

# Reaching For The Stars



**For Family Child Care Homes**  
*Oklahoma's Quality Rating and Improvement System*



**Child Care  
Services**

Effective 11-1-16



**Child Care  
Services**

**Reaching for the Stars for Family Child Care Homes  
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](http://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 Family Child Care Home Policy	Star Level	Evidence or Indicators
[ ]	(a) <b>Licensing status criteria for one star plus, two star, and three star levels.</b> For certification, programs must have a license or permit.	1+, 2, 3	Verification is the State issued permit or license.
[ ]	(b) <b>Compliance criteria for one star plus, two star, and three star levels.</b> 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	<b>At application and ongoing,</b> CCS personnel will review monitoring reports and complaint summaries for the last 24 months.
[ ]	(1) there are numerous, repeated, or serious non-compliance with applicable licensing requirements; or	1+, 2, 3	<b>At application and ongoing,</b> 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	<b>At application and ongoing,</b> 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:** 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.

Job descriptions detail what is expected and how to satisfactorily perform a job, provide a foundation for personnel evaluations, and can help potential staff decide if they are a good fit with a program.

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.

Check if met	QRIS Family Child Care Home Policy	Star Level	Evidence or Indicators
[ ]	(c)(1) The primary caregiver is a member of the OPDR and has a current professional development ladder certificate.	1+, 2, 3	Registry and PDL certificates are verified on the OKRegistry.
[ ]	(c)(2) Assistant caregivers are members of the OPDR and have current professional development ladder certificates.	1+, 2, 3	Registry and PDL certificates are verified on the OKRegistry.
[ ]	(d)(1) The owner or primary caregiver has a written job description for any assistant caregiver defining the assistant's responsibilities.	2 & 3	Verification is written job descriptions defining the assistant's responsibilities.
[ ]	(d)(2) Assistants are evaluated in writing annually by the owner or primary caregiver, including developing the educational professional development plan.	2 & 3	Verification is written and dated personnel evaluation form or tool that reflects developing the assistant's EPDP.

**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 Family Child Care Home Policy	Star Level	Evidence or Indicators
[ ]	(a) <b>Master teacher and primary caregiver qualifications for two and three star levels.</b> 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.	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.
[ ]	(2) Primary caregivers meet and maintain one of the requirements in (A) through (I) of this paragraph.	2 & 3	Qualifications are verified by viewing the Oklahoma Professional Development Registry.
	[ ] (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.	2 & 3	
	[ ] (B) Current Child Development Associate (CDA) or Certified Childcare Professional (CCP) credential.	2 & 3	
	[ ] (C) Certificate of Mastery in early childhood education or child development from an accredited Oklahoma college or university.	2 & 3	

Check if met	QRIS Family Child Care Home Policy	Star Level	Evidence or Indicators
	<p><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.</p>	2 & 3	
	<p><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.</p>	2 & 3	
	<p><input type="checkbox"/> (F) Two- or four-year degree from an accredited college or university in early childhood education or child development.</p>	2 & 3	
	<p><input type="checkbox"/> (G) A valid teaching certificate in early childhood education from the Oklahoma State Department of Education.</p>	2 & 3	
	<p><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.</p>	2 & 3	
	<p><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.</p>	2 & 3	<p>This option is only available to personnel approved prior to June 1, 2004. The primary caregiver may continue to meet the qualifications with these criteria by maintaining 160 hours of professional development every five years. When a Two or Three Star home closes, is reduced, or obtains another primary caregiver qualification, the primary caregiver may not use the 120/5/5 option to meet the home provider qualifications.</p>

**340:110-1-8.7. Professional development for differential quality rating and improvement certification criteria**  
**Revised 11-1-16**

**Rationale:** The primary caregiver is a leader for the program and the primary person responsible for the day to day operations. A primary caregiver 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.

A written educational professional development plan serves as a map to progress in the field of early education. It helps individuals stay organized to meet professional development deadlines so they can plan for and track professional development needed to renew credentials and other certifications like CPR.

