

Reaching For The Stars



For Child Care Programs

Oklahoma's Quality Rating and Improvement System



Child Care Services

Effective 11-1-16



Reaching for the Stars for Child Care Programs Quality Rating Improvement System

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QRIS Overview

Reaching for the Stars is the name of Oklahoma's **Quality Rating and Improvement System (QRIS)**. Oklahoma was the first state in the nation to implement a QRIS. The majority of other states have now implemented some form of a quality rating and improvement system. The Reaching for the Stars program is for all child care providers who are shaping the lives of children and the future of our state. Our goal is for each provider to Reach for the Stars, grow professionally and be recognized for their accomplishments, for parents and the public to recognize and value quality practices, and for all of Oklahoma's children to benefit from the highest quality early childhood experiences.

What is a Quality Rating and Improvement System? A QRIS is a method to assess, improve, and communicate the positive practices in early care and education settings. The criteria used in QRIS have been developed from research and what is universally considered to be quality care. Oklahoma's Quality Rating Improvement System was designed to assist individual providers in improving the care and education they provide for children, raise the professional development level of child care providers, and increase parents' awareness of the importance of positive practices in child care.

Child Care Services (CCS) is committed to providing the resources and incentives needed to increase Star levels. Please consult your Licensing Specialist or Stars Outreach Specialist (SOS) to determine how you can join other child care providers in enhancing and improving child care in Oklahoma.

Levels of Reaching for the Stars Certification

Three Star: An owner must apply for and meet all 1, 1+ and 2 Star criteria and

- 1) be accredited by one of the approved national accrediting agencies or
- 2) be a Head Start meeting the Head Start Performance Standards.

Two Star: An owner must either apply and meet all 1, 1+ and 2 Star criteria or meet licensing status and compliance and be accredited by a national accrediting body approved by CCS or a Head Start grantee and compliant with Head Start Performance Standards.

One Star Plus: An owner must apply for and meet all 1 Star and 1+ criteria.

One Star: Meeting minimum licensing requirements is the foundation for Reaching for the Stars. A program that has a 6 month permit or a license is automatically designated as a One Star program.

Complete Star policy can be located at www.okdhs.org. Resources in this book can assist programs in understanding and implementing CCS Reaching for the Stars policy.

The Foundation Compliance with Licensing Requirements

The foundation of the *Reaching for the Stars* program is licensing requirements. Before seeking to meet additional quality criteria, a program should first strive to maintain compliance with requirements established as a minimum standard for operation. DHS has established the following policy to assist child care providers and licensing specialists in evaluating compliance.

The program must have a permit or license, and must not have numerous, repeated, or serious (NRS) non-compliance with applicable licensing requirements. The monitoring visits and substantiated complaints for the last 24 months of operation are reviewed to determine whether the facility meets the compliance criteria.

If there is a history of numerous, repeated or serious non-compliance over the last 24 months, Star certification may be **denied**. An existing facility may be **reduced** if serious non-compliance occurs. The following defines numerous, repeated and serious non-compliances for licensing as per OAC 340:110-1-9.3:

A. Numerous non-compliance is any monitoring visit with six or more items documented as non-compliant on the monitoring report for a program with a licensed capacity of less than 60; or seven or more items for a program with a licensed capacity of 60 or more. Each numbered item on the monitoring report that has been marked as non-compliant is counted once even though there may be more than one non-compliance included in that item.

B. Repeated non-compliance is three or more documented incidents of non-compliance with the same requirement within the last 12 months.

C. Serious non-compliance is a non-compliance with licensing requirements that exposes children to conditions that present an imminent risk of harm. Serious non-compliances are identified through licensing observations, confirmed complaint investigations, and/or self-reported incidences. Some examples of non-compliance that may be considered serious are: staff-child ratio; supervision of children; infant sleep environment; prohibited disciplinary actions; licensed capacity; use of passenger restraints; water activities; pools and other water hazards; multiple hazards; weapons; reporting child abuse; knowingly permitting access to children by persons identified as restricted or registrants; failure to obtain background investigations or Child Care Restricted Registry searches; administering medication to children; room temperatures; heat sources and loss of any utility service; compliance file and/or posting; cardiopulmonary resuscitation and first aid training; liability insurance; or vehicle liability insurance.

A non-compliance may qualify in more than one category in determining numerous, repeated or serious, and the same non-compliance, though only counted once, may qualify in more than one category. *Example:* An understaffing is considered serious but may be part of repeated or numerous non-compliance.

For more information you may refer to the policy listed at: <http://www.okdhs.org>

Reaching for the Stars Rationale, Policy, Evidence/Acceptable Documentation

340:110-1-8.4. Licensing status and compliance for differential quality rating and improvement certification criteria Revised 11-1-16

Rationale: Meeting and maintaining minimum licensing requirements ensures the basic health and safety of children in care. It is the foundation of the Reaching for the Stars program.

Check if met	QRIS Child Care Program Policy	Star Level	Evidence/Acceptable documentation
[]	(a) Licensing status criteria for one star plus, two star, and three star levels. For certification, programs must have a license or permit.	1+, 2, 3	Verification is the State issued permit or license.
[]	(b) Compliance criteria for one star plus, two star, and three star levels. The monitoring visits and substantiated complaints for the last 24 months of operation are reviewed. The licensing record from the applicant's previous licenses, if any is considered. Numerous, repeated, and serious non-compliance per Oklahoma Administrative Code (OAC) 340:110-1-9.3 are considered when approving or denying star certification. The request for certification may be denied or status may be reduced, if:	1+, 2, 3	At application and ongoing , CCS personnel will review monitoring reports and complaint summaries for last 24 months.
[]	(1) there are numerous, repeated, or serious non-compliance with applicable licensing requirements; or	1+, 2, 3	At application and ongoing , CCS personnel will review monitoring reports and complaint summaries for the last 24 months.
[]	(2) a serious incident resulting in injury or imminent risk of harm.	1+, 2, 3	At application and ongoing , CCS personnel will review monitoring reports and complaint summaries for the last 24 months.

340:110-1-8.5. Administrative differential quality rating and improvement certification criteria

Revised 11-1-16

Rationale: No matter the size or type of business, programs and personnel can benefit from regular personnel performance evaluations. Evaluations can be used to clearly communicate expectations, document and improve performance, recognize accomplishments, and develop and motivate personnel.

The Oklahoma Core Competencies are a document that includes what all who work with young children need to know, understand and be able to do to support children’s learning and development; it can be used to assess skills in content areas, plan for professional development, write job descriptions and a personnel policies, and evaluate educational offerings.

Employee handbooks and policy/procedure manuals clearly communicate the program’s policies, procedures, and expectations.

The Oklahoma Professional Development Registry is a statewide database created to recognize the professional development of all individuals working in the early care and education field and it is maintained by CECPD. Some benefits of the registry are: professional development is maintained in one location, there is an interactive training calendar and map, individuals have access to their professional development record online at any time, and the registry can be used to plan meaningful professional development and track accomplishments.

Meetings are the glue that holds the center together and serve as a way to communicate information, make and relay decisions, build teams, identify, and resolve problems.

Check if met	QRIS Child Care Program Policy	Star Level	Evidence/Acceptable documentation
[]	(a)(1) The director or supervising personnel evaluates personnel in writing using the Oklahoma Core Competencies and develops the educational professional development plan, at least annually.	1+, 2, 3	Verification is written and dated personnel evaluation form or tool that reflects the use of Oklahoma Core Competencies.
[]	(a)(2) The program provides an employee handbook for personnel including information on hiring and firing, job duties and responsibilities, professional development requirements, child abuse reporting, and personnel attendance policy.	1+, 2, 3	Verification is an employee handbook that includes information on hiring and firing, job duties and responsibilities, professional development requirements, child abuse reporting, and personnel attendance policy.

Check if met	QRIS Child Care Program Policy	Star Level	Evidence/Acceptable documentation
[]	(a)(3) Programs are registered as a direct care organization with the Oklahoma Professional Development Registry (OPDR) by following and maintaining all items listed in the Direct Care Facility Guide Handbook.	1+, 2, 3	Direct care organization is verified on the OKRegistry.
[]	(a)(4) Program personnel counted in staff-child ratio are members of the OPDR and have current professional development ladder certificates. New personnel must be listed on the registry within 12 months of employment.	1+, 2, 3	Registry and PDL certificates are verified on the OKRegistry.
[]	(b)(1) A policy and procedure manual is maintained on site for personnel and includes the program's mission or vision statement, information on organizational structure, and code of professional conduct.	2 & 3	Verification is a policy and procedure manual that includes information on the program's mission or vision statement, information on organizational structure, and the code of professional conduct.
[]	(b)(2) A minimum of two personnel meetings are conducted annually and include time to discuss quality and its impact on the program.	2 & 3	Verification is dated personnel sign-in sheets or agendas or meeting minutes with list of personnel present.

