

## OKDHS REACHING FOR THE STARS

### Child Care Centers

	COMPLIANCE	ADMINISTRATIVE	QUALIFICATIONS	PROFESSIONAL DEVELOPMENT	LEARNING ENVIRONMENT	FAMILY ENGAGEMENT	PROGRAM EVALUATION <sup>N***</sup>
<b>THREE STAR</b> National Accreditation <sup>1</sup> Or A Head Start program in compliance with Head Start Performance Standards <sup>2</sup>  AND Meet all 2 star criteria	Compliance with licensing requirements. <sup>3</sup>	National Accreditation <sup>1</sup> Or A Head Start program in compliance with Head Start Performance Standards <sup>2</sup>  AND Meet all 2 star criteria.	National Accreditation <sup>1</sup> Or A Head Start program in compliance with Head Start Performance Standards <sup>2</sup>  AND Meet all 2 star criteria.	National Accreditation <sup>1</sup> Or A Head Start program in compliance with Head Start Performance Standards <sup>2</sup>  AND Meet all 2 star criteria.	National Accreditation <sup>1</sup> Or A Head Start program in compliance with Head Start Performance Standards <sup>2</sup>  AND Meet all 2 star criteria.	National Accreditation <sup>1</sup> Or A Head Start program in compliance with Head Start Performance Standards <sup>2</sup>  AND Meet all 2 star criteria.	National Accreditation <sup>1</sup> Or A Head Start program in compliance with Head Start Performance Standards <sup>2</sup>  AND Meet all 2 star criteria.

<sup>1</sup>National Accreditation by one of these approved accrediting agencies: ACSI, COA, NAC, NAEYC, and NECPA.

<sup>2</sup> Compliance with Head Start Performance Standards: The program has zero non-compliance issues at last review and/or all non-compliance issues at last federal review are resolved.

<sup>3</sup>Compliance with licensing requirements: The program shall be operating on a license or permit and not have numerous, repeated or serious non-compliance with applicable Licensing Requirements in a 24 month period.

<sup>4</sup>Master Teacher: Must be employed and onsite on a full-time basis; and meet Level III on Early Education Professional Development Ladder meeting and maintain one of these qualifications: Occupational Competency Certificate for Lead or Master Teacher through an Oklahoma Technology Center, a current CDA or CCP, a two year college Certificate of Mastery (CoM) in early childhood education, 30 college credit hours from an accredited college including 15 credit hours in early childhood education, child development, or a closely related subject, a 4 year degree from an accredited college with 6 college credit hours in early childhood education, child development, or a closely related subject, a 2 or 4 year degree from an accredited college in early childhood education or child development, a valid teaching certificate in early childhood education from the Oklahoma State Department of Education.

\*Centers licensed as school-age programs or programs where the majority of children are school-age, must have a master teacher for every 40 children of the licensed capacity.

\*\*Actively working toward education is defined as: Within every employment year, potential primary caregiver 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.

\*\*\*All methods of program evaluation must be completed within 1 year of receiving two star and every 3 years thereafter. Nationally accredited programs do not have to have an assessment using an assessment tool approved by OCCS.

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<p><b>TWO STAR</b> Nationally accredited<sup>1</sup></p> <p>Or</p> <p><b>A Head Start program in compliance with Head Start Performance Standards<sup>2</sup></b></p> <p>Or</p> <p>Meet these criteria and all one star plus criteria.</p>	<p>Compliance with licensing requirements.<sup>3</sup></p>	<p>-A policy and procedure manual is maintained on site for staff and includes the program's mission or vision statement, information on organizational structure, code of professional conduct and the center's discipline philosophy.</p> <p>-A minimum of two staff meetings are conducted annually and include time to discuss quality and its' impact on the facility.</p> <p><b>REMOVED: The salary scale requirements</b></p>	<p>1st year: must have 1 master teacher<sup>4</sup> for every 30 children based on capacity.*</p> <p>2nd year: must have 1 master teacher<sup>4</sup> for every 20 children based on capacity.*</p> <p>-Master teachers are trained in Oklahoma's Early Learning Guidelines.</p> <p><b>REMOVED: Director is a member of an early care and education professional organization</b></p>		<p>-The center has and follows a schedule that reflects balance and variety of activities; allows children time to complete tasks; reflects balance of active-quiet, indoor-outdoor.</p> <p>-Space for children two years of age and older is arranged in a minimum of 8 well-defined and equipped interest areas in each classroom and include: art, block building, book reading, dramatic play, manipulative play, math, music and movement &amp; science or nature.</p> <p>-The program has at least 2 learning centers available outdoors.</p> <p>-The program utilizes Oklahoma Early Learning Guidelines as a resource for lesson &amp; curriculum planning.</p> <p>-Staff participate in physical activity with children at least once per day.</p>	<p>-Parent conferences are held at least twice a year and a written report about the child is provided to the parents at the conference.</p> <p>-The program maintains a current list of available community resources, including health care, education, nutrition and counseling. The program assists families in locating and connecting with these services as needed.</p>	<p>-The program is assessed every three years using an assessment tool approved by OCCS.</p> <p>-Program goals are established &amp; updated annually using information gathered from other program evaluation criteria.</p> <p>-The program has a written plan for meeting goals that includes professional development and educational needs of staff as well as facility policy and procedures.</p> <p>-Staff participate in program evaluation and the established goals are shared with staff.</p> <p><b>REMOVED: An approved self-assessment tool completed annually</b></p>