Check if met	QRIS Family Child Care Home Policy	Star Level	Evidence or Indicators
[ ]	(c) <b>Primary caregiver professional development requirements for one star plus, two star, and three star homes.</b> No more than six hours of informal professional development per Professional Development Ladder certification may be counted in total hours. Primary caregiver qualifications listed in (1) – (2) 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.
[ ]	(1) At request for star certification, the primary caregiver must have documentation of at least two college credits or 20-clock hours of job-related professional development. At initial request for star certification, the professional development may be counted if obtained within the last 12 months or within the primary caregiver'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 approval for certification, the professional development criteria must be met within the primary caregiver's Professional Development Ladder certification.	1+, 2, 3	The Oklahoma Professional Development Registry is viewed to verify required professional development hours.

Check if met	QRIS Family Child Care Home Policy	Star Level	Evidence or Indicators
[ ]	(B) The primary caregiver must actively work toward the education requirements to obtain the provider qualifications.	1+, 2, 3	The Oklahoma Professional Development Registry or training certificates or college transcripts are viewed to verify required professional development hours.
[ ]	(C) The primary caregiver is trained in Oklahoma's Early Learning Guidelines.	1+, 2, 3	The Oklahoma Professional Development Registry or training certificates or college transcripts are viewed to verify required professional development hours.
[ ]	(d) <b>Assistant caregiver professional development for one star plus, two star, and three star level homes.</b> No more than six hours of informal professional development per Professional Development Ladder certification may be counted in total hours. Assistant caregiver qualifications listed in (1) – (2) 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) Any assistant caregiver employed for at least 12 months must have documentation of at least two college credits or 20-clock hours of job-related professional development per Professional Development Ladder certification.	1+, 2, 3	The Oklahoma Professional Development Registry is viewed to verify required professional development hours.
[ ]	(2) The assistant caregiver has a written educational professional development plan on file in the home. The educational professional development plan is reviewed annually and updated as needed.	1+, 2, 3	<b>At application:</b> a completed, dated EPDP form or tool is provided with the application. <b>Ongoing:</b> CCS will observe updated and dated EPDP form or tool.

**340:110-1-8.8. Learning environment differential quality rating and improvement certification criteria**  
**Revised 11-1-16**

**Rationale:** 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. Reading aloud to children is an important part of the day as it helps children acquire the information and skills they need to succeed in school and life. Vocabulary (knowing the names for things) begins to develop at birth and reading to children is the single most important activity for building the foundation required for eventual success in reading.

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.

Check if met	QRIS Family Child Care Home Policy	Star Level	Evidence or Indicators
[ ]	(c)(1) A written daily schedule reflecting a balanced program of opportunities for learning, physical activity, indoor and outdoor play, rest periods, and meals is followed.	1+, 2, 3	<b>At application:</b> a copy of the current daily schedule reflecting opportunities for learning, physical activity, indoor and outdoor play, rest periods and meals is submitted. <b>Ongoing:</b> the daily schedule is observed on-site by CCS.
[ ]	(c)(2) The daily schedule is posted.	1+, 2, 3	The posted daily schedule is observed on-site by CCS.
[ ]	(c)(3) Children are read to a minimum of 15 minutes each day.	1+, 2, 3	Daily reading is verified by the daily schedule or observed on-site by CCS.
[ ]	(c)(4) Television or other screen time is not used for children 1-year-old or younger.	1+, 2, 3	No use of television is verified by the daily schedule or observed on-site by CCS.
[ ]	(d)(1) Children have opportunities during the day to access art, block building, book reading, dramatic play, manipulative play, and music and movement.	2 & 3	Opportunities for daily access to art, block building, books, dramatic play, manipulative play, and music and movement is observed on-site by CCS.
[ ]	(d)(2) The provider has a plan for transition times.	2 & 3	Transition time plans are observed on-site by CCS or described by the FCCH personnel.

