

STARS for KIDS NOW

(Kentucky Invests in Developing Success Now)



Operations Manual



Table of Contents

The STARS for KIDS NOW Program	6
Stars Process Flow Chart	7
STARS Eligibility	8
Program Eligibility.....	8
Civil Monetary Penalties.....	8
STARS Level Limitations.....	8
Technical Assistance Process	9
QEI Staff Recruits New Prospects	9
STARS Overview	9
Menu of Services Agreement.....	9
Needs Assessment.....	10
Letter of Commitment.....	11
Technical Assistance Plan (TA Plan)	11
STARS Binder	11
STARS Rating Preparation	11
Application and Standards Review Process	12
Level 1 Application Completion Process	12
Levels 2 – 4 Application Completion Process.....	12
Licensed Type I Standards Review.....	13
Licensed Type II Standards Review	22
Certified Family Child Care Homes Standards Review	27
Paperwork Submission	31
Timeframes	31
Special Consideration	32
Manual Process	36
Application Approval.....	37
ERS Observation.....	38
Best Practices	38
Special Circumstances – Provider Cancellation	39
Defining Classrooms.....	40
Definition of Age Groups	41
Selection of Classrooms and ERS Scales	42
Required Hours of Observation	44
Staff Interview	45

Scoring	45
Imminent Risk.....	46
Mandated Reporting.....	46
Nonmandated Reporting	47
Paperwork Submission Timeframes	48
DCC-420 Rating Summary Report	49
Rater Reporting/Comments	49
STARS Approvals	54
STARS Level 1	54
STARS Levels 2-4	54
Monetary Awards	56
Initial Achievement Award.....	56
Annual Achievement Award.....	57
Annual Enhancement Award	58
Quality Incentive Award.....	59
Interim Report	61
Renewal	63
Re-Evaluation Process	65
Regulatory Compliance	65
Change of Location.....	65
Provider Request for Re-evaluation.....	66
Cabinet Determines a Need to Reassess	67
Interim Report.....	67
Negative Actions	68
Revocation	68
Reductions.....	68
Return of STARS Certificate	69
Appeal	69
Appendix	72
Definitions.....	72
Frequently Asked Questions	75
Forms:	77
DCC-400	79
DCC-401	80
DCC-402	83
DCC-403	86

DCC-404	89
DCC-404E.....	92
DCC-405	95
DCC-406.....	96
DCC-407	97
Re-evaluation Process Table.....	99
Rating Visit Confirmation Letter	101
Provider Request Cancellation Letter	102
STARS Rating Contact Letter	103
DCC-413 Interim Report Standards Instructions.....	104
DCC-413 Interim Report Standards Documentation.....	105
DCC-414 Interim Report Staff Training Instructions.....	106
DCC-414 Interim Report Staff Training Documentation.....	107
Interim Report Notification.....	108
QEI Interim Report Letter.....	109
Interim Report Missing Information.....	110
Interim Report Notice of Action.....	111
Interim Report Approval.....	112
STARS Acceptable Degrees	113
STARS Rating Approval Letter.....	114
STARS Certificate	116
DCC 420 Report Sample	117
STARS 120 Day Renewal Notice.....	119
STARS Level 2 Reminder Notice.....	120
DCC-88, Child Care Service Appeal Request	121
DCC-108, Notice of Adverse Action.....	124
Failure to Meet Application Requirements.....	128
Withdrawal Letter	129
DCC-408 Customer Satisfaction Survey	130
DCC-410 Initial Achievement Award Remittance.....	131
DCC-411 Quality Incentive Award Remittance, LT1	132
DCC-412 Quality Incentive Award Remittance, C/LT2	133
DCC-416 Annual Achievement Award Remittance.....	134
DCC-417 Annual Enhancement Award Remittance	135
922 KAR 2:170 STARS for KIDS NOW for Type I Licensed Child Care Centers.....	136
922 KAR 2:210 STARS for KIDS NOW for Type II Licensed & Certified Family Child Care Homes.....	146

Kentucky Additional Notes.....	155
ITERS-R	155
ECERS-R	157
SACERS	159
FDCRS	162

The STARS for KIDS NOW Program

STARS for KIDS NOW is Kentucky's voluntary quality rating system for Type I and II licensed childcare centers and certified family child care homes. STARS uses a scale of 1 through 4 stars to identify levels of quality. All STAR levels surpass the minimum certification and/or licensing requirements that all programs must meet.

Early care and education programs participating in STARS for KIDS NOW work to meet standards associated with quality care that result in positive outcomes for young children. Programs are assessed for staff/child ratios; group size; curriculum; parent involvement; staff training/education; regulatory compliance; and personnel practices.

STARS for KIDS NOW is a resource available to help parents identify levels of quality when seeking a child care facility. Family child care homes and child care centers participating in STARS for KIDS NOW demonstrate a commitment to providing quality care and education. Parents can use the rating system to better understand the factors that contribute to quality care and education and choose a child care setting that best matches their family's needs.