340:110-1-8.6. Director, personnel, and primary caregiver qualifications for differential quality rating and improvement certification criteria Revised 11-1-16			
Rationale: The level of quality found in child care largely depends on the knowledge and skills of the people who work with children. All children are ready to learn from birth and what caregivers do or do not do can help or hurt a child's success in life. In order to meet children's cognitive, social, emotional and physical needs, caregivers need to have a thorough understanding of child development and be able to implement developmentally appropriate practices. Their knowledge in Early Learning Guidelines is key to classroom success, including lower behavior guidance problems and increased school-readiness.			
Check if met	QRIS Child Care Program Policy	Star Level	Evidence/Acceptable documentation
[]	<p>(a) Master teacher and primary caregiver qualifications for two and three star levels. Master teachers and primary caregivers must be employed on-site on a full-time basis and trained in Oklahoma's Early Learning Guidelines. An individual is not counted as a master teacher, director, or primary caregiver at more than one program, unless the programs do not operate concurrently at any given time.</p>	2 & 3	Full-time employment is verified by personnel daily attendance records, when needed. ELG training is verified by viewing the Oklahoma Professional Development Registry or certificates or college transcripts.
[]	<p>(1) Master teachers meet and maintain one of the requirements in (2)(A) through (H) of this subsection.</p>	2 & 3	Qualifications are verified by viewing the Oklahoma Professional Development Registry. Part-day only: Qualifications are verified by viewing the OPDR or certificates or college transcripts.
	<p>[] (A) Occupational child care competency certificate for master teacher or lead teacher through an Oklahoma technology center and three months of satisfactory full-time experience in a licensed or legally exempt child care setting.</p>	2 & 3	
	<p>[] (B) Current Child Development Associate (CDA) or Certified Childcare Professional (CCP) credential.</p>	2 & 3	

Check if met	QRIS Child Care Program Policy	Star Level	Evidence/Acceptable documentation
	<input type="checkbox"/> (C) Certificate of Mastery in early childhood education or child development from an accredited Oklahoma college or university.	2 & 3	
	<input type="checkbox"/> (D) Thirty-college credit hours from an accredited college or university, including 15-credit hours in early childhood education, child development, or other coursework supporting working with children.	2 & 3	
	<input type="checkbox"/> (E) Four-year degree from an accredited college or university with six-college credit hours in early childhood education, child development, or other coursework supporting working with children.	2 & 3	
	<input type="checkbox"/> (F) Two- or four-year degree from an accredited college or university in early childhood education or child development.	2 & 3	
	<input type="checkbox"/> (G) A valid teaching certificate in early childhood education from the Oklahoma State Department of Education.		
	<input type="checkbox"/> (H) Current Oklahoma Professional Development Ladder (OPDL) certificate of Level 3, specifically met by an Oklahoma Competency Certificate with a Master Teacher emphasis or Level 4 or higher.	2 & 3	
	<input type="checkbox"/> (I) If approved prior to June 1, 2004, the provider may continue to meet this criteria if the provider maintains 120 hours of job-related professional development within the last five years, five years of full-time experience in a licensed or legally exempt child care setting, and every two years receives a minimum score of 5.0 on the Family Child Care Environment Rating Scale - Revised.	2 & 3	

Check if met	QRIS Child Care Program Policy	Star Level	Evidence/Acceptable documentation
[]	(b) Out-of-School Time master teacher qualifications. In programs licensed as Out-of-School Time programs, the master teacher must be employed and on-site at least 50 percent of the weekly operating hours. The master teacher must currently meet and maintain either:	2 & 3	This policy is for Out-of-School Time programs only: Full-time employment is verified by personnel daily attendance records, when needed.
[]	(1) one of the qualifications in (a) of this Section; however, a degree or coursework in (a)(2)(C) through (G) may also be in elementary education, recreation, or other coursework supporting working with children, families, and the community; or	2 & 3	This policy is for Out-of-School Time programs only: Qualifications are verified by viewing the Oklahoma Professional Development Registry.
[]	(2) 120-clock hours of professional development within the last five years, one year of full-time experience in a licensed or legally exempt Out-of-School Time program, and every two years receive a minimum score of 5.0 on the School-Age Environment Rating Scale Updated Edition (SACERS-U), in a classroom where the master teacher is the lead teacher.	2 & 3	This option is only available to Out-of-School Time programs previously qualified using the SACERS-U score to qualify personnel as a master teacher. The master teacher may continue to meet the qualifications with these criteria by maintaining 160 hours of professional development every five years. When a program closes, is reduced, or the master teacher leaves the program, the program or personnel may not use the 120/5/5 option to meet master teacher qualifications.

Check if met	QRIS Child Care Program Policy	Star Level	Evidence/Acceptable documentation
[]	(c) Master teachers required for two and three star centers. There is a full-time master teacher for every 30 children of the licensed capacity.	2 & 3	Qualifications are verified for the required number of master teachers based on the licensed capacity to meet the 1:30 ratio.
[]	(1) Programs licensed as Out-of-School Time programs must have a master teacher for every 40 children of the licensed capacity.	2 & 3	This policy is for Out-of-School Time programs only: Qualifications are verified for the required number of master teachers based on the licensed capacity to meet the 1:40 ratio.
[]	(2) An individual is not counted as a master teacher, director, or primary caregiver in more than one program or considered a master teacher in one program and a director of another program, unless the programs do not operate concurrently at any given time.	2 & 3	CCS personnel review CCS records.
[]	(d) Director as master teacher. The director may be counted as a master teacher only when the licensed capacity is 30 or less.	2 & 3	CCS personnel review CCS records.
[]	(e) Master teacher responsibilities. Master teachers work directly with children and support other teaching personnel with responsibilities, such as program development, weekly lesson plans, use of space and equipment, interactions with parents, and program evaluation.	2 & 3	Responsibilities are verified by reviewing job descriptions and/or observed by CCS.

340:110-1-8.7. Professional development for differential quality rating and improvement certification criteria

Revised 11-1-16

Rationale: The Director is a leader for the program and the primary person responsible for the day to day operations. A director has a vast knowledge of early care and education including, but not limited to: operating a facility, leadership, managing staff, nutrition, child development, understanding and utilizing the Early Learning Guidelines, etc.

Everyone who works with young children and their families need a basic understanding of child development and early education and how children learn.

Check if met	QRIS Child Care Program Policy	Star Level	Evidence/Acceptable documentation
[]	(a) Director professional development requirements for one star plus, two star, and three star centers. No more than six hours of informal professional development as defined per Professional Development Ladder certification may be counted in total hours. Director qualifications listed in (1) – (4) of this subsection are required.	1+, 2, 3	The Oklahoma Professional Development Registry or training certificates or college transcripts are viewed to verify no more than six hours of informal professional development has been counted for required professional development hours.
[]	(1) The director must have documentation of at least two college credits or 30-clock hours of job-related professional development within the last 12 months prior to request for star certification.	1+, 2, 3	The Oklahoma Professional Development Registry or training certificates or college transcripts are viewed to verify required professional development hours.
[]	(2) When a new director is hired, the director must have documentation of at least two college credits or 30-clock hours of job-related professional development within the last 12 months prior to employment. If the new director does not have two college credits or 30-clock hours of professional development, the program is required to submit a written plan to licensing staff for correcting the violation within 90-calendar days of the new director's hire date.	1+, 2, 3	The Oklahoma Professional Development Registry or training certificates or college transcripts are viewed to verify required professional development hours.

Check if met	QRIS Child Care Program Policy	Star Level	Evidence/Acceptable documentation
[]	(3) In subsequent years of star status certification, the director must have documentation of at least two college credits or 30-clock hours of job-related professional development per Professional Development Ladder certification.	1+, 2, 3	The Oklahoma Professional Development Registry or training certificates or college transcripts are viewed to verify required professional development hours.
[]	(4) An individual is not counted as a center master teacher, director, or primary caregiver at more than one program, unless the programs do not operate concurrently at any given time.	1+, 2, 3	CCS personnel review CCS records.
[]	(b) Personnel professional development requirements for one star plus, two star, and three star centers. No more than six hours of informal professional development as defined per Professional Development Ladder certification may be counted in total hours. Personnel qualifications listed in (1) – (5) of this subsection are required.	1+, 2, 3	The Oklahoma Professional Development Registry or training certificates or college transcripts are viewed to verify no more than six hours of informal professional development has been counted for required professional development hours.
[]	(1) At application, center personnel employed at the program for at least 12 months and counted toward meeting the staff-child ratio must have at least two college credits or 20-clock hours of job-related professional development per employment year. At initial request for star certification, professional development may be counted if obtained within the last 12 months or within the personnel's employment year.	1+, 2, 3	The Oklahoma Professional Development Registry or training certificates or college transcripts are viewed to verify required professional development hours.
[]	(2) After initial approval for certification, the professional development criteria of at least two college credits or 20-clock hours of job-related professional development must be met within the personnel's Professional Development Ladder certification.	1+, 2, 3	The Oklahoma Professional Development Registry or training certificates or college transcripts are viewed to verify required professional development hours.

Check if met	QRIS Child Care Program Policy	Star Level	Evidence/Acceptable documentation
[]	(3) The professional development requirement applies to part-time personnel and to substitutes who have worked at the program more than a total of 80 hours. Personnel performing only auxiliary duties, such as cooking, transportation, or maintenance are exempt from this professional development requirement.	1+, 2, 3	The Oklahoma Professional Development Registry or training certificates or college transcripts are viewed to verify required professional development hours.
[]	(4) One personnel for every 30 children of the licensed capacity must actively work toward the educational requirements to obtain master teacher qualifications.	1+, 2, 3	The Oklahoma Professional Development Registry or training certificates or college transcripts or documentation from scholar coordinator or educational instructors are viewed to verify required professional development hours and content.
[]	(5) Personnel working toward or meeting master teacher qualifications are trained in Oklahoma's Early Learning Guidelines.	1+, 2, 3	The Oklahoma Professional Development Registry or training certificates or college transcripts or documentation from scholar coordinator or educational instructors are viewed to verify required professional development.

340:110-1-8.8. Learning environment differential quality rating and improvement certification criteria

Revised 11-1-16

Rationale: Interest areas are thoughtfully designed/planned areas of space. Learning is an interactive process and children learn through doing. The environment in which children play and learn should provide them with opportunities to explore and interact with a variety of activities and materials, and allow for each child's individual temperament, moods, and development.

Current early childhood researchers agree that young children under two years old should not watch television. During this time of rapid brain development, children need activities that promote language development and brain growth such as interaction with others and hands-on activities.

Outdoor centers offer learning opportunities just as they do inside, and are ideal for curriculum that is planned in response to children's interests. The outdoors is also a good place to provide experiences that are sometimes too messy for indoors, such as sand/water table and some art activities.

Quality learning experiences for children are enhanced by a well-planned curriculum. Daily schedules are written timetables of events that show what is supposed to happen throughout the day. Lesson plans are the basic plan for the day and help teachers select and prepare for activities, projects and themes that are appropriate for the age and development of children in their care, as well as organize content, materials, and methods.