**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 Family Child Care Home Policy	Star Level	Evidence or Indicators
[ ]	(c)(1) maintains a signed contract on file for each family including, but not limited to, policy concerning hours, fees, payment schedules, vacations, and terminations;	1+, 2, 3	Verification is a copy of the signed and dated contract including policy concerning hours, fees, payment schedules, vacations, and terminations.
[ ]	(c)(2) encourages families to visit any time their children are present and provides access to all parts of the home used for child care;	1+, 2, 3	Verification is documentation in family contract/handbook or posters in the family resource center or observation by CCS.
[ ]	(c)(3) arranges for, and documents individual parent conferences, 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.
[ ]	(c)(4) provides opportunities for families to be involved in the program's activities;	1+, 2, 3	Verification is pictures of events or flyers or invitations with dates or newsletters or agendas with dates or sign in sheets with dates.
[ ]	(c)(5) has information available about common childhood issues and resources including health care, education, nutrition, and counseling services for families and children, and makes referrals as needed; and	1+, 2, 3	<b>At application:</b> verification is a description of the location and types of resources available. <b>Ongoing:</b> verification is a list of resources, pamphlets, or a book and observed by CCS.

Check if met	QRIS Family Child Care Home Policy	Star Level	Evidence or Indicators
[ ]	(d)(1) provides parents a minimum of two references, including contact information. Relative references are not accepted; and	2 & 3	Verification of provider references is references listed in the family handbook or contract or posted in family resource area.
[ ]	(d)(2) has and uses a system to communicate with families the happenings, activities, and related issues regarding their child's physical and emotional state.	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.

340:110-1-8.10. Program evaluation differential quality rating and improvement certification criteria			
Revised 11-1-16			
<p><b>Rationale:</b> 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 facility, 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.</p>			
Check if met	QRIS Family Child Care Home Policy	Star Level	Evidence or Indicators
[ ]	(a)(1) Health and safety checklists for both indoor and outdoor spaces are completed annually and kept on file at the facility.	1+, 2, 3	Verification is a completed and dated checklist on file at the program.
[ ]	(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 with responses.
[ ]	(b) <b>Criteria two and three star centers and homes.</b> 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	Verification is a completed, dated <i>Oklahoma Quality Child Care Program Scale: Self-Assessment</i> or documentation of a completed approved CCS assessment tool.
	[ ] (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.

Check if met	QRIS Family Child Care Home Policy	Star Level	Evidence or Indicators
	<input type="checkbox"/> (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 professional development and educational needs as well as program policy and procedures .
	<input type="checkbox"/> (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.

<b>340:110-1-8.3 Certification of programs to receive a differential quality rating and improvement level</b>			
<b>Revised 11-1-16</b>			
<b>Rationale:</b> 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.			
<b>Check if met</b>	<b>QRIS Family Child Care Home Policy</b>	<b>Star Level</b>	<b>Evidence or Indicators</b>
[ ]	(c)(4) <b>Criteria for three star centers and homes.</b> To be approved as a three star program, the owner must: (A) complete Form 07LC025E and	3	Verification is a completed Form 07LC027E.
[ ]	(B) meet one star plus and two star criteria described in (b) of this Section and be:	3	Verification for all 1+ and 2 Star criteria listed above is met.
[ ]	(i) accredited by a national accrediting body approved by CCS.	3	Verification is a current certificate from a national accreditation agency.

# 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.
    - Primary caregiver: must have at least two college credits or 20 clock hours of job-related professional development per Professional Development Ladder certification.
    - Assistant caregiver: must have at least two college credits or 20 clock hours of job-related professional development per their 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 Primary Caregiver Qualifications

A primary caregiver must be employed at the program, be on-site on a full-time basis (80 percent of the operating hours), work directly with children, be trained in ELG 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 childcare setting. For more information about this certificate, call your area Technology school or 1-800-522-5810 **OR**
- Current **Child Development Associate (CDA)**. For more information, call 800-424-4310 or visit [www.cdacouncil.org](http://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.

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.