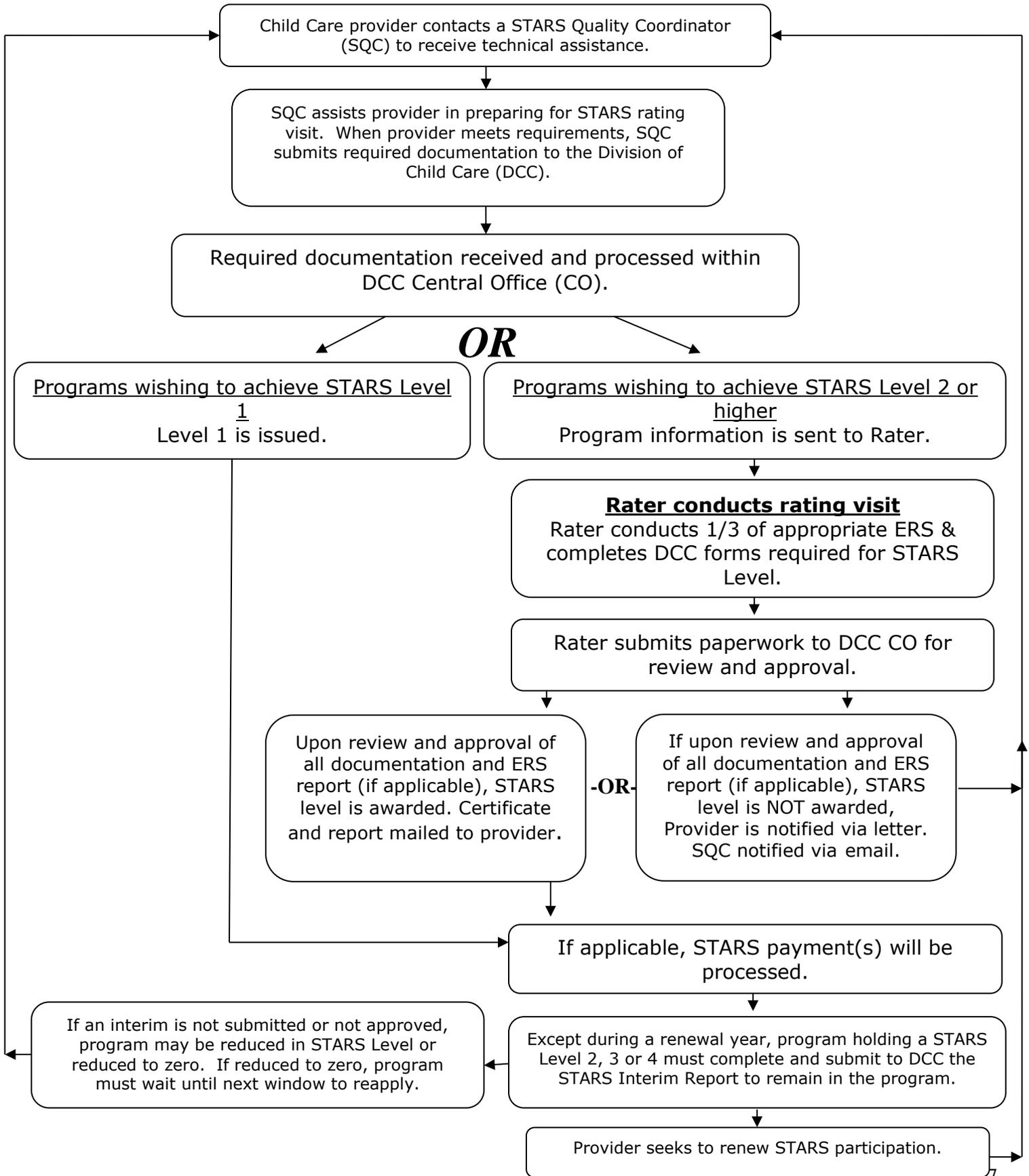
STARS for KIDS NOW standards are based on research that demonstrates the criteria essential for quality early childhood care. Quality criteria recommendations for each STARS level were developed by a representative group of consumers, child care providers, nonprofit groups and others who work and live with young children.

STARS for KIDS NOW represents a collaborative effort to ensure that young children in Kentucky are in early care and education settings that are seeking ever-increasing quality. STARS for KIDS NOW is administered by the Cabinet for Health and Family Services, Division of Child Care (DCC) and functions through the joint efforts of Central Office Staff, STAR Raters and the University of Kentucky, Quality Enhancement Initiative, (QEI) Anchors, STARS Quality Coordinators, (SQCs) and Professional Development Counselors, (PDs).

The STARS for KIDS Now Program is governed under the following statutes and regulations:

- KRS 199.8941 Monetary Incentives for child care facilities – Professional Development
- KRS 199.8943 Quality based child-care rating system –Administrative regulations
- 922 KAR 2:170 – STARS for KIDS NOW Program for Type I licensed child-care centers
- 922 KAR 2:210 – STARS for KIDS NOW Program for Type II licensed and certified family child-care homes

Stars Process Flow Chart



STARS Eligibility

Program Eligibility

Licensed and certified providers who wish to apply for participation in the STARS for KIDS NOW program, must have an active License or Certificate issued by the Division of Regulated Child Care (DRCC). The waiting period for applying to the program is a minimum of six (6) months from initial date of licensure.

Programs applying for or participating in the STARS program cannot have an immediate closure, denial of re-licensure or recertification, suspension or revocation action against the center's license or certificate.

Civil Monetary Penalties

Programs will be checked for outstanding DRCC Civil Monetary Penalties (CMP). If a facility is new to STARS or has an expired STARS rating and is re-entering the program, the application for participation will be denied until the CMP is paid in full and DRCC records indicate a zero balance. When the CMP is paid in full, the facility may apply to participate.

