

## STARS WORKSHEET

### STAR 4 Accreditation – School Age Child Care (SACC)

**Instructions:** In order to receive a designation at this level, all STARS Performance Standards for STAR 4-Accreditation must be met and the facility must provide documentation of its accreditation status. STARS staff will need to see site-specific documentation (sources of evidence) of each STARS Performance Standard in order to verify the achievement of that STARS Performance Standard. The facility must notify the Regional Key immediately of any change in accreditation status including letters of extension.

Equivalencies for School-Age (SACC) programs are listed throughout the worksheets. Please contact your Regional Key for more information regarding paperwork. SACC only sites should use these worksheets. Group Homes that have a mix of SACC and Early Learning components should contact the Regional Key for assistance.

This worksheet will help you to compile the information and paperwork necessary for designation. During your designation visit, STARS staff may use other methods to confirm that a standard is met. For example, if the standard requires a piece of paperwork, STARS staff may ask questions to verify the document. You will also receive an ERS Assessment as part of your STARS Designation.

Please review the information in the Clarifications\* section at the end of this document. All documentation must be completed for the individual DPW-certified facility and the staff that are employed at that facility. It is important to organize all documentation and keep it all in one place. Arranging the paperwork in a file box or a binder will make it easier for you to keep track of it and allow the designation visit to go smoothly.

The table below includes 3 columns–

1. *STARS Performance Standard & Documentation column* – Each Performance Standard is located in this column and is the exact wording found in the Standards document. The STARS Performance Standards build upon one another as you move up the STAR Levels. Therefore, there are STAR 1, STAR 2, and STAR 3 standards included in the STAR 4 standards. *These standards are italicized with the STAR level in parentheses.* Under each standard, there are checkboxes to help you keep track of the items needed for the designation visit. You also will notice that certain standards have a note to let you know that there is an optional tool available to help meet the standard.
2. *Pre-Designation Notes column* – There are important notes in this column to help you prepare. Please use this column during your pre-designation preparation to help keep track of your progress. In the comments section, feel free to write specific notes or explanations. Many SACC equivalencies will be listed in this section.
3. *Designation Notes column* – STARS staff will use this column during your STAR 4 designation visit. There also is a section for comments where specific guidance can be provided.

You will see optional tools listed throughout the worksheet. These tools are listed with the individual standards that they were designed to help you meet. There is also a required tool at the end of this worksheet, called the *STARS Enrollment Calculation Tool*. This tool is required for designation and to request Financial Awards. Finally, there is a tool that will help in more than one section of the Performance Standards. It is the *STARS Goal Planning Tool*. All of the optional tools are available at [www.pakeys.org](http://www.pakeys.org) or by contacting your STARS representative.

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

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

\* Please see the Clarifications section beginning on page 9 of this worksheet.

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

**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>Director* Development</b></p> <p><b>1. Annually participate in 3 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 development activities</p> <p><input type="checkbox"/> STARS staff may interview director during the designation visit to discuss staff 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><input type="checkbox"/> _____</p>	<p><b>Note:</b> Directors hired within the 12 months prior to designation have 12 months after their directorship start date to complete.</p> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

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**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>2. 27 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 3 requirement; 21 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 STARS approved professional development including information such as course title, hours, and instructor signature</p> <p><input type="checkbox"/> 3 hours in management, professionalism, supervision, leadership, and/or administration</p> <p><input type="checkbox"/> 21 hours of STARS approved professional development match the needs in PDR</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Completion of college credit hours will count toward annual clock hours of professional development. The hours allotted will be as follows: 1 credit = 15 annual clock hours.</li> <li>• Annual clock hours include professional development that has occurred in the 12 months prior to the designation visit. These hours may follow a staff person from one STARS facility to another, as long as the hours are taken within the year prior to designation and are aligned with the individual’s PDR and the ages of children served.</li> <li>• Director hired within the 12 months prior to designation have 12 months after their directorship start date to complete annual clock hours.</li> <li>• Fire and Water Safety do not count toward the required annual clock hours.</li> <li>• Pediatric First Aid does not count toward the required annual clock hours.</li> <li>• Self-learning modules require 6-8 weeks to process and receive certificates.</li> <li>• For designation purposes, a copy of the completed module and returned mail receipt will be acceptable. However, a copy of the professional development certificate must be submitted to the Regional Key when received.</li> <li>• <b>SACC:</b> It is recommended that Directors of SACC programs attend “Using Portfolios to Bring Out the Best in School Age Children” as part of their annual hours.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>