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<p><b>ONE STAR PLUS</b> Meet these criteria and all one star criteria</p> <p><b>REMOVED: 24 Month Maximum time at 1+ status</b></p>	<p>Compliance with licensing requirements.<sup>3</sup></p>	<p>-At least annually, the Director or supervising staff evaluates staff in writing using the Oklahoma Core Competencies and develops the educational professional development plan.</p> <p>-All staff has access to licensing requirements.</p> <p>-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.</p> <p>-The facility is registered as a direct care organization with the Oklahoma Professional Development Registry.</p> <p>-Staff counted in staff child ratio are members of the Oklahoma Professional Development Registry and have a current professional development ladder certificate. New staff must be on the registry within 12 months of employment.</p>		<p><b>DIRECTOR</b></p> <p>-The Director must have at least 2 college credits or 30 clock hours of job related professional development per employment year.</p> <p>-Director has a written educational professional development plan. This plan is reviewed annually and updated as needed.</p> <p><b>STAFF</b></p> <p>- Staff have at least 2 college credits or 20 hours of job related professional development per employment year.</p> <p>-All full-time staff have a written educational professional development plan. These plans are reviewed annually and updated as needed.</p> <p>-1 staff for every 20 children of the licensed capacity* must actively work toward the education requirements to obtain master teacher qualifications.<sup>4**</sup></p> <p>-Staff working toward master teacher qualifications<sup>†</sup> are trained in Oklahoma's Early Learning Guidelines.</p>	<p>-The center has and follows current weekly lesson plans in each classroom for all groups of children.</p> <p>-Space for children two years of age and older is arranged in a minimum of 6 well-defined and equipped interest areas in each classroom and includes: art, block building, book reading, dramatic play, manipulative play &amp; music and movement.</p> <p>_Teachers read to all children a minimum of 15 minutes each day.</p> <p>-The indoor &amp; as weather permits, outdoor environment are utilized daily for all children to engage in physical activity.</p> <p>-TV or other screen time is not used for children younger than 2 years of age.</p>	<p>-A system is established and maintained for sharing with and communicating to families the daily happenings, activities and related issues about a child's physical and emotional state.</p> <p>-Families are welcomed in the center at all times.</p> <p>-Individual parent conferences are arranged for and documented at least once per year.</p> <p>-There is a family resource area accessible and available to families.</p> <p>-At least 2 family meetings or special events are held each year.</p> <p>-Families are informed of the center's program by 2 of these: bulletin board, newsletter, parent handbook, e-mails, or website specific to the center location.</p> <p>-Families participate in program and policy development.</p> <p>-The program makes a copy of applicable licensing requirements available to families.</p>	<p>-Health and safety checklists for both indoor and outdoor spaces are completed annually and kept on file at the center.</p> <p>-Staff &amp; parents are surveyed annually.</p> <p>-An equipment inventory is conducted annually using the applicable OKDHS form and kept on file at the center.</p>

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<b>ONE STAR</b> Operating on a permit or license	Compliance with applicable licensing requirements. <sup>3</sup>	<p><b>Child Care Centers:</b> -Section 5.1, page 5 -Written statement of the child care center's policy &amp; procedures</p> <p>-If more than 4 staff, a written personnel policy to staff that includes job functions, qualifications, staff performance evaluation and termination procedures are in place</p> <p>-Compliance file and posting.</p> <p>-Section 6, page 7 Attendance records for each staff person.</p> <p>-Section 11, page 18 Written emergency preparedness plan.</p> <p>-Section 27, page 38 Written emergency procedure</p>	<p><b>Child Care Centers:</b> <b>DIRECTOR</b> -Section 7.1, page 10 -21 years of age.</p> <p>-Oklahoma Director's Credential.</p> <p><b>STAFF</b> -Section 7.1, page 11 -1 master teacher for every 60 children.</p>	<p><b>Child Care Centers:</b> <b>DIRECTOR</b> -Section 7.1, page 13 20 hours of training every employment year.</p> <p><b>STAFF</b> - Section 7.1, page 12 Orientation within 1 week.</p> <p>- Section 7.1, page 13 20 hours of entry level training.</p> <p>- Section 7.1, page 13 Staff on site with CPR/First aid.</p> <p>- Section 7.1, page 14 12 hours of training per employment year.</p>	<p><b>Child Care Centers:</b> Section 25.1, page 29 <b>AND</b> Section 25.2, page 30</p> <p>-Current weekly lesson plans for preschool and school age.</p> <p>-Variety of learning areas.</p> <p>-Variety of activities and material.</p> <p>-Television, videos, computers and video games if used, are age-appropriate and used with discretion and selectivity</p> <p>-A daily schedule is accessible.</p> <p>-A balanced program of opportunities.</p>	<p><b>Child Care Centers:</b> -Section 10, page 16 -Parents Guide to Selecting Quality Child Care is available to parents</p> <p>-A verbal or written system is used by staff to share day-to-day happenings.</p> <p>-Must provide at least 4 of the following options:</p> <ol style="list-style-type: none"> <li>1. Parents welcome in the center at all times.</li> <li>2. Conferences are held at least once a year.</li> <li>3. Parent resource area.</li> <li>4. Parent meetings or events (open house, pot-luck, and children's programs).</li> <li>5. One of these: Parent bulletin board, newsletter, or parent handbook.</li> <li>6. Parents participate in program planning.</li> </ol> <p>-Section 25, page 27 Written record for infants/toddlers is available daily for parents.</p>	None

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