If a facility is renewing their STARS application and the previous STARS Level has not expired, the program must be in a payment arrangement with DRCC to pay off the balance of the CMP. If the facility has made payment arrangements with DRCC, the renewal process will proceed. If the facility has not made payment arrangements with DRCC, the STARS application will be denied until payment arrangements are made with DRCC or the CMP is paid in full and DRCC records indicate a zero balance.

A STARS for KIDS NOW certificate will be revoked if the program has two (2) or more CMP's levied against it within a twelve- (12) month period or for Failure to make payment arrangements for a civil penalty within sixty (60) days.

STARS Level Limitations

A program shall not be allowed to participate as a Level 1 child-care center for more than a two- (2) year period. When a program has been rated at STARS level 1 for two consecutive years, the center must either request a STARS rating visit and meet the requirements for STARS level 2 or higher or be ineligible to participate in STARS for six months. The program may reapply for participation six (6) months after expiration of the Level 1 quality rating certificate.

A STARS Level 2 provider must maintain a minimum average ERS score of 4 by the

fourth consecutive year of participation and beyond.

Technical Assistance Process

QEI Staff Recruits New Prospects

QEI Staff receives new provider information from various venues including CCR&R and DRCC. QEI Staff then enters all facility information into QTS (including new providers). QEI Staff makes contact with providers to inform them about STARS' Quality Rating Improvement System (QRIS) and inquire about participation. QEI Staff informs interested providers of the next scheduled STARS Overview and the options for attending an upcoming presentation. There is follow-up with phone calls as needed for reminder of the STARS Overview.

STARS Overview

The STARS for KIDS NOW Overview, is a PowerPoint presentation, offered face to face or online, developed in partnership with DCC and QEI. The Overview is designed to familiarize providers with the program's goals and expectations. It satisfies the regulatory requirement that the center's director or an individual with decision-making authority such as the owner, board chair, or minister, attends an overview of STARS prior to program participation. QEI staff schedules all Overviews for participants and works in collaboration with PDs to present the material. Every attendee receives a certificate of Overview attendance.

Menu of Services Agreement

The QEI representative distributes the Menu of Services Letter to the site director/owner to explain services commonly provided to participating programs by QEI Staff. The following are options offered to providers; 1) a Needs Assessment, 2) Training hours are reviewed and guidance is provided in professional development as needed, 3) provide information about available training opportunities and scholarships, 4) Complete paperwork for the desired STARS level, 5) all STARS standards, including necessary documentation are reviewed, 6) conduct observation using the appropriate ERS, 7) collaboration occurs between the provider and the QEI representative in the development of a Plan of Action and an Improvement Plan, 8) conduct a final walk-through and review DCC's confirmation letter (level 2-4), 9) when services are agreed upon, both the director/owner and QEI Staff sign Menu of Services Agreement.

Needs Assessment

Targeted technical assistance (TA) is provided based on a needs assessment conducted in each facility. The QEI representative schedules a Needs Assessment (informal, walk-through or tour of facility). The Needs Assessment addresses the initial status of the facility to determine what TA is needed in order to progress toward STARS participation. Improvement plans are implemented for programs that have already participated and received a STARS rating and are trying to increase their STARS level.

A TA form is completed and all TA activities are logged into the Quality Tracking System, (QTS). Data is collected on the level and intensity of TA to help ensure that it is matched to the level of need and outcomes identified by the TA recipient. Therefore, the level and intensity of TA may vary from low (brief encounters) to high (intense on-site support over time), with the intent to provide support to staff in effectively implementing a practice or set of practices. TA is aligned with education and/or training to support the transfer of knowledge and/or skills into the work environment. This means that further areas for education and training may be identified as part of the TA process. A hard copy is added to the facility file. A copy is left for the provider (optional).