# 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.

### Primary Caregivers

- Initial Star approval
  - at least has 2 college credits in management, child development or early childhood education or 20 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 20 clock hours of job-related professional development per employment year

### Assistant Caregivers

- 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

Adapted from Appendix C-4-B (O8AX006E) dated 4/30/2016

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 homes

Age of Child	Standard Area Full Daily Rate	Standard Area Part Daily Rate	Enhanced Full Daily Rate	Enhanced Part Daily Rate
0 – 24 months	\$14.50	\$10	\$14.50	\$10
25 – 48 months	\$12.30	\$8	\$12.30	\$8
49 – 72 months	\$12.30	\$8	\$12.30	\$8
73 mths. – 13 yrs.	\$10.30	\$6.20	\$10.30	\$6.20

### One Star Plus child care homes

Age of Child	Standard Area Full Daily Rate	Standard Area Part Daily Rate	Enhanced Full Daily Rate	Enhanced Part Daily Rate
0 – 24 months	\$17.30	\$12	\$19.30	\$13
25 – 48 months	\$15.00	\$10	\$17.30	\$12
49 – 72 months	\$15.00	\$10	\$17.30	\$12
72 mths.– 13 yrs.	\$12.80	\$9	\$12.80	\$9

### Two Star child care homes

Age of Child	Standard Area Full Daily Rate	Standard Area Part Daily Rate	Enhanced Full Daily Rate	Enhanced Part Daily Rate
0 – 24 months	\$21.50	\$13	\$26.80	\$17
25 – 48 months	\$20.50	\$12.30	\$22.30	\$14
49 – 72 months	\$20.50	\$12.30	\$21.30	\$14
72 mths. – 13 yrs.	\$17.50	\$10.50	\$17.00	\$11

### Three Star child care homes

Age of Child	Standard Area Full Daily Rate	Standard Area Part Daily Rate	Enhanced Full Daily Rate	Enhanced Part Daily Rate
0 – 24 months	\$28.80	\$19	\$28.80	\$19
25 – 48 months	\$24.80	\$16	\$24.80	\$16
49 – 72 months	\$24.80	\$16	\$24.80	\$16
72 mths. – 13 yrs.	\$19.30	\$12	\$19.30	\$12

To ensure the most current provider rate scale visit: [www.okdhs.org](http://www.okdhs.org)

Contact: 405-521-3431 or 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](http://www.cecpc.org).

#### **Accrediting Agencies:**

##### ***Child Care Programs:***

**Accredited Professional Preschool Learning Environment (APPLE)**

877-634-9874

[www.faccm.org](http://www.faccm.org)

**Association of Christian Schools International (ACSI)**

972-941-4404

[www.acsi.org](http://www.acsi.org)

**Commission on Accreditation of Rehabilitation Facilities (CARF International)**

888-281-6531

[www.carf.org](http://www.carf.org)

**Council on Accreditation (COA)**

212-797-3000

[www.coanet.org](http://www.coanet.org)

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

800-537-1118

[www.earlylearningleaders.org](http://www.earlylearningleaders.org)

**National Association for the Education of Young Children (NAEYC)**

800-424-2460

[www.naeyc.org](http://www.naeyc.org)

**National Early Childhood Program Accreditation (NECPA)**

855-706-3272

[www.necpa.net](http://www.necpa.net)

##### ***Family Child Care Homes:***

**National Association for Family Child Care (NAFCC)**

801-886-2322

[www.nafcc.org](http://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](http://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](http://www.okhighered.org/scholars)

For courses: [www.okcareertech.org](http://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](http://www.cecpd.org) [www.okregistry.org](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://www.gpcrr.org)

**OKC Metro**

Rainbow Fleet Child Care Resource & Referral

*Counties served: Cleveland & Oklahoma*

800-438-0008 405-525-3111

[www.rainbowfleet.org](http://www.rainbowfleet.org)

**Tulsa Metro**

Child Care Resource Center

*Counties served: Creek, Rogers, Tulsa, & Wagoner*

918-834-2273

[www.ccrctulsa.org](http://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/](http://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](http://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](http://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](http://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 your professional development accomplishments.  
[www.cecpd.org](http://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/](http://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](http://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](http://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](http://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](http://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](http://www.cnpp.usda.gov/dietary-guidelines)

[www.choosemyplate.gov](http://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/](http://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.