Check if met	QRIS Child Care Program Policy	Star Level	Evidence/Acceptable documentation
[]	(a)(1) Space for children 2 years of age and older is arranged in well-defined and equipped interest areas in each classroom to facilitate a variety of activities and must include music and movement.	1+, 2, 3	At application: interest areas that are well-defined and well-equipped with age-appropriate equipment for each of the 6 interest areas (art, blocks, books and language, dramatic play, manipulatives, and music and movement) are verified by a floor plan showing the location of all 6 interest areas in each classroom and photos of each interest area. Ongoing: interest areas will be observed on-site by CCS.
[]	(a)(2) Television or other screen time is not used for children 1-year-old or younger.	1+, 2, 3	Verification is classroom daily schedules or lesson plans or on-site observation by CCS

Check if met	QRIS Child Care Program Policy	Star Level	Evidence/Acceptable documentation
[]	(b)(1) Space for children 2 years of age and older is arranged in well-defined and equipped interest areas in each classroom to facilitate a variety of activities and must include math, music and movement, and science or nature. The program has at least two learning centers available outdoors for children's use.	2 & 3	<p>At application: interest areas that are well-defined and well-equipped with age appropriate equipment for each of the 8 interest areas (art, blocks, books and language, dramatic play, manipulatives, music and movement, math, and science or nature) are verified by a floor plan showing the location of all 8 interest areas in each classroom and photos of each interest area.</p> <p>Ongoing: interest areas will be observed on-site by CCS.</p>
[]	(b)(2) The program utilizes Oklahoma Early Learning Guidelines as a resource for lesson and curriculum planning.	2 & 3	<p>ELG used as a resource are verified by current lesson plans referencing ELGs or personnel explain how ELGs were used in developing the current lesson plan for each age group in every classroom.</p>

340:110-1-8.9. Family engagement differential quality rating and improvement certification criteria

Revised 11-1-16

Rationale: Families are the child's first teachers and are the link between the educational setting and home. A strong connection between child care staff and families is critical for building a positive environment for young children, allowing children to feel more secure, confident and self-assured. In addition, high quality of family involvement reduces the number of complaints made. Everyone, but especially children, benefits when providers and families work together.

Check if met	QRIS Child Care Program Policy	Star Level	Evidence/Acceptable documentation
[]	(a)(1) A system is established and maintained for sharing with and communicating to families the happenings, activities, and related issues about a child's physical and emotional state.	1+, 2, 3	Verification of communication with families about their child's happenings, activities, and issues are examples/copies of daily documentation provided to families or explanation of verbal procedures used.
[]	(a)(2) Families are welcomed into the center at all times, for example, to eat lunch with a child, observe, or volunteer in the classroom.	1+, 2, 3	Verification is documentation in family handbook or posters in the family resource center or observation by CCS.
[]	(a)(3) Individual parent conferences are arranged and documented to discuss and set goals regarding the child's progress, accomplishments, and challenges, at least annually and as needed. Documentation of parent conferences is maintained with the child's records.	1+, 2, 3	Verification is a dated conference sheet with parent's signature in child's record or parent sign-in sheet or parent signed refusal or calendar with conference dates listed.
[]	(a)(4) There is a family resource area with books, pamphlets, or articles on parenting and community resources accessible to families. When provided electronically, resources are easily accessible and printable.	1+, 2, 3	At application: verification is description of location and types of resources or photos of resource area. Ongoing: verification will be observed by CCS.
[]	(a)(5) At least two family meetings with guest speakers or special events are held each year, such as open houses, brown bag lunches, family pot-luck dinners, and children's programs.	1+, 2, 3	Verification of family meetings or special events are pictures of events or flyers or invitations to the events or newsletters or agendas or sign-in sheets.

Check if met	QRIS Child Care Program Policy	Star Level	Evidence/Acceptable documentation
[]	<p>(a)(6) Families are informed of the center's program by two of these methods:</p> <ul style="list-style-type: none"> <input type="checkbox"/> (a)(A) bulletin board; <input type="checkbox"/> (a)(B) newsletter; <input type="checkbox"/> (a)(C) parent handbook; <input type="checkbox"/> (a)(D) website, specific to each center location; or <input type="checkbox"/> (a)(E) email. 	1+, 2, 3	<p>At application: verification is a copy of a newsletter or the parent handbook.</p> <p>Ongoing: verification will be observed by CCS.</p>
[]	<p><input type="checkbox"/> (a)(7) Families participate in program and policy development through board involvement and planning meetings or are given an opportunity to complete yearly questionnaires.</p>	1+, 2, 3	<p>Verification is meeting minutes or agenda listing board members present and position or sign-in sheets from planning meetings or completed yearly questionnaires.</p>
[]	<p>(b) Criteria two and three star centers. Family engagement criteria listed in (a) of this Section are required. In addition, parent conferences are held at least twice a year and a written report about the child is provided to parents at the conference.</p>	2 & 3	<p>Verification is a dated conference sheet with parent's signature in child's record or parent sign-in sheet or parent signed refusal or calendar with conference dates listed.</p>

340:110-1-8.10. Program evaluation differential quality rating and improvement certification criteria

Revised 11-1-16

Rationale: Taking the time to evaluate your program is universally recognized as one of the key indicators of quality in child care. Evaluating your program helps you identify the strengths and weaknesses in your program, grow as a professional, provide a quality environment for the children in your care, and increase family awareness regarding the importance of their child's care.

Check if met	QRIS Child Care Program Policy	Star Level	Evidence/Acceptable documentation
[]	(a)(2) Personnel and parents are surveyed annually to identify strengths and weaknesses of the program and evaluate the program's effectiveness in meeting the needs of children, parents, and personnel.	1+, 2, 3	Verification is completed and dated surveys and responses.
[]	(a)(3) An equipment inventory is conducted annually using the appropriate Oklahoma Department of Human Services (DHS) form and kept on file at the center.	1+, 2, 3	<p>This policy is for part-day programs only:</p> <p>At application: verification is a completed dated equipment inventory on the official DHS form.</p> <p>Ongoing: the completed dated equipment inventory on the official DHS form will be observed by CCS. CCS will also verify the equipment in each classroom, when needed.</p>
[]	(b) Criteria two and three star centers and homes. Program evaluation criteria listed in (a) of this Section is required. All methods of program evaluation as described in (1) through (4) of this subsection must be completed within one year of receiving two star status and repeated as required.	2 & 3	
[]	(1) The program is assessed every three years using an assessment tool approved by Child Care Services (CCS). This assessment is not required for programs accredited by a CCS approved national accrediting body.	2 & 3	Verification is a completed, dated <i>Oklahoma Quality Child Care Program Scale: Self-Assessment</i> or documentation of a completed approved CCS assessment tool.

Check if met	QRIS Child Care Program Policy	Star Level	Evidence/Acceptable documentation
[]	(2) Program goals are established and updated annually based on information gathered from the completed health and safety checklists, parent and personnel surveys, and a CCS approved assessment tool.	2 & 3	Verification of established program goals are written plans with dates the goals were established and are updated annually.
[]	(3) The program has a written plan for meeting established goals including professional development and educational needs of personnel or the provider and assistant as well as program policy and procedures.	2 & 3	Verification of established program goals are written plans with dates the goals were established and are updated annually and include goals for personnel's professional development and educational needs as well as program policy and procedures.
[]	(4) Personnel participate in program evaluation and the established goals are shared with personnel.	2 & 3	Verification of personnel participation is personnel meeting sign-in sheet with agendas or personnel meeting minutes with personnel present.

340:110-1-8.3 Certification of programs to receive a differential quality rating and improvement level

Revised 11-1-16

Rationale: Accreditation and Head Start standards reflect a process of extensive self-study and external review of a program and how it compares to benchmark standards of quality set by the accrediting agency or the federal government.

Check if met	QRIS Child Care Program Policy	Star Level	Evidence/Acceptable documentation
[]	<p>(B) meet one star plus and two star criteria described in (b) of this Section and either be:</p> <p>[] (i) accredited by a national accrediting body approved by CCS; or</p> <p>[] (ii) a Head Start grantee and compliant with Head Start Performance Standards.</p>	3	<p>Verification for all 1+ and 2 Star criteria listed above is required for 3 Star.</p> <p>Verification is a current certificate from a national accreditation agency. *For a list of approved accrediting agencies go to Helpful Early Childhood Contacts.</p> <p>Verification is Head Start documentation of the federal review showing the program has no non-compliance issues and/or all non-compliance issues at last federal review are resolved.</p>

Reaching for the Stars Rights and Responsibilities

You have the right to:

- submit an application and have it processed in a timely manner (no longer than 30 days).
- withdraw an application prior to approval or denial by contacting the Stars Outreach Specialist for your area.
- receive written notification of the decision made regarding your application.
- if denied, contact the Stars Outreach Specialist or Licensing Supervisor for discussion/clarification.
- reapply at any time following a denial once all criteria are met. However, if the request was denied due to **Numerous**, **Repeated**, or **Serious (NRS)** non-compliance(s), the program may not be approved for a higher certification level for six months from the denial date. You may request to reduce the six-month waiting period by requesting it in writing to the Regional Program Manager for your area.
- request an Extension of Time to Comply (CCS form 07LC074E). You may request an Extension of Time to Comply under the following circumstances: your facility has a plan of correction for a Star criteria violation (except compliance with licensing) and you are unable to correct non-compliances within the agreed-upon time frame. You must demonstrate that the violation of the criteria was not foreseeable and beyond your control; all requests must be submitted in writing 30 days prior to the expiration of the agreed-upon time frame for violations and must include all supporting documentation, all requests are to be made to:

Child Care Services--QRIS Program Administrator
PO Box 25352
Oklahoma City, OK 73125
- receive written notification of the decision for an Extension of Time to Comply in a timely manner (no longer than 30 days).
- receive written notification regarding violation of Stars criteria. This notification may be in the form of a letter, notice to comply, supplementary information page, or on the periodic Stars review completed for the appropriate Stars level.
- you have the right to grieve any non-compliances or substantiated complaints within 10 days of notification.
- request an alternative settlement in lieu of being recommended for reduction, by submitting a plan to the Regional Program Manager for your county.
- receive written notification of a reduction of the Stars level and instructions on requesting an appeal of this decision.