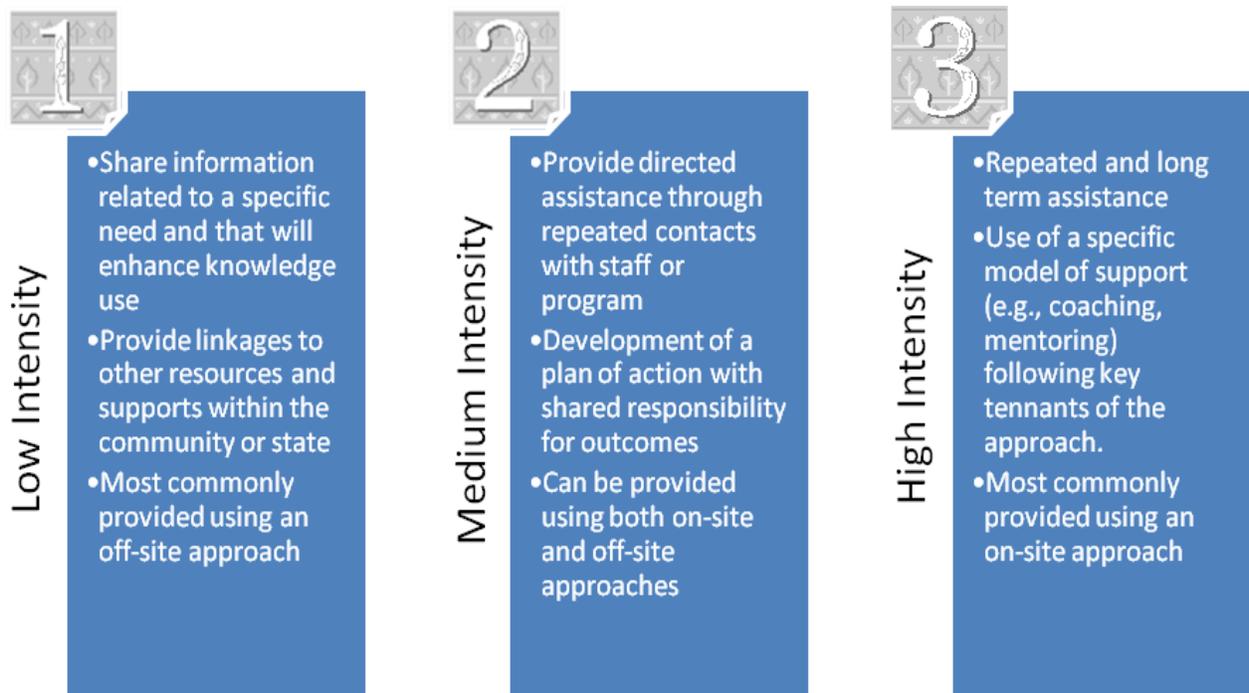


Fig.1

Letter of Commitment

QEI staff introduces the Letter of Commitment to the provider. The letter outlines what can be expected of QEI Staff and the expectations of the provider wishing to participate in STARS QRIS. The provider signs the Letter of Commitment. The new Letter of Commitment is signed annually or upon renewal of the TA processes which begins once a Rating Visit has been completed.

Technical Assistance Plan (TA Plan)

The Technical Assistance Plan is initiated by QEI staff at the request of a provider. Responsibilities of the QEI representative and the program are documented in a timeline with specific steps that will be followed in pursuit of STARS participation. In addition, all scheduled TA services are documented. Programs non-compliant with the TA Plan could result in the TA process being halted.

STARS Binder

The STARS Binder is a collection of forms and materials needed for the preparation and completion of the rating visit. Upon initiation of the TA Plan, the QEI representative distributes one STARS binder per program. The program is responsible for ensuring the requirements are completed and maintained. The QEI representative is responsible for verifying documentation of the requirements prior to submitting the appropriate DCC application and checklist.

STARS Rating Preparation

The provider will be issued a two-week rating window by the STARS Rater. The provider may contact the QEI representative with the information so a Final Preparatory Visit can be scheduled.

If desired by the provider, a Final Preparatory Visit will occur. The QEI representative will review any last minute details and provide support for the upcoming ERS visit as necessary.

Application and Standards Review Process

Level 1 Application Completion Process

QEI Staff must observe and verify requirements above DRCC licensing requirements. They must also observe and verify all STARS standards requirements. QEI Staff will complete the DCC-400 and the DCC-401. The provider and QEI Staff will sign the DCC-400 and DCC-401. The QEI representative will enter the complete DCC-400 information electronically into the Kentucky Integrated Child Care System, (KICCS 4.0). The QEI representative will then complete the Standards level by entering level 1 for each standard inside the KICCS 4.0 system.

Original documents must be kept on file for five years and electronic verification of all standards met for this level will be entered in the Kentucky Integrated Child Care System, (KICCS 4.0).

Levels 2 – 4 Application Completion Process

QEI Staff must observe all required posted documents. They must also observe and verify all STARS standards requirements. QEI Staff will complete the appropriate standards level checklist (DCC-401 through DCC-404E) for the STARS level desired to ensure all requirements are met. The DCC-405 and the DCC-401 and highest-level checklist completed must be signed by the provider and the QEI representative. The QEI representative will enter the complete DCC-405 information electronically into the Kentucky Integrated Child Care System, (KICCS 4.0). The QEI representative will then complete the Standards level for each standard inside the KICCS 4.0 system. Only the highest level that a provider has met in all standards should be entered into the system. For example, a provider who meets a level 3 in curriculum and a level 2 in all other standards must only be given a level 2 in all standards including curriculum.

Original documents must be kept on file for five years and electronic verification of all standards met for this level will be entered in the Kentucky Integrated Child Care System, (KICCS 4.0).

Licensed Type I Standards Review

Standards paperwork is a part of the application process. QEI staff must complete each of the items on the standards checklist that the provider meets. All applications and standards paperwork must be completed prior to the environment rating scale visit. Standards paperwork will only be reviewed for those standards that are above licensing standards. The Standards checklists and procedural instructions are located in the appendix of this manual.

DCC-401 Level 1 Standards Checklist

The DCC-401 Level 1 Standards Checklist must be completed for a Licensed Type I, Licensed Type II Center and Certified Family Child Care Homes. Only standard items #4, #8, #9, and #13 must be reviewed during the standards review visit. All other items must be marked with "Yes" "Per DRCC" or "Per DCC Rater."

Curriculum

- #4. Overview - The center director, owner, board chair or minister who attended the STARS overview must show verification of attendance.
- #8. Environment Assessment – The provider must agree to complete an environment rating assessment within the first 12 months of STARS participation.
- #9. Written Improvement Plan – The written improvement plan must be completed in the second year of participation. The plan must be based on the identified needs from the environment assessment.

Personnel

- #13. The in-house STARS overview must be attended by "all staff." Staff must sign that they have attended the overview. A staff's initial may substitute for the signature. New hires have 30 days to complete the overview. Central office will check for compliance of new staff during the interim report process using the DCC-414.