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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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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](http://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 Family Child Care Home Star Certification



### Family Child Care Home Information

Family child care home name	K8		License number
Mailing address	City	Oklahoma	State
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** - National accreditation and only meet and maintain criteria indicated with an A and H
- Three star**- 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](http://www.okdhs.org).

### Criteria

Star level	Criteria	Criteria met
1+   2   3	<b>A1. Licensing status:</b> OAC 340:110-1-8.4(a). The program has a license or permit.	<input type="checkbox"/> Yes
1+   2   3	<b>A2. Compliance:</b> OAC 340:110-1-8.4(b). The program is compliant with licensing requirements.	<input type="checkbox"/> Yes
1+   2   3	<b>B1. Administrative:</b> OAC 340:110-1-8.5(c). The primary caregiver is a member of the Oklahoma Professional Development Registry, <a href="http://okregistry.org">okregistry.org</a> , and has a current professional development ladder certificate. <b>Attach a copy of current professional development ladder certificate.</b>	<input type="checkbox"/> Yes
1+   2   3	<b>B2. Administrative:</b> OAC 340:110-1-8.5(c). Assistant caregiver(s) are members of the Oklahoma Professional Development Registry, <a href="http://okregistry.org">okregistry.org</a> , and have current professional development ladder certificates. <b>Attach a copy of current professional development ladder certificate.</b>	<input type="checkbox"/> Yes

Star level	Criteria	Criteria met
2 3	<p><b>B3. Administrative:</b> OAC 340:110-1-8.5(d). The owner or primary caregiver has a written job description defining responsibilities for assistant caregiver(s).  <b>Attach a copy of written job description.</b></p>	<input type="checkbox"/> Yes
2 3	<p><b>B4. Administrative:</b> OAC 340:110-1-8.5(d). The owner or primary caregiver evaluates the assistant(s) in writing on an annual basis, including developing the educational professional development plan.</p>	<input type="checkbox"/> Yes
2 3	<p><b>C1. Primary caregiver qualifications:</b> OAC 340:110-1-8.6(a). The primary caregiver is trained in Oklahoma's Early Learning Guidelines (ELG).  <b>Attach a copy of training certificate or transcript.</b></p>	<input type="checkbox"/> Yes
2 3	<p><b>C2. Primary caregiver qualifications:</b> OAC 340:110-1-8.6(a). The primary caregiver is on-site full-time and meets one of the qualifications indicated below.</p> <p>Primary caregiver name _____</p> <p><b>Check box next to degree or credential. Attach documentation of current occupational child care competency certificate, Child Development Associate (CDA), Certificate of Mastery, or Child Care Professional (CCP) credential, or college transcript.</b></p> <p><input type="checkbox"/> 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> <p><input type="checkbox"/> Current CDA credential; CDA expiration date: _____</p> <p><input type="checkbox"/> Current CCP credential; CCP expiration date: _____</p> <p><input type="checkbox"/> Certificate of Mastery in early childhood education or child development from an accredited Oklahoma college or university;</p> <p><input type="checkbox"/> 30-college credit hours from an accredited college or university, including 15-credit hours in early childhood education, child development, or other coursework that supports working with children;</p> <p><input type="checkbox"/> Four-year degree from an accredited college or university with six-college credit hours in early childhood education, child development, or other coursework that supports working with children;</p> <p><input type="checkbox"/> Two-year or four-year degree from an accredited college or university in early childhood education or child development;</p> <p><input type="checkbox"/> A valid teaching certificate in early childhood education from the Oklahoma State Department of Education; or</p> <p><input type="checkbox"/> 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.</p>	<input type="checkbox"/> Yes