Reaching for the Stars Rights and Responsibilities

You have the responsibility to:

- submit a completed request for Star certification (Star levels are not awarded until a complete application has been submitted and approved).
 - maintain compliance with licensing requirements (numerous, repeated or serious non-compliances may result in denial of a higher Star rating). Your Star level may be reduced due to serious non-compliance.
 - understand and maintain all Star criteria at the appropriate levels and request assistance with understanding criteria as needed.
 - notify Child Care Services in writing within five days of any change in your program's ability to meet Star criteria (examples include: loss of a master teacher, director, accreditation, etc.).
 - submit a written plan for correcting violations of Star criteria within an agreed-upon time frame, not to exceed 90 days from the date the violation occurred or the date a facility is notified of a substantiated complaint.
 - complete all methods of program evaluation within the first year of Two Star status and repeat them as required.
 - obtain required professional development and maintain documentation for director and all staff and/or employees.
 - Director: must have at least two college credits or 30 clock hours of job-related professional development per Professional Development Ladder certification.
 - Personnel: must have at least two college credits or 20 clock hours of job-related professional development within the personnel's Professional Development Ladder certification.
- Note:** No more than six hours of informal professional development as defined per Professional Development Ladder certification may be counted in total hours. Refer to Approved Professional Development for information on informal hours.
- submit a Request for an Extension of Time to Comply (07LC074E).
 - maintain current credentials including professional development ladder for director and all personnel counted in staff-child ratio.
 - be a director or master teacher at only one program unless the programs do not operate concurrently at any given time.
 - maintain accreditation or Head Start status and compliance if applicable.

Reaching for the Stars Master Teacher Qualifications

A One Star and One Star Plus program meets minimum requirements for master teachers with a ratio of 1 master teacher for every 60 children. For Two and Three Star programs, there must be 1 master teacher for every 30 children of the licensed capacity.

The director may count as a master teacher when the licensed capacity is 30 or less and the director meets the master teacher qualifications.

An individual is not counted as a master teacher, director, or primary caregiver in more than one program or considered a master teacher in one program and a director of another program, unless the programs do not operate concurrently at any given time.

Master teachers must be employed on-site on a full-time basis (30 hours a week during a program's operating hours, for part-day programs use 50 percent of the operating hours), be trained in ELG, work directly with children, support other teaching personnel, and meet and maintain **ONE** of the following:

- **Occupational Child Care Competency Certificate for master teacher or lead teacher** through an Oklahoma technology center and three months of satisfactory full-time experience in a licensed or legally exempt child care setting. For more information about this certificate, call your area technology school or 800-522-5810 **OR**
- Current **Child Development Associate (CDA)**. For more information, call 800-424-4310 or visit www.cdacouncil.org **OR**
- Current **Certified Childcare Professional (CCP)** credential. For more information, call 405-225-9395 **OR**
- **Certificate of Mastery** in early childhood education or child development from an accredited Oklahoma college or university. For more information, call 866-343-3881 **OR**
- Thirty college credit hours from an accredited college or university, including 15 credit hours in early childhood education, child development, or other coursework supporting working with children **OR**
- Four year degree from an accredited college or university with six college credit hours in early childhood education, child development, or other coursework supporting working with children **OR**
- Two or four year degree from an accredited college or university in early childhood education or child development **OR**
- A valid teaching certificate in early childhood education from the Oklahoma State Department of Education **OR**
- Current Oklahoma Professional Development Ladder (OPDL) certificate of Level 3, specifically met by an Oklahoma Competency Certificate with a Master Teacher emphasis or Level 4 or higher.

Reaching for the Stars

Master Teacher Qualifications for Out-of-School Time Programs

A One Star and One Star Plus facility meets minimum requirements for master teachers with a ratio of one master teacher for every 60 children. For Two and Three Star programs licensed as an out-of-school time (OST) programs there must be one master teacher for every 40 children of the licensed capacity.

An individual is not counted as a master teacher, director, or primary caregiver in more than one program or considered a master teacher in one program and a director of another program, unless the programs do not operate concurrently at any given time.

Master teachers must be employed and on-site at least 50 percent of the weekly operating hours, trained in Oklahoma's Early Learning Guidelines (ELG), work directly with children and meet and maintain **ONE** of the following:

- One of the master teacher qualifications required for child care programs, as listed on the previous page of this document **OR**
- **School-Age Certificate of Mastery.** For more information, call 866-343-3881 **OR**
- Thirty college credit hours from an accredited college or university, including 15 credit hours in elementary education, recreation, or other coursework supporting working with children, families and the community **OR**
- Four year degree from an accredited college or university which includes six college credit hours in elementary education, recreation or other coursework supporting working with children, families and the community **OR**
- Two or four year degree from an accredited college or university in elementary education, recreation or other coursework supporting working with children, families and the community.

Reaching for the Stars

Approved Professional Development

Professional development is an ongoing process used to improve the knowledge and skills to best serve children and families. Professional development must be related to position responsibilities.

- Job-related is directly associated with the 8 core content areas of the Oklahoma Core Competencies for Early Childhood Practitioners.
- Formal professional development is two or more clock-hours from an OPDR approved training organization and OPDR approved college credit hours.
- Informal professional development is less than two clock-hours from an OPDR approved training organization, any number of clock-hours from an OPDR non-approved training organization and any training from electronic media, such as videos or DVDs.
- One college credit hour is equal to 16 clock-hours of professional development.

Note: General education coursework such as English Comp I, Biology, Math, History, etc. does not count as approved annual professional development for Stars.

Directors

- Initial Star approval
 - at least has 2 college credits in management, child development or early childhood education or 30 clock hours of job-related professional development within the last 12 months
- Ongoing professional development
 - at least has 2 college credits in management, child development or early childhood education or 30 clock hours of job-related professional development per employment year

Personnel

- After being employed for 12 months, personnel have 2 college credits in child development or early childhood education or 20 clock hours of job-related professional development per employment year.

Oklahoma Professional Development Registry (OPDR) AND

Current Professional Development Ladder certificate (PDL)

Once you are a member of the OPDR, you will receive a PDL certificate. You must maintain a current PDL certificate to meet Reaching for the Stars criteria.

Child Care Provider Rate Schedule

Taken from Appendix C-4-B (O8AX006E)

Enhanced area counties: Caddo, Canadian, Cherokee, Cleveland, Comanche, Creek, Garfield, Kay, Logan, McCurtain, Oklahoma, Ottawa, Payne, Pittsburg, Pottawatomie, Tulsa, Wagoner, Washington, and Woods

One Star child care centers

Age of Child	Standard Area Full Daily Rate	Standard Area Part Daily Rate	Enhanced Full Daily Rate	Enhanced Part Daily Rate
0 – 12 months	\$15.50	\$11	\$15.50	\$11
13 – 24 months	\$15.50	\$11	\$15.50	\$11
25 – 48 months	\$13.30	\$9	\$13.50	\$9
49 – 72 months	\$13.50	\$9	\$13.50	\$9
73 mos – 13 yrs	\$11.30	\$7	\$11.30	\$7

One Star Plus child care centers

Age of Child	Standard Area Full Daily Rate	Standard Area Part Daily Rate	Enhanced Full Daily Rate	Enhanced Part Daily Rate
0 – 12 months	\$18.30	\$12	\$21.30	\$14
13 – 24 months	\$18.30	\$12	\$20.30	\$14
25 – 48 months	\$16.00	\$11	\$18.30	\$12
49 – 72 months	\$15.00	\$10	\$17.30	\$12
72 mos – 13 yrs	\$12.80	\$9	\$15.00	\$10

Two Star child care centers

Age of Child	Standard Area Full Daily Rate	Standard Area Part Daily Rate	Enhanced Full Daily Rate	Enhanced Part Daily Rate
0 – 12 months	\$25.50	\$15.30	\$31.00	\$19
13 – 24 months	\$24.50	\$14.70	\$28.80	\$17.30
25 – 48 months	\$22.00	\$13.20	\$25.80	\$15.50
49 – 72 months	\$19.50	\$11.70	\$21.30	\$14
72 mos – 13 yrs	\$15.50	\$10	\$17.50	\$12

Three Star child care centers

Age of Child	Standard Area Full Daily Rate	Standard Area Part Daily Rate	Enhanced Full Daily Rate	Enhanced Part Daily Rate
0 – 12 months	\$36.00	\$21.60	\$36.00	\$21.60
13 – 24 months	\$33.80	\$20.30	\$33.80	\$20.30
25 – 48 months	\$28.80	\$17.30	\$28.80	\$17.30
49 – 72 months	\$23.50	\$15	\$23.50	\$15
72 mos – 13 yrs	\$19.30	\$12	\$19.30	\$12

Visit: www.okdhs.org; Contact: 405-521-3431; CCProviderContracts@okdhs.org

Glossary

A

Accreditation: national standard established for professional practice and engages programs in a continuous practice of improvement to provide high quality services. The accreditation process is completed through a national accrediting body. Child Care Services approved accrediting agencies are listed below and can be located at www.cecpc.org.

Accrediting Agencies:

Child Care Programs:

Accredited Professional Preschool Learning Environment (APPLE)

877-634-9874

www.faccm.org

Association of Christian Schools International (ACSI)

972-941-4404

www.acsi.org

Commission on Accreditation of Rehabilitation Facilities (CARF International)

888-281-6531

www.carf.org

Council on Accreditation (COA)

212-797-3000

www.coanet.org

National Accreditation Commission for Early Care and Education Programs (NAC)

800-537-1118

www.earlylearningleaders.org

National Association for the Education of Young Children (NAEYC)

800-424-2460

www.naeyc.org

National Early Childhood Program Accreditation (NECPA)

855-706-3272

www.necpa.net

Family Child Care Homes:

National Association for Family Child Care (NAFCC)

801-886-2322

www.nafcc.org

American Academy of Pediatrics: an organization of 66,000 pediatricians committed to the optimal physical, mental, and social health and well-being for all infants, children, adolescents, and young adults.

847-434-4000 800-433-9016

www.aap.org

Assessment tool: a tool used to assist programs in evaluating their program's strengths and areas for growth, based on research and positive early childhood practice and approved by Child Care Services.

C

Career Technology Centers: provides nationally recognized competency-based curriculum, education, and training for a myriad of specialized and customized courses and training opportunities. Many Career Technology Centers provide Pathways to Your National Credential and other CDA coursework.

866-343-3881 405-225-9396

For scholarship: www.okhighered.org/scholars

For courses: www.okcareertech.org

Center for Early Childhood Professional Development (CECPD): a Child Care Services (CCS) partnering agency that supports Oklahoma early childhood professionals with professional development, trainer and training approval registry, statewide training calendar, Oklahoma Professional Development Registry (OPDR), Professional Development Ladder (PDL), and the Oklahoma Director's Credential (ODC). It is a department of the University of Oklahoma's College of Continuing Education.