The STARS overview agenda is not outlined in regulation and therefore not required to meet this standard.

Verify that the person who provided the in-house overview attended the STARS overview. Acceptable documentation applies even if the training was conducted by a former director of the program, as long as the former director took the overview themselves.

DCC-402 Level 2 Standards Checklist

The DCC-402 Level 2 Standards Checklist must be completed for those standards that are above licensing standards. Only standard items #4, #5, #7, #10 and #12 must be reviewed during the standards review visit. All other items must be marked with (Yes) "Per DRCC" or "Per DCC Rater."

Curriculum

- #4. Family Involvement Activity – The provider must show evidence that they have completed at least two (2) family involvement activities or show written evidence that an activity is scheduled. Acceptable verification would consist of any evidence that the activity actually occurred, e.g. newsletters or a program from a family activity/event.

- #5. Family Involvement Plan – A plan that outlines an activity with parents must be completed and accessible. The plan may span the remainder of an unfinished year or cover the next school year.

- #7. Written Improvement Plan – The written improvement plan must be completed in the second year of participation. The plan must be based on the identified needs from the environment assessment. DCC central office will verify completion of the plan during the interim report process using the DCC-413.

- #10. Scholarship Participation – Verify that staff have knowledge of and opportunity to participate in the scholarship programs. This may be verified by reviewing the list of staff that completed the Overview.

- #12. Director Training – The director or person responsible for the on-site operation must show verification of eighteen (18) clock hours of training. Verify the first 15 hours of training from the director's hire date to hire date then calculate additional three (3) hours from hire date to hire date, (mm/dd/yy), or the actual "rating visit date" back one full year.

DCC-403 Level 3 Standards Checklist

The DCC-403 Level 3 Standards Checklist must be completed for those standards that are above licensing standards. Only standard items #1, #4, #5, #9, #10 and #13, must be reviewed during the standards review visit. All other items must be marked with (Yes) "Per DRCC" or "Per DCC Rater."

Ratios:

Age	Ratio	Group Size
Birth - 1 year	1 staff for 4 children	8
1 to 2 years	1 staff for 5 children	10
2 to 3 years	1 staff for 8 children	16
3 to 4 years	1 staff for 11 children	22
4 to 6 years	1 staff for 12 children	24
6 to 12 years	1 staff for 14 children	28

- #1. Verify that the above staff to child ratios and group size is being maintained in accordance with 922 KAR 2:170.

Curriculum

- #4. Family Involvement Activity – The provider must show evidence that they have completed at least three (3) family involvement activities or show written evidence that an activity is scheduled. Acceptable verification would consist of any evidence that the activity actually occurred, e.g. newsletters or a program from a family activity/event.
- #5. Family Feedback – Verify that the provider has a documented method of acquiring feedback from families annually.

Training:

- #9. Commonwealth Child Care Credential (CCCC) - 50% of "teaching staff" must have Commonwealth Child Care Credential (CCCC) - 50% of "teaching staff" must have a CCCC or higher degree in early childhood education or "related degree" approved by the Early Childhood Development Authority. Calculate the percentage rate by rounding down in order to stay within the 50% requirements of the regulation.

"Substitutes" only need to be included if they are present and working on the day of the rating visit.

Related degrees are identified on the "related degree" list, outlined by the Early Childhood Development Authority is attached as part of the

Appendix.

*Exemption: Staff who do not meet the definition of a "teaching staff" is exempt from this requirement.

CPR/First Aid – 50% of "all staff" who have direct supervisory authority over a child must be certified in CPR and first aid from a Cabinet approved organization. Certificates must be viewed when verifying this requirement. Calculate the percentage rate by rounding down in order to stay within the 50% requirements of the regulation.

#10. Director Training – The director or person responsible for the on-site operation must show verification of twenty-four (24) clock hours of training. Nine (9) hours may be calculated back one year from the "rating visit date." The director or person responsible for the on-site operation must also have one of the following:

1. A Child Development Associate's Credential;
2. A Director's Credential
3. A Montessori Certificate or
4. An associate degree or higher level of education in:
 - a. Interdisciplinary early childhood education;
 - b. Early childhood special education;
 - c. Early childhood education;
 - d. Early childhood development;
 - e. Elementary education for teaching kindergarten through fourth grade, if the director works primarily with school-age children; or
 - f. A related degree approved by the Early Childhood Development Authority;

Present 75% – The director or person responsible for the daily on-site operation. This is verified by reviewing scheduling patterns.

Personnel:

- #13. Paid Leave – The provider must verify that paid leave is offered to each full time and part time teaching employee. Include any employee when their days of employment exceed the definition of a “substitute.” Utilize the prorated definition outlined in regulation when making calculations.

(Round to the nearest whole number)

Employment	Full-time	Part-time
More than 1yr.	11 days paid leave	Prorate formula
Less than 1yr.	6 days paid leave	Prorate formula

Examples:

More than 1yr.	(Hrs. per week) $15 \div 37.5 = .4$ 11 days X .4 = 4 days paid leave
Less than 1yr.	(Hrs. per week) $15 \div 37.5 = .4$ 6 days X .4 = 2 days paid leave

*Exemptions:

An owner who also acts as a director of a center is the responsible party to provide paid leave benefits to staff. Therefore, as a small business owner they do not collect a salary and they do not have to show that they offer paid leave to themselves.

Employees identified as “temporary staff” and state or federal work study employees are excluded from this requirement.