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**STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<p><b>Staff* Development</b></p> <p><b>1. For each Teacher/Assistant Teacher, 24 annual clock hours of professional development* based on PDR; each Aide, 15 clock hours based on PDR.</b>  <i>(For Teachers/Assistant Teachers, this is 9 additional annual clock hours above the STAR 3 requirement and 18 of these clock hours must be based on the PDR. Each Aide needs 15 clock hours based on PDR, which is 3 above STAR 3)</i></p> <p><input type="checkbox"/> Teacher/Assistant Teacher – Each has additional 18 annual clock hours above the number to meet DPW regulations</p> <p><input type="checkbox"/> Aides – Each has additional 9 annual clock hours above the number 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 Keystone STARS approved professional development match the needs in the PDR.</p> <p><input type="checkbox"/> Documentation of Keystone STARS approved professional development including information such as course title, hours, and instructor signature.</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Completion of college credit hours will count toward annual clock hours of professional development. The hours allotted will be as follows: 1 college credit = 15 annual clock hours.</li> <li>• Staff working <u>less</u> than 500 hours per year and volunteers/substitutes working <u>more</u> than 500 hours per year must take 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> <li>• <b>SACC:</b> The content of staff professional development needs to be appropriate for the age groups served.</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. Annually, all staff involved in two professional growth and development activities.*</b></p> <p><input type="checkbox"/> Membership card, certificate, meeting minutes, certificate of attendance, or other documentation of at least two professional growth activities 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><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. 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). (STAR 3)</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>• <b>SACC:</b> Please contact your Regional Key for more information.</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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**LEARNING PROGRAM**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<b>Environment Rating</b>		
<p><b>1. The average facility score of all sampled classrooms/age groups assessed by a STARS ERS assessor must be a 5.25.</b></p> <p><input type="checkbox"/> Summary report from Keystone STARS ERS Assessor indicates an average facility score for all sampled classrooms is at least a 5.25</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>2. Each individual sampled classroom/age group must have an ERS score no less than 4.25.</b></p> <p><input type="checkbox"/> Summary report from Keystone STARS ERS Assessor indicates ERS 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. A written Improvement Plan is developed to address any ERS subscale score below a 4.25.</b></p> <p><input type="checkbox"/> Written Improvement Plan addressing any subscale scores below 4.25 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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**LEADERSHIP AND MANAGEMENT**

STARS Performance Standard & Documentation	Pre-Designation Notes	Designation Notes
<b>Continuous Quality Improvement</b>		
<p><b>1. Provider develops a Continuous Quality Improvement Plan using multiple sources. (STAR 3)</b></p> <p><input type="checkbox"/> Continuous Quality Improvement Plan with a list of at least 3 sources of information</p> <p><b>Optional Tool:</b>            STARS Continuous Quality Improvement Plan Instructions &amp; Appendices            STARS Resource Planning Guide            Change of Directorship</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Sources of information for an annual evaluation/review of program may include surveys of parents, staff, and/or school-aged children, ERS, LIS, audits, FPD plan, etc.</li> <li>It is recommended that the Continuous Quality Improvement Plan be reviewed and updated annually.</li> </ul> <p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>	<p>Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>
<p><b>2. A Strategic Plan is aligned with the program’s mission statement and put in place.</b></p> <p><input type="checkbox"/> Strategic plan is developed, implemented and reviewed annually</p>	<p><b>Note:</b> For additional information regarding Strategic Planning, 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>.</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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## CLARIFICATIONS

- The **Director** is the person certified as “director” by DPW Certification.
- **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
- **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.

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• **School-Age Child Care (SACC) Program:**

- If there are both SACC and younger age groups in the facility, they must meet their respective STARS performance standards in order to achieve a STAR designation.
- Any staff persons who work between both SACC and younger age groups in the facility must meet the standard for the age group of primary focus.
- If a SACC program is only open during the school year, the school year is considered its calendar/fiscal year.
- For staff persons with primary focus in the School Age classroom, the School-Age Professional Credential (SAPC) is equivalent to a CDA.

• The Provider should maintain the following information in each **Child's Record**:

- Child's full name
- Child's Date of Birth
- Date Child enrolled in the program

**NEXT STEPS**

If you have any questions as you work toward completing the requirements for STAR 4, contact the STARS staff listed on the first page of this packet.

When you believe that you meet the STAR 4 – Accreditation (Centers) performance standards, make sure that you have done the following:

- Completed each of the items in the STARS Performance Standards & Documentation column
- Completed the *Request for STARS Designation*
- Attached the facility's current DPW Certificate of Compliance to the *Request for STARS Designation*
- Attached documentation of the facility's accreditation status
- Attached the facility's completed *STARS Enrollment Calculation Tool*

Send the above documents to your Regional Key.