888-446-7608 405-799-6383

www.cecpd.org www.okregistry.org

Centers for Disease Control and Prevention (CDC): the CDC increases the health security of our nation. As the nation's health protection agency, CDC saves lives and protects people from health threats. To accomplish their mission, CDC conducts critical science and provides health information that protects our nation against expensive and dangerous health threats, and responds when these arise.

800-232-4636

www.cdc.gov

Certificate of Mastery (CoM): a credential in child development or early childhood education: a minimum 18 credit hour certificate in infant/toddler, child development or early childhood education awarded by an Oklahoma community college. The Scholars program offers a scholarship to eligible providers.

866-343-3881 405-225-9395

www.okhighered.org/scholars

Certified Child Care Professional (CCP): a national credential awarded by the National Early Childhood Program Accreditation Commission, Inc. (NECPA) to child care professionals who have successfully demonstrated their knowledge of early childhood development and their skills in working with young children. 150 of the 180 clock hours of the education component for the CCP can be met through Pathway to Your National Credential training through Career Tech. This credential expires and requires a renewal process. The Scholars program offers a tuition scholarship to eligible providers for the education component and assessment.

405-225-9395

www.necpa.net/ccp.php

Child Abuse Reporting Hotline: Oklahoma has a law that says that anyone who knows of or suspects any child or vulnerable adult is being abused or neglected is required to tell authorities about it. Oklahoma Abuse and Neglect Hotline: Call any time to report child or adult abuse or neglect.

800-522-3511

Child Care Services (CCS): a division of Department of Human Services oversees Child Care Licensing Specialists who provide on-site inspections to ensure maintenance of minimum standards for the care and protection of children away from their own homes and encourage and assist the child care program towards maximum standards.

405-521-3561 844-834-8341

www.okdhs.org

Child Development: the study of physical, intellectual, emotional, and social changes that occur in children from conception through adolescence.

Child Development Associate (CDA) Credential: a national credential awarded by the Council for Professional Recognition to child care professionals who have successfully completed the CDA assessment process. The education component for the CDA can be met through Pathway to Your National Credential training through Career Tech or nine credit hours of child development or early childhood education. The Scholars program offers a tuition scholarship to eligible providers for the education component and assessment. This credential expires and requires a renewal process.

800-424-4310

www.cdacouncil.org

Choosy Kids: was founded on the belief that healthy preferences for food choices, physical activity, and daily health routines can be developed early in life. Choosy Kids honors the role that parents, early educators, and health care providers play in helping preschool children prefer healthy options. Choosy Kids is nationally recognized for developing and delivering exemplary staff training, lively music, and easily understood resource materials for promoting healthy habits.

304-777-4541

www.choosykids.com

Council for Professional Recognition: a non-profit organization that promotes improved performance and recognition of professionals in the early childhood education of children aged birth to 5 years old. The Council works to ensure that all professional early childhood educators and caregivers meet the developmental, emotional, and educational needs of our nation's youngest children. The Council administers the Child Development Associate (CDA) National Credentialing Program.

800-424-4310

www.cdacouncil.org

D

Daily schedule: a written timetable of events that shows what is *supposed* to happen throughout the day. This is different from a required lesson plan. Free play in which all materials are accessible to children is recommended for 1/3 of the hours of operation.

Department of Human Services (DHS): an agency of the State of Oklahoma responsible for providing help to individuals and families in need through public assistance programs and managing services for child care, seniors, and people with disabilities. Child Care Services is a division of this state agency.

www.okdhs.org

Developmentally Appropriate Practice (DAP): a framework of principles and guidelines for best practice in the care and education of young children that is grounded in research on how children develop and learn. The principals and guidelines outline practice that promotes young children's optimal learning and development. DAP takes into consideration children's age and individual needs, interests, cultural backgrounds, and individual developmental needs.

Direct Care Organization: any licensed child care program that is registered with the Oklahoma Professional Development Registry located at CECPD.

Director's Certificate of Completion (DCoC): a minimum 24 credit hour certificate in child development and administration awarded by the Scholars Program and is available for directors and assistant directors, and family child care home providers only. The Scholars program offers a tuition scholarship to eligible providers.

866-343-3881 405-225-9395

www.okhighered.org/scholars

Director's Certificate of Mastery (DCoM): a 33 credit hour certificate in child development and administration available only through OSU-Oklahoma City and Carl Albert State College. The Scholars program offers a tuition scholarship to eligible directors, assistant directors, and family child care providers for this credential.

866-343-3881 405-225-9395

www.okhighered.org/scholars

Director's Pathway to Program Administration: a 130 clock hour comprehensive curriculum that provides training and preparation in the area of business, management, and leadership in child care.

866-343-3881 405-225-9395

www.okhighered.org/scholars

E

Early Head Start: a program sponsored by a Head Start agency or “grantee” that provides low-income pregnant women and families with children from birth to age 3 with family-centered services that facilitate child development, support parental roles, and promote self-sufficiency.

Educational Professional Development Plan (EPDP): a written plan that documents an individual’s goals to remain current regarding knowledge and practices in the field of early childhood education/child development and personal professional advancement. An EPDP helps individuals stay organized in meeting required training deadlines, plan for and track required training to renew credentials that expire, develop a list of meaningful training for the individual, and develop a plan to progress in the field of ECE.

Equipment Inventory: a detailed, itemized list of required equipment specific to the number and ages of children in a specific child care setting. An equipment inventory is completed by counting equipment and completion of DHS form for Child Care Center Programs, Drop-in Programs, or Programs for Sick Children/Part-Day Programs/Out-of-School Time Programs. It is completed at least annually and is utilized as part of the program evaluation process.

Extension of Time to Comply: a written request by a child care owner, designated agent, or director to ask for additional time to meet Stars criteria. An extension request must be submitted 30 days prior to the end of a Plan of Correction. It is submitted to the QRIS designee and includes the completed approved DHS form and any supporting documentation.

F

Family Board/Communication: a group of parents who meet with the director, owner, and other staff to create center goals, activities and program procedures.

Family contracts: agreements between parents and a facility which includes but is not limited to policy concerning hours, fees, payment schedule, vacation, and termination. Contracts are signed and dated by parents.

Family meetings: an opportunity for family enrichment and two-way communication between parents and program personnel, helping to create collaboration.

Family resource area: an area where parents can get information about agencies that provide services to families and articles on family topics.

H

Head Start Agency or “grantee”: a local public or private nonprofit agency designated to operate a Head Start program by the responsible Department of Health and Human Services official at the federal level.

Head Start: a program funded under the Head Start Act and carried out by a Head Start agency or grantee that provides ongoing comprehensive child development services according to the federal Head Start Performance Standards.

Head Start Performance Standards: the Head Start program functions, activities and facilities required and necessary to meet the objectives and goals of the Head Start program as they relate directly to children and their families. The Secretary of Health and Human Services reviews and revises, as necessary, the Head Start Program Performance Standards (including Early Head Start) as regulations establishing performance standards and minimum requirements with respect to health, education, parent involvement, nutrition, social, transition, and other Head Start services as well as administrative and financial management, facilities, and other appropriate program areas.

Health and Safety checklist(s): a detailed written checklist(s) used to ensure the physical health and safety of children in care for both the indoor and outdoor space.

Healthy Child Care: devoted to health, safety issues, and fun activities for kids. You can find hundreds of free printable coloring pages and a lot of information on medicine, illnesses, educational activities, and a lot of insight that you might need as a provider to keep children safe, engaged and happy.

www.healthychild.net

Healthy Child Care America: is a collaborative effort of health professionals and child care providers working to improve the early education and health and safety of children in out-of-home child care. This includes increasing access to preventive health services, safe physical environments, and a medical home for all children. The program also strives to increase pediatrician participation and effectiveness in providing high-quality care and promoting early education and children's health and well-being.

888-227-5409

www.healthychildcare.org

I

Interest areas: areas within a classroom, home, or learning space arranged so that children are able to participate in a variety of activities relating to art, reading, dramatic play, blocks, manipulatives, math, science/nature, music and movement, etc.

J

Job description: a specific tool that describes the unique and essential duties of a particular job and usually includes job title, job responsibilities, major tasks (specifically what the staff will be doing), job qualifications (such as education, experience, and specialized skills or knowledge). They help potential personnel decide if they are a good fit with a program's philosophies and needs and provide a foundation for personnel evaluations.

L

Lesson plan: a current, weekly, written, detailed description of activities intended to develop certain skills for a group of children and may show what is planned for different areas used by children such as the reading or block center, outdoors, or circle time. Lesson plans may also include what will be covered in a curriculum unit or show how specific goals for children will be addressed. The program uses the Oklahoma Early Learning Guidelines as a resource for lesson and curriculum planning. *Lesson plans are not to be confused with daily schedules.*

Let's Move! combines comprehensive strategies with common sense, Let's Move! is about putting children on the path to a healthy future during their earliest months and years, giving parents helpful information and fostering environments that support healthy choices, providing healthier foods in our schools, ensuring that every family has access to healthy, affordable food, and helping children become more physically active.

www.letsmove.gov

Let's Move Child Care: a nationwide call-to-action that empowers child care and early education providers to make positive health changes in children that could last a lifetime.

The five main goals to strive for are:

1. Nurture Healthy Eaters
2. Provide Healthy Beverages
3. Get Kids Moving
4. Reduce Screen Time
5. Support Breastfeeding

www.healthykidshealthyfuture.org

Licensing: Child Care Licensing is managed by the Child Care Services (CCS), a division of the Department of Human Services (DHS). The Child Care Facilities Licensing Act defines those programs required to be licensed. Their website includes links to licensing requirements, also known as standards, for various types of care. Each program has their own minimum licensing requirements for the protection of children's health, safety, and well-being.

844-834-8314

www.okdhs.org

Licensing Specialists: Child Care Services staff who monitor to ensure maintenance of minimum standards for the care and protection of children away from their own homes. They encourage and assist the child care program in attaining maximum standards. They consult with child care personnel and offer professional development, inform prospective owners and operators about licensing requirements, and work with parents, child care providers and other agencies to advocate for quality child care.