DCC-404 Level 4 Standards Checklist

The DCC-404 Level 4 Standards Checklist must be completed for those standards that are above licensing standards. Only standard items #1, #3, #5, #7 and #8 must be reviewed during the standards review visit. All other items must be marked with (Yes) "Per DRCC" or "Per DCC Rater."

Ratios:

- #1. Verify through observation that ratios are adhered to at all times and meet NAEYC recommendations.

Curriculum:

- #3. Family Involvement Activity – The provider must show evidence that they have completed at least four (4) family involvement activities or show written evidence that an activity is scheduled. Acceptable verification would consist of any evidence that the activity actually occurred, e.g. newsletters or a program from a family activity/event.

- #5. Accreditation – Review verification of accreditation from a national accrediting organization approved by the Early Childhood Authority.
 1. National Association for the Education of Young Children Accreditation
 2. National Early Childhood Program Accreditation
 3. National School-Age Child Care Alliance
 4. Southern Association for Colleges and Schools
 5. National Accreditation Commission for Early Care and Education Programs
 6. Association of Christian Schools International Preschool Accreditation Program
 7. Council on Accreditation
 8. An organization approved by the Early Childhood Development Authority

Training:

- #7. CDA or higher for Staff - Verify that at least one staff in each classroom meets requirement. Regulation requires at least one (1) employee who has a Child Development Associate's Credential or higher level of education, be present in each classroom during all hours of operation. Therefore, rating staff must verify through review of staffing patterns.

"Substitutes" and "temporary staff" only need to be included if they are present and working on the day of the rating visit. Director – Verify that the director has twenty-four (24) clock hours of training and the Kentucky Director's Credential.

- #8. Verify by reviewing national accreditation, training certificates, credentials and/or ECE-TRIS training records.

This includes Early Childhood Authority approved national accreditation certificate, current training certificates and/or ECE-TRIS verification, copy of Director's Credential. Directors must meet approved national accrediting organization requirements, obtain 24 clock hours of training and have a Kentucky Director's Credential.

DCC-404E Level 4 Enhanced Standards Checklist

The DCC-404E Level 4 Enhanced Standards Checklist must be completed for those standards that are above licensing standards. Only standard items #1, #3, #5, #7, #8 and #9 must be reviewed during the standards review visit. All other items must be marked with "Per DRCC."

***QEI staff must first identify if the provider wants to be considered for the enhancement award prior to completing the 404E.**

Ratios:

- #1. Verify through observation that ratios are adhered to at all times and meet NAEYC recommendations.

Curriculum:

- #3. Family Involvement Activity – The provider must show evidence that they have completed at least four (4) family involvement activities or show written evidence that an activity is scheduled. Acceptable verification would consist of any evidence that the activity actually occurred, e.g. newsletters or a program from a family activity/event.
- #5. Accreditation – Review verification of accreditation from a national accrediting organization approved by the Early Childhood Authority.

Training:

- #7. CDA or higher for Staff - Verify that at least one staff in each classroom meets requirement. Regulation requires at least one (1) employee who has a Child Development Associate's Credential or higher level of education, be present in each classroom during all hours of operation. Therefore, rating staff must verify through review of staffing patterns.

"Substitutes" and "temporary staff" only need to be included if they are present and working on the day of the rating visit. Director – Verify that the director has twenty-four (24) clock hours of training and the Kentucky Director's Credential.

- #8. Verify by reviewing national accreditation, training certificates, credentials and/or ECE-TRIS training records.

This includes Early Childhood Authority approved national accreditation certificate, current training certificates and/or ECE-TRIS verification, copy of Director's Credential. Directors must meet approved national accrediting organization requirements, obtain 24 clock hours of training and have a Kentucky Director's Credential.

Personnel:

- #9. Verify that employer pays at least fifty (50) percent of the cost of a single health insurance plan for each employee who works at least thirty-seven and one-half (37.5) hours per week in the center. Each employee who works less than thirty-seven and one-half (37.5) hours per week in the center must be prorated.

A prorated formula is based on the percentage of hours an employee works in a 37.5hr week multiplied by the coverage amount an employer chooses to pay on the cost of a single health insurance plan. Establish the base amount covered by the employer first, verify it meets the 50% coverage requirement, and then use the formula below to calculate the correct prorated amount for an employee. Note this amount is specific to each person based on his or her typical work schedule.

The formula is as follows:

$$\text{Prorated Amount for an Employee} = (\text{Hrs worked per week} * \text{Dollar Amount Covered by Employee}) / 37.5$$

Example 1:

ABC Daycare pays 50% of a single health insurance plan with a premium of \$100. This makes the base employer contribution \$50. Employee 1 works four days per week accumulating 30 hours weekly. Employee 1 prorated calculation is $(30\text{hrs} * \$50) / 37.5\text{hrs} = \40 or 80% of the base amount since the employee works 80% of a full time week.

Example 2:

Little Kids Daycare pays 75% of a single health insurance plan with a premium of \$100. This makes the employer base contribution \$75. Employee 2 works three days per week accumulating 22.5 hours per week. Employee 2 prorated calculation is $(22.5\text{hrs} * \$75) / 37.5 = \45 or 60% of the employer contribution since the employee works 60% of a full time week.

***Exemptions:**

An owner who also acts as a director of a center is the responsible party to provide paid benefits to staff. Therefore, as a small business owner

they do not collect a salary and they do not have to show that they offer health coverage to themselves.

