

## Star Certification--Child Care Center CHECKLIST

### Updated criteria effective 7/1/12

Facility name	License number	Date	Star level <input type="checkbox"/> 1+ <input type="checkbox"/> 2 <input type="checkbox"/> 3
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Complete this checklist to determine compliance and a plan for updated and new Star criteria effective 7/1/12

Star	Criteria	Met	Not Met	Remarks
	<b>ADMINISTRATIVE</b>			
	<b>UPDATED CRITERIA</b>			
<div style="border: 1px solid black; padding: 2px; width: 20px; margin: 0 auto;">1+</div> <div style="border: 1px solid black; padding: 2px; width: 20px; margin: 0 auto;">2</div> <div style="border: 1px solid black; padding: 2px; width: 20px; margin: 0 auto;">3</div>	A. At least annually, the director or supervising staff evaluates staff in writing <u>using the Oklahoma Core Competencies and develops the educational professional development plan.</u>  ***Compliance timeframe is current year.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>NEW CRITERIA</b>			
<div style="border: 1px solid black; padding: 2px; width: 20px; margin: 0 auto;">1+</div> <div style="border: 1px solid black; padding: 2px; width: 20px; margin: 0 auto;">2</div> <div style="border: 1px solid black; padding: 2px; width: 20px; margin: 0 auto;">3</div>	B. The center provides an employee handbook for staff and includes information on hiring and firing, job duties and responsibilities, professional development requirements, child abuse reporting, and personnel attendance policy.  ***Compliance timeframe is immediate.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>NEW CRITERIA</b>			
<div style="border: 1px solid black; padding: 2px; width: 20px; margin: 0 auto;">1+</div> <div style="border: 1px solid black; padding: 2px; width: 20px; margin: 0 auto;">2</div> <div style="border: 1px solid black; padding: 2px; width: 20px; margin: 0 auto;">3</div>	C. The facility is registered as a direct care organization with the Oklahoma Professional Development Registry  ***Compliance timeframe: This criteria must be met no later than 1/1/13	<input type="checkbox"/>	<input type="checkbox"/>	



<b>PROFESSIONAL DEVELOPMENT</b>				
<b>NEW CRITERIA</b>				Names of staff working toward qualifications:
1+	A. 1 staff for every 20 children of the licensed capacity must actively work toward the education requirements to obtain master teacher qualifications.	<input type="checkbox"/>	<input type="checkbox"/>	
2				
3	***Compliance timeframe is current employment year.			
	Actively working toward education is defined as: Within every employment year, potential provider or master teacher receives at least (a) 3 college credits toward CoM, CDA or CCP, OR (b) 3 college credits in ECE or CD, OR (c) 40 clock hours of professional development toward CDA or CCP.			
1+	B. Staff working toward master teacher qualifications are trained in Oklahoma's Early Learning Guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	
2				
3	***Compliance timeframe: This criteria must be met no later than 1/1/14			

<b>LEARNING ENVIRONMENT</b>				
<b>UPDATED CRITERIA</b>				Equipment added:
<b>1+</b>	A. Add well-defined and equipped interest area of <u>music and movement</u> to classrooms for children 2 and older	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2</b>	***Compliance timeframe is immediate.			
<b>3</b>				
<b>NEW CRITERIA</b>				
<b>1+</b>	B. The indoor, and as weather permits, outdoor environment are utilized daily for all children to engage in physical activity.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2</b>	Physical activity is defined as 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. Children should enjoy 30-60 minutes of indoor and outdoor physical activity daily.			
<b>3</b>	***Compliance timeframe is immediate.			
<b>NEW CRITERIA</b>				
<b>1+</b>	C. TV or other screen time is not used for children younger than 2 years of age.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2</b>	Screen time is defined as 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.			
<b>3</b>	***Compliance timeframe is immediate.			



<b>PROGRAM EVALUATION</b>				
<b>1+</b>	<b>UPDATED CRITERIA</b> A. Parents and staff are surveyed <u>annually</u> as part of program evaluation ***Compliance timeframe is current program evaluation year.	<input type="checkbox"/>	<input type="checkbox"/>	Parent survey dates: _____
<b>2</b>				Staff survey dates: _____
<b>3</b>				
	<b>NEW CRITERIA</b> B. An equipment inventory is conducted annually using the applicable OKDHS form and kept on file at the center. ***Compliance timeframe is current program evaluation year.	<input type="checkbox"/>	<input type="checkbox"/>	Equipment inventory date: _____
	<b>UPDATED CRITERIA</b> C. Written goals are updated <u>annually</u> using checklist, surveys, and assessment. ***Compliance timeframe is current program evaluation year.	<input type="checkbox"/>	<input type="checkbox"/>	Date goals established: _____
<b>2</b>	<b>NEW CRITERIA</b> D. Program evaluation and goals are shared with staff. ***Compliance timeframe is current program evaluation year.	<input type="checkbox"/>	<input type="checkbox"/>	Shared with staff on: _____
<b>3</b>				

Facility name	License number	Date
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**Discussion:**

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**Owner, director, or staff in charge comments:**

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I understand the updated or new criteria and the timeframe for compliance to avoid a violation and/or reduction.

<hr/> Signature of owner, director or staff in charge	<hr/> Signature of Licensing Specialist
	<hr/> Signature of witness

Office use only. Date copy left at facility: _____	Date mailed to facility: _____
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