M

Master Teacher: a teacher who is on-site full time and meets and maintains one of the requirements for master teacher as described in the Child Care Programs Star Resource book. Master teachers work directly with children and support other teaching personnel with responsibilities such as program development, weekly lesson plans, use of space and equipment, interactions with parents, and program evaluation.

Moderate to Vigorous Physical Activity (MVPA): developmentally appropriate and fun daily motor skill development that is vigorous (that uses large muscle groups and gets children breathing deeper and faster than during typical activities) for short bouts of time. Provider should plan and offer 60 minutes of indoor/outdoor physical activity daily.

N

National Association for Sport and Physical Education: is the largest of the five professional organizations within the American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD) (now known as SHAPE America). As a nonprofit membership association they “enhance knowledge, improve professional practice, and increase support for high quality physical education, sport, and physical activity programs.” The association offers an array of informational conferences, valuable resources, and grants and awards to its members.

www.pgpedia.com/n/national-association-sport-and-physical-education

Non-Compliance: term used to define when a licensing requirement is not met.

O

Oklahoma Child Care Resource and Referral Agency (R&R): a CCS partnering agency that has a network of regional sites throughout Oklahoma and provides services for parents, providers, and communities including child care referrals, provider training, technical assistance, and advocacy.

405-843-5737

www.occrra.net

Northwest

Child Care Resource & Referral

Counties served: Alfalfa, Beaver, Blaine, Canadian, Cimarron, Dewey, Ellis, Garfield, Grant, Harper, Kingfisher, Major, Texas, Woods, & Woodward

580-234-3552

www.childcarefinder.org

Northcentral

Delaware Child Development Resource & Referral

Counties served: Kay, Lincoln, Logan, Noble, Nowata, Osage, Pawnee, Payne, & Washington

866-254-9864 918-977-3600

www.delawarechild.org

Northeast

Cherokee Nation Child Care Resource Center

Counties served: Adair, Cherokee, Craig, Delaware, Mayes, McIntosh, Muskogee, Okmulgee, Ottawa, & Sequoyah

888-458-6230 918-453-5300

www.cherokeekids.net

Southwest

Great Plains Child Care Resource & Referral

Counties served: Beckham, Caddo, Comanche, Cotton, Custer, Grady, Greer, Harmon, Jackson, Jefferson, Kiowa, Roger Mills, Stephens, Tillman, & Washita

888-878-4417 580-726-2172

www.gpcrr.org

OKC Metro

Rainbow Fleet Child Care Resource & Referral

Counties served: Cleveland & Oklahoma

800-438-0008 405-525-3111

www.rainbowfleet.org

Tulsa Metro

Child Care Resource Center

Counties served: Creek, Rogers, Tulsa, & Wagoner

918-834-2273

www.ccrctulsa.org

Southcentral

Child Care Resource & Referral

Counties served: Carter, Garvin, Johnston, Love, Marshall, McClain, Murray, Okfuskee, Pontotoc, Pottawatomie & Seminole

800-862-5593 580-559-5873

www.ecok.edu/ccrra/

Southeast

Child Care Resource & Referral

Counties served: Atoka, Bryan, Choctaw, Coal, Haskell, Hughes, Latimer, LeFlore, McCurtain, Pittsburg, & Pushmataha

580-745-3166 Fax 580-745-7452

www.se.edu/dept/childcare

Oklahoma Core Competencies: a document which includes what all who work with young children need to know, understand, and be able to do to support children's learning and development and can be used to assess skills in content areas, plan for professional development, write job descriptions and personnel policies, and evaluate educational offerings. (www.okdhs.org)

Oklahoma Early Learning Guidelines (ELG): documents which provide guidance to teachers with regard to what children should know and be able to do in order to experience school success. These are *Oklahoma Early Learning Guidelines for Infants, Toddlers And Twos* and *Oklahoma Early Learning Guidelines For Children Ages Three through Five*.

www.okdhs.org

Oklahoma Professional Development Ladder (OPDL): the formal process that allows a person to document his or her experience, training, and education in the child care field and is maintained on a registry by CECPD.

Oklahoma Professional Development Registry (OPDR): a statewide database created to recognize the professional development of all individuals working in the early care and education field and maintained by CECPD. Some benefits of the registry are: professional development in one location, interactive calendar and map, access professional development record online at any time, plan meaningful professional development, and track professional development accomplishments. www.cecpd.org

Oklahoma State Department of Health: is ultimately responsible for protecting and improving the public's health status through strategies that focus on preventing disease. Three major service branches, Community & Family Health Services, Prevention & Preparedness Services and Protective Health Services, provide technical support and guidance to 68 county health departments as well as guidance and consultation to the two independent city-county health departments in Oklahoma City and Tulsa.

405-271-5600 800-522-0203

www.ok.gov/health/

Out-of-school time program (OST): programs that operate when school is not in session, such as before and after school and school breaks, and serve 3-year-olds and older who are attending or have completed pre-kindergarten or above.

P

Parent conferences: meetings held in person between a child's teacher and parents during which the child's progress, accomplishments, and challenges are discussed and goals are set together.

Parent handbooks: inform parents/families of the policies and procedures of the child care program with helpful information that helps foster the development of a partnership between a child's family and child care.

Parent surveys: questionnaires given to parents to obtain their opinions and assist in identifying strengths and weaknesses of the program and evaluating the program's effectiveness in meeting the needs of children and parents.

Pathway to Your National Credential: a 150 clock hour comprehensive curriculum that provides training and preparation for either the CDA or CCP national child care credentials. This training is accessible statewide online and is offered in a classroom setting in many Career Technology Centers.

Personnel evaluation: used to clearly communicate expectations, document personnel performance, recognize accomplishments, reward outstanding performance, improve personnel performance, develop and motivate personnel, and help achieve the goals of a program. It should be based on the personnel's formal job description and should be specific, measurable, achievable, results-focused, and time-bound.

Personnel surveys: questionnaires given to program personnel to obtain their opinions and assist in identifying strengths and weaknesses of the program and evaluate the program's effectiveness in meeting the needs of children, parents, and personnel.

Program Administration Scale (PAS): an assessment tool regarding child care facility administrative practices.

Policy and procedure manual: a manual that is clearly written to explain and define the job duties and responsibilities of personnel, procedures and operating systems, and policies of the program.

Primary caregiver: the caregiver who is present in the child care home at least 80 percent of the weekly operating hours and is responsible for the day-to-day operation of the program.

Primary caregiver qualifications: primary caregiver who is on-site full time and meets and maintains one of the requirements for primary caregiver as described in the Family Child Care Home Star Resource book.

Professional development: a continuum of learning and support activities designed to prepare individuals for work with and on behalf of young children and their families as well as ongoing experiences to enhance this work.

Program goals: written plans based on information gathered from the completed health and safety checklist, parent and personnel surveys, and an assessment tool approved by DHS and include established goals related to the professional development and educational needs of personnel as well as program policy and procedures.

Q

Quality Rating Improvement System (QRIS): the part of Child Care Services Licensing that is responsible for the Reaching for the Stars program, which is a method to assess, improve, and communicate the level of quality in early care and education settings. The criteria used in QRIS have been developed from research and what is universally considered to be quality care.

R

Reaching for the Stars: Oklahoma's Quality Rating Improvement System designed to: 1) assist individual providers in improving the care and education they provide for children; 2) raise the professional development level of child care providers, 3) raise parents' awareness of the importance of positive practices in child care. This system is based on tiered quality and reimbursement; there are also other incentives for programs that meet the Star criteria.

S

Scholar Coordinator: recruits and serves as a mentor and academic advisor while providing on-site individualized technical assistance to child care providers participating in the Scholars Program while pursuing a CDA credential, Certificate of Mastery, Director's Certificate of Completion, and/or Associate of Arts or Science degree in CD/ECE.

Carl Albert State College - 918-647-1252
Northern Oklahoma College - 405-372-2404
Oklahoma City Community College - 405-682-7832
OSU-Oklahoma City - 405-945-9168
Redlands Community College - 405-422-1286
Rose State College - 405-733-7449
Tulsa Community College - 918-595-8280 or 918-595-8024
Western Oklahoma State College - 580-477-7880

Scholarships are also available on the campuses listed below. To learn more, contact the Scholarship Office at 866-343-3881 or 405-225-9395.

- Connors State College
- Eastern Oklahoma State College
- Murray State College
- Northeastern Oklahoma A&M
- Seminole State College
- Regional Universities
- Career Technology Centers

Scholars for Excellence in Child Care program: a Child Care Services partnering agency that awards scholarships to eligible child care professionals to complete coursework in child development or early childhood education to improve their skills and continue the availability of quality child care in local communities.

866-343-3881 405-225-9395

www.okhighered.org/scholars

School-Age Certificate of Completion (SACoC): a minimum 18 credit hour certificate in child development and school-age development awarded by the Scholars program.

866-343-3881 405-225-9395

www.okhighered.org/scholars

Screen time: the use of electronic media with a screen, such as television (TV), digital video display (DVD), video home system (VHS), video games, and computers. Acceptable uses of screen are e-readers for reading and games involving physical activity participation such as Wii Dance.

Smart Start Oklahoma: seeks to provide better opportunities to the children and families in our state. Their mission is to lead Oklahoma in coordinating an early childhood system focused on strengthening families and school readiness for all children. Smart Start Oklahoma envisions all Oklahoma children will be safe, healthy, eager to learn, and ready to succeed by the time they enter school.

405-278-6978 866-283-0987

www.smartstartok.org

SoonerStart: Oklahoma's early intervention program. It is designed to meet the needs of families with infants or toddlers with developmental delays. In accordance with the Individuals with Disabilities Education Act (IDEA) the program builds upon and provides supports and resources to assist family members to enhance infants or toddler's learning and development through every day learning opportunities.

405-521-3351

www.sde.ok.gov/sde/soonerstart

Stars Outreach Specialist (SOS): Child Care Services personnel responsible for processing Star applications, as well as tracking 1+ Star programs, 2 and 3 Star accredited and Head Start programs, providing training, technical assistance, and promoting the Stars program.

T

Technical assistance (TA): the provision of targeted and customized supports by a professional with subject matter and adult learning knowledge and skills to develop or strengthen processes, knowledge application, or implementation of services by recipients.

Transition times: times when children change from one activity to another.