Employees identified as “temporary staff” and state or federal work study employees are excluded from this requirement.

Licensed Type II Standards Review

DCC-401 Level 1 Standards Checklist

The DCC-401 Level 1 Standards Checklist must be completed for Licensed Type II Providers. Only standard items #4, #8, #9, must be reviewed during the standards review visit. All other items must be marked with "Per DRCC."

Curriculum

- #4. Overview - The center director, owner, board chair, or minister who attended the STARS overview must show verification of attendance.
- #8. Environment Assessment – The provider must agree to complete an environment rating assessment within the first 12 months of STARS participation.
- #9. Written Improvement Plan – The written improvement plan must be completed in the second year of participation. The plan must be based on the identified needs from the environment assessment.

DCC-402 Level 2 Standards Checklist

The DCC-402 Level 2 Standards Checklist must be completed for those standards that are above licensing standards. Only standard items #4, #5, #7, #10 and #14 must be reviewed during the standards review visit. All other items must be marked with (Yes) "Per DRCC" or "Per DCC Rater."

Curriculum

- #4. Family Involvement Activity – The provider must show evidence that they have completed at least two (2) family involvement activities or show written evidence that an activity is scheduled. Acceptable verification would consist of any evidence that the activity actually occurred, e.g. newsletters or a program from a family activity/event.
- #5. Family Involvement Plan – A plan that outlines an activity with parents must be completed and accessible. The plan may span the remainder of an unfinished year or cover the next school year.
- #7. Written Improvement Plan – The written improvement plan must be completed in the second year of participation. The plan must be based on the identified needs from the environment assessment. DCC central office will verify completion of the plan during the interim report process using the DCC-413.
- #10. Scholarship Participation – Verify that staff have knowledge of and opportunity to participate in the scholarship programs. This may be

verified by reviewing the list of staff that completed the Overview.

- #14. The provider must have business records on site for review. They must include documentation of business expenses and income from business.

DCC-403 Level 3 Standards Checklist

The DCC-403 Level 3 Standards Checklist must be completed for those standards that are above licensing standards. Only standard items #1, #4, #9, #10, #15 and #16, must be reviewed during the standards review visit. All other items must be marked with (Yes) "Per DRCC" or "Per DCC Rater."

Ratios:

Age of Children	Ratio
Birth - 1 year	1:4
1 to 2 years	1:5
2 to 3 years	1:8
3 and older	1:12

Type II: 12 maximum number children in care

- #1. Verify that the above staff to child ratios and group size is being maintained in accordance with 922 KAR 2:170.

Curriculum

- #4. Family Involvement Activity – The provider must show evidence that they have completed at least three (3) family involvement activities or show written evidence that an activity is scheduled. Acceptable verification would consist of any evidence that the activity actually occurred, e.g. newsletters or a program from a family activity/event.

Training:

- #9. Staff – "All staff" must have eighteen (18) clock of annual training. The additional clock hours, (3 additional hours) may be calculated by hire date to hire date or the actual date of the rating visit back one full year. A CCCC or higher along with fifteen (15) clock hours of training may be substituted for the required training hours.
- #10. Director – The director or person responsible for the on-site operation must have twenty-one (21) clock hours of annual training. A CCCC or higher education along with eighteen (18) clock hours of training may be

substituted for the required training hours.

Business Practice:

- #15. Written Report - Verify that families are given a written daily report on child(ren) who are 2 years and under.
- #16. Handbook – Parents are provided with a handbook. Verify that the handbook contains the programs’ policies and that it is available and given to parents.

DCC-404 Level 4 Standards Checklist

The DCC-404 Level 4 Standards Checklist must be completed for those standards that are above licensing standards. Only standard items #1, #3, #5, #7, #8 and #9, must be reviewed during the standards review visit. All other items must be marked with (Yes) “Per DRCC” or “Per DCC Rater.”

Ratios:

- #1. Verify through observation that ratios are adhered to at all times according to 922 KAR2:210, Section 6 (5), which references Level 3 ratio ratios listed in 922 KAR2:210, Section 5 (1)(a)(b).

Curriculum:

- #3. Family Involvement Activity – The provider must show evidence that they have completed at least four (4) family involvement activities or show written evidence that an activity is scheduled. Acceptable verification would consist of any evidence that the activity actually occurred, e.g. newsletters or a program from a family activity/event.
- #5. Accreditation – Review verification of accreditation from a national accrediting organization approved by the Early Childhood Authority.
 - 1. National Association for the Education of Young Children Accreditation
 - 2. National Early Childhood Program Accreditation
 - 3. National School-Age Child Care Alliance
 - 4. Southern Association for Colleges and Schools
 - 5. National Accreditation Commission for Early Care and Education Programs
 - 6. Association of Christian Schools International Preschool Accreditation Program
 - 7. Council on Accreditation
 - 8. An organization approved by the Early Childhood Development Authority

Training:

- #7. Staff – “All staff” must have twenty-one (21) clock hours of annual training or the CCCC or higher.
- #8. Director - Verify that the director has a CDA or higher and the Kentucky Director’s Credential.
- #9. Must be a member of an early childhood professional organization.

DCC-404E Level 4 Enhanced Standards Checklist

The DCC-404E Level 4 Enhanced Standards Checklist must be completed for those standards that are above licensing standards. Only standard items #1, #3, #5, #7, #8 and #10, must be reviewed during the standards review visit. All other items must be marked with (Yes) “Per DRCC” or “Per DCC Rater.”