Star level	Criteria	Criteria met
1+ 2 3	<p><b>D1. Professional development:</b> OAC 340:110-1-8.7(c). The primary caregiver has two college credits or 20-clock hours of job related professional development within the last 12 months or within their employment year. No more than six-hours of informal professional development per Professional Development Ladder certification may be counted in total hours.</p> <p><b>Attach documentation of required professional development hours for the primary caregiver.</b></p>	<input type="checkbox"/> Yes
1+ 2 3	<p><b>D2. Professional development:</b> OAC 340:110-1-8.7(c). The primary caregiver has a written educational professional development plan (EPDP) that may include potential career goals and identified training topics.</p> <p><b>Attach a copy of the primary caregiver's individualized EPDP.</b></p>	<input type="checkbox"/> Yes
1+	<p><b>D3. Professional development:</b> OAC 340:110-1-8.7(c). The primary caregiver must actively work toward the educational requirements to obtain the two or three star provider qualifications.</p> <p><b>Describe or attach the EPDP:</b></p>	<input type="checkbox"/> Yes
1+ 2 3	<p><b>D4. Professional development:</b> OAC 340:110-1-8.7(d). When applicable, any assistant caregiver employed 12 months or more has at least two college credits or 20-clock hours of job related professional development per Professional Development Ladder certification. No more than six-hours of informal professional development per Professional Development Ladder certification may be counted in total hours.</p> <p><input type="checkbox"/> Not applicable</p> <p>_____ Hire date</p> <p>_____ Hire date</p> <p><b>Attach documentation of each assistant's required professional development hours.</b></p>	<input type="checkbox"/> Yes
1+ 2 3	<p><b>D5. Professional development:</b> OAC 340:110-1-8.7(d). Assistant caregivers have EPDPs that may include potential career goals and identified training topics.</p> <p><b>Attach a copy of each assistant's EPDP.</b></p>	<input type="checkbox"/> Yes
1+ 2 3	<p><b>E1. Learning environment:</b> OAC 340:110-1-8.8(c). The primary caregiver posts and follows a written daily schedule reflecting a balanced program of opportunities for learning, physical activity, indoor and outdoor play, rest periods, and meal time. The schedule reflects reading to children a minimum of 15 minutes each day.</p> <p><b>Attach a copy of the daily schedule.</b></p>	<input type="checkbox"/> Yes

Star level			Criteria	Criteria met
1+	2	3	<b>E2. Learning environment:</b> OAC 340:110-1-8.8(c). Television and other screen time is not used for children younger 1-year-old or younger.	<input type="checkbox"/> Yes
	2	3	<b>E3. Learning environment:</b> OAC 340:110-1-8.8(d). Children have opportunities during the day to access art, block building, book reading, dramatic play, manipulative play, and music and movement.	<input type="checkbox"/> Yes
	2	3	<b>E4. Learning environment:</b> OAC 340:110-1-8.8(d). Caregivers have a plan for transition times.  <b>Describe:</b>	<input type="checkbox"/> Yes
1+	2	3	<b>F1. Family engagement:</b> OAC 340:110-1-8.9(c). The primary caregiver has a signed contract with each family. The contract includes policy concerning hours, fees, payment schedules, vacations (parent and primary caregiver), and terminations.  <b>Attach a copy of the contract.</b>	<input type="checkbox"/> Yes
1+	2	3	<b>F2. Family engagement:</b> OAC 340:110-1-8.9(c). Caregivers encourage families to visit any time their children are present and provide access to all parts of the home used for child care.	<input type="checkbox"/> Yes
1+	2	3	<b>F3. Family engagement:</b> OAC 340:110-1-8.9(c). Caregivers arrange for and document a conference with each child's parents annually and as needed.  <b>List annual conferences dates:</b> _____	<input type="checkbox"/> Yes
1+	2	3	<b>F4. Family engagement:</b> OAC 340:110-1-8.9(c). Caregivers provide opportunities for family involvement in the program's activities.  <b>Describe how this is done and give examples:</b>	<input type="checkbox"/> Yes
1+	2	3	<b>F5. Family engagement:</b> OAC 340:110-1-8.9(c). The primary caregiver has information available about common childhood issues and resources including healthcare, education, nutrition, and counseling services that provide services to families and children and makes referrals as needed.  <b>Attach a resource list.</b>	<input type="checkbox"/> Yes
1+	2	3	<b>F6. Family engagement:</b> OAC 340:110-1-8.9(c). The primary caregiver has licensing requirements available for families.  <b>Describe how this is done:</b>	<input type="checkbox"/> Yes
	2	3	<b>F7. Family engagement:</b> OAC 340:110-1-8.9(d). The primary caregiver provides parents a minimum two references, including contact information. References from relatives are not accepted.	<input type="checkbox"/> Yes