Transition plan: a scheduled plan of age-appropriate activities to assist children when they change from one activity to another.

U

United States Department of Agriculture Center for Nutrition Policy and Promotion (CNPP): was created within the U.S. Department of Agriculture in 1994. Together with the Food and Nutrition Service (FNS), CNPP reports to the Office of the Under Secretary for Food, Nutrition, and Consumer Services. CNPP's mission is to improve the health of Americans by developing and promoting dietary guidance that links scientific research to the nutrition needs of consumers. CNPP carries out its mission to improve the health of Americans by (1) advancing and promoting food and nutrition guidance for all Americans, (2) assessing diet quality, and (3) advancing consumer, nutrition, and food economic knowledge.

www.cnpp.usda.gov/dietary-guidelines

www.choosemyplate.gov

V

Violation: term used to define when Star criteria is not met.

W

Warmline: offers free telephone consultation to child care providers on numerous topics of concern. Consultants can also refer providers to appropriate services and resources within their communities.

A consultant can help:

- clarify a problem
- provide information, included printed materials, if available
- help generate ideas and solutions
- offer guidance on developmentally appropriate practices
- provide referrals to meet individual needs and requests
- direct providers to relevant resources to assist with a concern
- provide follow-up when needed

888-574-5437

warmline.health.ok.gov/

Z

Zero to Three: National Center for Infants, Toddlers and Families: works to ensure that babies and toddlers benefit from the family and community connections critical to their well-being and development. Healthy connections help build babies' brains. Resources are available to build healthy relationships with infants and toddlers, grow skills as a professional, and become an advocate for change.

202-638-1144 800-899-4301

www.zerotothree.org



Department of Human Services (DHS)
Child Care Services (CCS)



Reaching for the Stars
Comments and Recommendations

Oklahoma's Quality Rating and Improvement System (QRIS), Reaching for the Stars, criteria enhance child care facilities in the State of Oklahoma. These criteria are designed to improve and promote quality environments for children in care outside their own homes. The criteria were developed from input solicited from providers, the public, and information from research and approved by the Commission for Human Services and the Governor of the State of Oklahoma pursuant to the Oklahoma Administrative Procedures Act.

It is the intent of DHS that Reaching for the Stars criteria are clear, reasonable, fair and enforceable. In the interest of serving the public, comments are welcomed anytime and will be considered for future revisions or development of new criteria.

Please complete the form below and send it to:

Department of Human Services
Child Care Services/Reaching for the Stars
PO BOX 25352
Oklahoma City, OK 73125

Reaching for the Stars criteria for: _____ (program type)

Reference:

Please give the topic of the specific criteria to which you are referring, such as Parent involvement: _____

Recommendation:

Five horizontal lines for writing a recommendation.

Because:

Five horizontal lines for explaining the reason for the recommendation.

Your Name _____ Date _____

Procedures for Extension of Time to Comply

The owner, designated agent, or director may submit a written Request for an Extension of Time to Comply when a plan of correction has been made to correct a violation of Stars criteria (such as loss of a master teacher or loss of accreditation) and additional time is needed to correct the violation.

The owner, designated agent, or director submits *Form 07LC074E Request for Extension of Time to Comply* (available at www.okdhs.org or from any CCS staff) along with all supporting documentation to the QRIS program administrator or designee 30 days prior to the agreed-upon time frame for the correction of the violations. Supporting documentation may include: professional development certificates, transcripts, documentation from instructors or scholar coordinators, or letters from an approved accrediting agency.

The decision to approve an Extension of Time to Comply is made by the QRIS Program Administrator or designee. Approval of an Extension of Time to Comply does not set a precedent, and each request is independently evaluated. The provider is notified of the decision in writing.

Total extensions of time to comply granted for obtaining or replacing master teachers may not exceed a total of 12 months, unless circumstances are extreme.

One extension, not to exceed 6 months, may be granted for those programs attempting to go through national reaccreditation.

Information taken into consideration to determine whether to approve a request for an Extension of Time to Comply:

Date of Request

- Extension requests are made by filling out and submitting form 07LC074E, *Request for Extension of Time to Comply* at least 30 days prior to the ending date of the plan of correction.
- Extension requests received less than 30 days prior to expiration of the plan of correction time may not be approved due to not submitting timely.

Plan of correction and type of violation

- In order to request an extension of time to comply, a plan of correction must first have been in place (not to exceed 90 days) for criteria not met.
- Documentation must show how the violation was unforeseeable and beyond your control.
- Extensions will not be approved for on-going professional development for an employment year.

Compliance

- The program's record of compliance regarding numerous, repeated and/or serious non-compliance with applicable licensing requirements is taken into consideration in determining whether to approve the request.
- An extension will not be approved for any facility whose case is under review for possible reduction, denial or revocation.

Master Teachers

- Program must have enough master teachers to meet minimum licensing requirements (1:60) before an extension can be approved.
- Personnel needed to meet master teacher ratio of 1:30 must be currently enrolled in or actively working on meeting educational requirements and are able to provide documentation of their education status and progress.

Reason for extension

- Extensions are only given when the violation was unforeseeable or beyond your control.
- Extensions are only given to violations related to Stars criteria.
- Extensions are not granted for violations that are easily corrected such as annual training or parent/personnel surveys.



Request for Extension of Time to Comply



Program Information

Program name		K8	
		License number	
Owner		Director or primary caregiver name	
Mailing address		City	State ZIP code
Phone	Email address	County	Licensing specialist

Request

Requests must:

- show how the violation(s) was unforeseeable and beyond your control; and
- be submitted, **with all supporting documentation**, 30 days prior to expiration of the current plan of correction.

I am requesting an extension of time-to-comply due to additional time needed to correct a star criteria violation for (check all that apply):

- Master teacher
- Accreditation
- Other:

Star Criteria Violation

List reason(s) additional time is needed to meet the criteria:

Current plan of correction expiration date: _____

Action

Date you expect to meet the criteria: _____

Describe plan to meet the criteria. **Be specific:**

If you are requesting an extension of time to meet **master teacher** criteria, complete the following:

- Program capacity: _____
- Master teacher ratio: 1: _____
- Number of master teachers required for Reaching for the Stars: _____
- Names of personnel currently meeting master teacher criteria (educational criteria, Early Learning Guidelines (ELG) training, working full time):

Name: _____

Name: _____

Personnel actively working to meet master teacher criteria. List personnel names, plans to meet educational criteria and ELG training. Attach transcripts or other enrollment documents to verify progress.

Name: _____

Name: _____

Attachments

- Supporting documents, such as professional development certificates, transcripts, or letters from approved accrediting agency are attached.

Routing

Mail the **Request for Extension of Time to Comply** with **all supporting documentation** to:

QRIS Program Manager
Child Care Services
P.O. Box 25352
Oklahoma City, OK 73125

Signature

I understand failing to submit a timely or complete request may result in denial.

Owner, director, or primary caregiver signature _____ Date _____

CCS Use Only

Extension granted:

Date received _____ Stars outreach specialist _____ Yes No Extension end date _____

Licensing specialist _____ Supervisor _____ County _____ ZIP code _____

QRIS updated

Request # _____ Star level _____ Star effective date _____ Date licensing specialist notified _____ CCMASS updated

Other: _____



Request for Child Care Center Star Certification



Child Care Program Information

Program name	K8 License number		
Owner	Director name		
Mailing address	City	Oklahoma State	ZIP code
Email address			
Phone number	County	Licensing specialist	

Star Level Requested

- One star plus** - Meets criteria indicated with a 1+
- Two star** - Meets criteria indicated with a 2; or
- Two star** - Head Start or national accreditation and only meet and maintain criteria indicated with an A and H
- Three star** - Head Start or national accreditation and meet and maintain all criteria indicated with a 3.

The following table identifies the applicable star levels for each criteria. Full wording of the star criteria is available at www.okdhs.org.

Criteria

Star level requested	Criteria	Criteria met
1+ 2 3	A1. Licensing status: OAC 340:110-1-8.4(a). The program has a license or permit.	<input type="checkbox"/> Yes
1+ 2 3	A2. Compliance: OAC 340:110-1-8.4(b). The program is compliant with licensing requirements.	<input type="checkbox"/> Yes
1+ 2 3	B1. Administrative: OAC 340:110-1-8.5(a). The director or supervising personnel evaluates personnel in writing using the Oklahoma Core Competencies and develops the educational professional development plan at least annually.	<input type="checkbox"/> Yes
1+ 2 3	B2. Administrative: OAC 340:110-1-8.5(a). The program provides an employee handbook for personnel including information on hiring and firing, job duties and responsibilities, professional development requirements, child abuse reporting, and personnel attendance policy. Attach an employee handbook.	<input type="checkbox"/> Yes

Star level requested	Criteria	Criteria met
1+ 2 3	B3. Administrative: OAC 340:110-1-8.5(a). The program is registered as a direct care organization with the Oklahoma Professional Development Registry (OPDR), okregistry.org by following and maintaining all items listed in the Direct Care Facility Guide Handbook.	<input type="checkbox"/> Yes
1+ 2 3	B4. Administrative: OAC 340:110-1-8.5(a). Program personnel counted in staff/child ratios are members of the OPDR, okregistry.org and have current professional development ladder certificates. New personnel must be listed on the registry within 12 months of employment.	<input type="checkbox"/> Yes
2 3	B5. Administrative: OAC 340:110-1-8.5(b). A policy and procedure manual is maintained on-site for personnel and includes the program's mission or vision statement, information on organizational structure, and code of professional conduct. Attach a policy and procedure manual.	<input type="checkbox"/> Yes
2 3	B6. Administrative: OAC 340:110-1-8.5(b). A minimum of two personnel meetings are conducted annually and include time to discuss quality and its impact on the program.	<input type="checkbox"/> Yes
2 3	C1. Master teacher qualifications: OAC 340:110-1-8.6. <ul style="list-style-type: none"> • There is a full-time master teacher for every 30 children of the licensed capacity. • Programs licensed as out-of-school time must have a master teacher for every 40 children of the licensed capacity. Total licensed capacity: _____ Number of master teacher(s) required: _____	<input type="checkbox"/> Yes
2 3	C2. Master teacher qualifications: OAC 340:110-1-8.6. Master teachers must be employed on-site on a full-time basis and trained in Oklahoma's Early Learning Guidelines (ELG). Master teachers meet and maintain one of the required qualifications. Attach current Professional Development Ladder (PDL) certificate, credential or college transcript for each master teacher.	<input type="checkbox"/> Yes

