)	
	<input type="checkbox"/> <b>STAR 2 - F equals at least 50%</b>	
	<input type="checkbox"/> <b>STAR 3 - G equals at least 75%</b>	
	<input type="checkbox"/> <b>STAR 3 - H equals at least 25%</b>	
	<input type="checkbox"/> <b>STAR 4 - H equals at least 50%</b>	
	<input type="checkbox"/> <b>STAR 4 - I equals at least 25%</b>	

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Head Start Keystone STARS Director Roles and Responsibilities

<b>Head Start Grantee Name:</b>	<b>Name of Site/Classroom:</b>	
<b>Address:</b>		
<b>Contact Person (name and title):</b>	<b>Phone:</b>	
	<b>Email:</b>	
<p><b>Instructions:</b> Please list those employees that may fulfill the Director's duties as defined in the Keystone STARS/Head Start Worksheets and Performance Standards. These standards may not be met by teaching staff. Use the number next to the employee's information to indicate who will meet the standards specified in the graph below. This information will assist the STARS Designator during the designation process.</p>		
<b>Number</b>	<b>Employee Name</b>	<b>Employee Job Title</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		

## Director Standards and Corresponding Head Start Program Responsibilities

Section:	Keystone STARS Standard	Corresponding Responsibility	Responsible Person's Number
<b>Staff Qualifications and Professional Development</b>	Complete the Keystone STARS Core Professional Development Series (Only ERS section).	Providing professional development for teaching staff, and supervision of implementation of ERS self-assessment	
	Bachelor's Degree in ECE or related field (Level VI or above on Career Lattice)	Supervision of teaching staff regarding learning environment, curriculum, and assessment	
	Annual Professional Development Plan developed based on needs identified in PDR	Developing plans and ensuring opportunities for professional development.	
	Three professional growth and development activities	Direct responsibility for the oversight of program implementation and community outreach	
	PA Director's Credential (or 45 hours of management or administration professional development)	Fiscal, administrative, and personnel management	
	27 annual clock hours of professional development	Direct supervision of teaching staff	
	<b>Leadership and Management</b>	Director meets with each staff member using the plan development in STAR 1. For new staff, this meeting is held within 90 days of start of employment.	Supervision of teaching staff and responsibility for making sure classroom meets all applicable standards and regulation

### 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, 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 Clock Hours Completed						
				CDA/CCP		AA		BA/BS						Pediatric First Aid	Director 21 Annual Hours	(Teacher/Asst. Teacher) 18 Annual Hours	(Aide) 12 Annual Hours				
				Enrd	Attd	Enrd	Attd	Enrd	Attd												
<i>Example: Jane Doe</i>	<i>1/1/04</i>	<i>T</i>	<i>FT</i>				✓		✓	VI	✓	✓	✓	6/30/11		20					
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
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\* Position Titles: D = Director; T = Teacher/Group Supervisor; AT = Assistant Teacher/Assistant Group Supervisor; A = Aide.



### 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, place a check mark (✓) in the box. Make copies of this form for additional staff.

	A	Q	R	S	T	U	V	W	X
Employee Name	List Date of Professional Development	List Date of Professional Development**			(Teacher/Asst Teacher) List Date of Professional Development**			# of Professional Development Activities	
	2 Annual Hours of Health & Safety	Child Observation	Inclusive Practices	ERS	Curriculum	Program or Child Assessment	Learning Standards		
<i>Example: Jane Doe</i>	<i>2/15/11</i>	<i>6/25/11</i>	<i>3/1/11</i>	<i>2/5/11</i>	<i>4/25/11</i>		<i>5/15/11</i>	<i>2</i>	
1									
2									
3									
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\*\* A professional development course must be taken annually in at least one of the topic areas.