Star level	Criteria		Criteria met	
2	3	<p><b>F8. Family engagement:</b> OAC 340:110-1-8.9(d). The primary caregiver has and uses a system to communicate with families the happenings, activities, and related issues about their child's physical and emotional state.</p> <p><b>Describe how this is done:</b></p>	<input type="checkbox"/> Yes	
1+	2	3	<p><b>G1. Program evaluation:</b> OAC 340:110-1-8.10(a). The primary caregiver annually conducts and completes health and safety checklist for both indoor and outdoor spaces and keeps them at the program.</p> <p>Checklist completion date: _____</p> <p><b>Attach a copy of health and safety checklist(s).</b></p>	<input type="checkbox"/> Yes
1+	2	3	<p><b>G2. Program evaluation:</b> OAC 340:110-1-8.10(a). The primary caregiver annually surveys personnel and parents to identify strengths and weaknesses of the program and evaluate the program's effectiveness in meeting the needs of children, parents, and assistant caregiver(s).</p> <p><b>Attach a copy of surveys.</b></p>	<input type="checkbox"/> Yes
2	3	<p><b>G3. Program evaluation:</b> OAC 340:110-1-8.10(b). The primary caregiver agrees to utilize the methods of program evaluation listed below within one year of receiving two star status and repeated as required.</p>	<input type="checkbox"/> Yes	
2		<p><b>G4. Program evaluation:</b> OAC 340:110-1-8.10(b). The family child care home conducts an assessment every three years using an Child Care Services (CCS) approved tool. <b>Not required if program is accredited by a CCS approved national accrediting body.</b></p>	<input type="checkbox"/> Yes	
2	3	<p><b>G5. Program evaluation:</b> OAC 340:110-1-8.10(b). Program goals are established and updated annually based on information gathered from completed health and safety checklists, parent and personnel surveys, and a CCS approved assessment tool.</p>	<input type="checkbox"/> Yes	
2	3	<p><b>G6. Program evaluation:</b> OAC 340:110-1-8.10(b). The program has a written plan for meeting established goals including professional development and educational needs of the provider and assistant(s) as well as program policy and procedures.</p>	<input type="checkbox"/> Yes	
2	3	<p><b>G7. Program evaluation:</b> OAC 340:110-1-8.10(b). Personnel participate in program evaluation and the established goals are shared with personnel.</p>	<input type="checkbox"/> Yes	

## Accreditation

- A program may also meet **two star** criteria per OAC 340:110-1-8(c) (3) by having a compliant licensing record and a current accreditation by the National Association for Family Child Care.
- 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 the National Association for Family Child Care.



## Attachments

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

- B1 - Current PDL certificate or professional development hours for *primary* caregiver
- B2 - Current PDL certificate or professional development hours for *assistant* caregiver(s)
- D2 - Primary caregiver's educational professional development plan
- D5 - Assistant caregiver's educational professional development plan
- E1 - Daily schedules
- F1 - Family contract
- F5 - List of resources
- G1 - Completed health and safety checklist
- G2 - Surveys

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

- B3 - Written job description for assistant caregiver(s)
- C1 - Documentation of ELG training
- C2 - Documentation of primary caregiver's qualifications

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

- H - Current accreditation certificate

### For CSS Use Only

Date received

SOS

### Routing

- Original - CCS
- Copy - Family child care home provider

*DHS Pub. No. 99-43      Revised 11/2016*

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