Master teacher name(s) (first, last)	PDL level, degree or credential	Expires	ELG date

Star level requested	Criteria	Criteria met
1+ 2 3	D1. Director professional development. OAC 340:110-1-8.7(a). The director has documentation of at least two college credits or 30-clock hours of job-related professional development within the last 12 months prior to stars request. No more than six-hours of informal professional	<input type="checkbox"/> Yes

Star level requested	Criteria	Criteria met
	<p>development as defined per the PDL certification may be counted in the total hours. In subsequent years, the director must have at least two college credits or 30 hours of job-related professional development per professional development ladder certification.</p> <p>Director name: _____</p> <p>Employment date: _____</p> <p>Attach documentation of required professional development hours for the director.</p>	
1+ 2 3	<p>D2. Personnel Professional development: OAC 340:110-1-8.7(b). Personnel employed at the program for at least 12 months and counted toward meeting the staff-child ratio must have at least two college credits or 20-clock hours of job-related professional development within the last 12 months or within the personnel's employment year. No more than six-hours of informal professional development as defined per the PDL certification may be counted in the total hours. After initial approval for certification, the professional development must be met within the personnel's PDL certification.</p> <p>Attach Form 07LC002E Personnel Summary.</p>	<input type="checkbox"/> Yes
1+ 2 3	<p>D3. Professional development: OAC 340:110-1-8.7(b). One personnel for every 30 children of the licensed capacity must actively work toward the educational requirements to obtain master teacher qualifications</p> <p>List staff who plan to obtain master teacher qualifications:</p>	<input type="checkbox"/> Yes
1+ 2 3	<p>D4. Professional development: OAC 340:110-1-8.7(b). Program personnel working toward or meeting master teacher qualifications are trained in Oklahoma's ELG.</p>	<input type="checkbox"/> Yes
1+ 2 3	<p>E1. Learning environment: OAC 340:110-1-8.8(a). Television or other screen time is not used for children 1-year-old or younger.</p> <p>Attach a schedule for each age group.</p>	<input type="checkbox"/> Yes
1+	<p>E2a. Learning environment: OAC 340:110-1-8.8(a). Space for children 2 years of age and older is arranged in well-defined and equipped interest areas in each classroom to facilitate a variety of activities and must include music and movement.</p> <p>Attach a current floor plan from Child Care Services (CCS) showing the ages of the children in each classroom, the capacity of each room, and location of interest areas.</p> <p>Include photos of each of the required interest areas for rooms with children 2 years of age or older.</p>	<input type="checkbox"/> Yes

Star level requested	Criteria	Criteria met
2 3	<p>E2b. Learning environment: OAC 340:110-1-8.8(b). Space for children 2 years of age and older is arranged in well-defined and equipped interest areas in each classroom to facilitate a variety of activities and include: math, music and movement, and science or nature. The program has at least two learning centers available outdoors for children's use.</p> <p>Attach a current floor plan from Child Care Services (CCS) showing the ages of the children in each classroom, the capacity of each room, and location of interest areas.</p> <p>Include photos of each of the required interest areas for rooms with children 2 years of age or older.</p>	<input type="checkbox"/> Yes
2 3	<p>E3. Learning environment: OAC 340:110-1-8.8(b). The program uses Oklahoma's ELG as a resource for lesson and curriculum planning.</p> <p>Attach a sample lesson plan for each age group of child(ren) in care showing ELG used as a resource</p>	<input type="checkbox"/> Yes
1+ 2 3	<p>F1. Family engagement: OAC 340:110-1-8.9(a). A system is established and maintained for sharing and communicating with families the happenings, activities, and related issues about their child's emotional and physical state.</p> <p>Describe how this is done:</p>	<input type="checkbox"/> Yes
1+ 2 3	<p>F2. Family engagement: OAC 340:110-1-8.9(a). Families are welcome in the center at all times.</p>	<input type="checkbox"/> Yes
1+	<p>F3. Family engagement: OAC 340:110-1-8.9(a). Individual parent conferences are arranged for and documented at least annually and as needed.</p> <p>List annual conferences dates held or scheduled:</p>	<input type="checkbox"/> Yes
1+ 2 3	<p>F4. Family engagement: OAC 340:110-1-8.9(a). There is a family resource area with information on parenting and community resources accessible to families.</p> <p>Describe the location and type(s) of resources:</p>	<input type="checkbox"/> Yes

Star level requested	Criteria	Criteria met
1+ 2 3	<p>F5. Family engagement: OAC 340:110-1-8.9(a). At least two family meetings with guest speakers or special events are held each year.</p> <p>List events:</p>	<input type="checkbox"/> Yes
1+ 2 3	<p>F6. Family engagement: OAC 340:110-1-8.9(a). Families are informed of the center's program by at least two of these methods:</p> <ul style="list-style-type: none"> • bulletin board • newsletter • parent handbook • website specific to each specific location • email <p>Describe bulletin board location, website(s), and email address:</p> <p>Attach a newsletter and/or handbook.</p>	<input type="checkbox"/> Yes
1+ 2 3	<p>F7. Family engagement: OAC 340:110-1-8.9(a). Families participate in program and policy development through board involvement, planning meetings, or questionnaires.</p> <p>Describe how this is done:</p>	<input type="checkbox"/> Yes
2 3	<p>F8. Family engagement: OAC 340:110-1-8.9(b). Parent conferences are held at least twice a year and a written report about the child is provided to the parents at the conference.</p> <p>List conference dates:</p>	<input type="checkbox"/> Yes
1+ 2 3	<p>G1. Program evaluation: OAC 340:110-1-8.10(a). Personnel and parents are surveyed annually.</p> <p>Attach copy of survey(s) and list the dates when survey(s) are conducted.</p>	<input type="checkbox"/> Yes
1+ 2 3	<p>G2. Program evaluation: OAC 340:110-1-8.10(a). Part-day programs only. An equipment inventory using Form 07LC006E Equipment Inventory for Child Care Programs, is conducted annually.</p> <p>Attach copy of completed equipment inventory.</p>	<input type="checkbox"/> Yes

Star level requested	Criteria	Criteria met
2 3	G3. Program evaluation: OAC 340:110-1-8.10(b). The owner/director agrees to complete program evaluation criteria as listed in G4 through G7 within one year of receiving two star status and repeat as required.	<input type="checkbox"/> Yes
2	G4. Program evaluation: OAC 340:110-1-8.10(b). The child care program conducts a CCS approved assessment tool within one year of two star status, repeating every three years. This assessment is not required for programs accredited by a CCS approved national accrediting body or meeting Head Start performance standards.	<input type="checkbox"/> Yes
2 3	G5. Program evaluation: OAC 340:110-1-8.10(b). Program goals are established and updated annually based on information gathered from all program evaluation items.	<input type="checkbox"/> Yes
2 3	G6. Program evaluation: OAC 340:110-1-8.10(b). The program has a written plan for meeting established goals including professional development and educational needs of personnel as well as program policies and procedures.	<input type="checkbox"/> Yes
2 3	G7. Program evaluation: OAC 340:110-1-8.10(b). Program personnel participate in program evaluation and the established goals are shared with personnel.	<input type="checkbox"/> Yes

Accreditation

- A program may also meet **two star** criteria per OAC 340:110-1-8.3(c)(3) by having a compliant licensing record and a current accreditation by a national accrediting body approved by CCS or is a Head Start grantee compliant with Head Start Performance Standards.
- To be approved as a **three star** program per OAC 340:110-1-8.3(c)(4), the owner must meet all one star plus and two star criteria and have current accreditation by a national accrediting body approved by CCS or is a Head Start grantee compliant with Head Start Performance Standards.

Star level	Criteria	Criteria met
2 3	<p>H. Accreditation. The child care program is currently accredited by a CCS approved accrediting agency or is a Head Start grantee and is compliant with Head Start Performance Standards.</p> <p>Accrediting agency/Head Start grantee name: _____</p> <p>Accreditation/Head Start expiration date: _____</p> <p>Attach a copy of the current accreditation certificate or Head Start documentation.</p>	<input type="checkbox"/> Yes

Agreement and Signatures

- I hereby certify that the information provided on this request for Star certification is true and complete.
- I agree to meet and maintain the level of criteria requested, and:
 - I agree to notify CCS in writing within five working days if any portion of this information changes. I understand my star certification level may be reduced for failure to notify CCS if the certification requirements have not been met for over 90 days.
 - I understand any violation of these criteria may result in the reduction of star certification level and star certification may be reduced when:
 - the program has developed a history of numerous, repeated, or serious non-compliance with licensing requirements;
 - a serious incident occurs resulting in injury or imminent risk to a child;
 - violations are not corrected within the agreed-upon time frame; or
 - an Emergency Order, notice of proposed denial, or revocation of license is issued.
- I understand failing to submit a timely and complete application may result in denial.

Owner signature	Owner name	Date
-----------------	------------	------

Director signature	Director name	Date
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Send this completed and signed form with required documentation to your Stars Outreach Specialist (SOS). You will be notified by mail of the decision. Incomplete applications will be returned to the applicant.

Attachments

Required attachments for **1+ star** certification:

- B2 - Employee handbook
- D1 - Director's professional development hours
- D2 - Form 07LC002E, Personnel Summary (available at www.okdhs.org)
- E1 - Daily schedules for each age group
- E2a - Floor plan and interest area photos
- F6 - Newsletter and/or parent handbook
- G1 - Parent and personnel surveys
- G2 - **Part-day programs only** - Completed Form 07LC006E equipment inventory for child care programs

Required attachments for **2 star** certification (all of 1+ and the following):

- B5 - Policy and procedure manual
- C2 - Master teachers' current professional development ladder certificate
- E2b - Floorplan and interest area photos
- E3 - Sample lesson plan for each age group of child in care

Required attachments for **3 star** certification (all of 1+, 2 and the following):

- H - Current accreditation certificate or Head Start documentation

For CSS Use Only

Date received _____

SOS _____

Routing

- Original - CCS
- Copy - Child care program

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