***QEI staff must first identify if the provider wants to be considered for the enhancement award prior to completing the 404E**

Ratios:

- #1. Verify through observation that ratios are adhered to at all times according to 922 KAR2:210, Section 6 (5), which references Level 3 ratio ratios listed in 922 KAR2:210, Section 5 (1)(a)(b).

Curriculum:

- #3. Family Involvement Activity – The provider must show evidence that they have completed at least four (4) family involvement activities or show written evidence that an activity is scheduled. Acceptable verification would consist of any evidence that the activity actually occurred, e.g. newsletters or a program from a family activity/event.
- #5. Accreditation – Review verification of accreditation from a national accrediting organization approved by the Early Childhood Authority.
 - 1. National Association for the Education of Young Children Accreditation
 - 2. National Early Childhood Program Accreditation
 - 3. National School-Age Child Care Alliance
 - 4. Southern Association for Colleges and Schools
 - 5. National Accreditation Commission for Early Care and Education Programs
 - 6. Association of Christian Schools International Preschool Accreditation Program

7. Council on Accreditation
8. An organization approved by the Early Childhood Development Authority

Training:

- #7. Staff – “All staff” must have twenty-one (21) clock hours of annual training or the CCCC or higher.
- #8. Director - Verify that the director has a CDA or higher and the Kentucky Director’s Credential.
- #10. Must be a member of an early childhood professional organization.

Certified Family Child Care Homes Standards Review

DCC-401 Level 1 Standards Checklist

The DCC-401 Level 1 Standards Checklist must be completed for Licensed Type II Providers. Only standard items #4, #8, and #9, must be reviewed during the standards review visit. All other items must be marked with (Yes), "Per DRCC" Or "Per DCC Rater."

Curriculum

- #4. Overview - The center director, owner, board chair, or minister who attended the STARS overview must show verification of attendance.
- #8. Environment Assessment – The provider must agree to complete an environment rating assessment within the first 12 months of STARS participation.
- #9. Written Improvement Plan – The written improvement plan must be completed in the second year of participation. The plan must be based on the identified needs from the environment assessment.

DCC-402 Level 2 Standards Checklist

The DCC-402 Level 2 Standards Checklist must be completed for those standards that are above licensing standards. Only standard items #4, #5, #7, #10 and #14 must be reviewed during the standards review visit. All other items must be marked with (Yes) "Per DRCC" or "Per DCC Rater."

Curriculum

- #4. Family Involvement Activity – The provider must show evidence that they have completed at least two (2) family involvement activities or show written evidence that an activity is scheduled. Acceptable verification would consist of any evidence that the activity actually occurred, e.g. newsletters or a program from a family activity/event.
- #5. Family Involvement Plan – A plan that outlines an activity with parents must be completed and accessible. The plan may span the remainder of an unfinished year or cover the next school year.
- #7. Written Improvement Plan – The written improvement plan must be completed in the second year of participation. The plan must be based on the identified needs from the environment assessment. DCC central office will verify completion of the plan during the interim report process using the DCC-413.

- #10. Scholarship Participation – Verify that staff have knowledge of and opportunity to participate in the scholarship programs. This may be verified by reviewing the list of staff that completed the Overview.
- #14. The provider must have business records on site for review. They must include documentation of business expenses and income from business.

DCC-403 Level 3 Standards Checklist

The DCC-403 Level 3 Standards Checklist must be completed for those standards that are above licensing standards. Only standard items #1, #4, #9, #11, #12, #15 and #16, must be reviewed during the standards review visit. All other items must be marked with (Yes) "Per DRCC" or "Per DCC Rater."

Ratios:

- #1. Six (6) or fewer unrelated children. A provider may care for four (4) related children in addition to six (6) unrelated children for a maximum child care capacity of ten (10) at any one time. However, a provider shall not care for more than six (6) children under the age of six (6) years old, including the provider's own or related children. In addition, no more than 3 infants or children under the age of twenty-four (24) months unless assistant is present (includes own and related children). If more than three (3) infants, verify assistant present.

Curriculum

- #4. Family Involvement Activity – The provider must show evidence that they have completed at least three (3) family involvement activities or show written evidence that an activity is scheduled. Acceptable verification would consist of any evidence that the activity actually occurred, e.g. newsletters or a program from a family activity/event.

Training:

- #9. Provider – Must have eighteen (18) clock hours of annual training. A CCCC or higher along with nine (9) clock hours of training may be substituted.

Fourth Year of Participation – The certified provider must have a CDA higher by the fourth "consecutive year." Verify by viewing current CDA certificate or educational degrees. The Division of Child Care Central Office will determine the year of participation base on consecutive years in the program.

- #11. Assistants – Review verification of orientation regardless of the number of Hours worked.
- #12. Review 6 hours of approved training must be reviewed for each Assistant

regardless of the number of hours worked.

Business Practice:

- #15. Written Report - Verify that families are given a written daily report on a child(ren) who is 2 years and under.
- #16. Handbook – Parents are provided with a handbook. Verify that the handbook contains the programs policies and that it is available and given to parents.

DCC-404 Level 4 Standards Checklist

The DCC-404 Level 4 Standards Checklist must be completed for those standards that are above licensing standards. Only standard items #1, #3, #5, #7 and #9, must be reviewed during the standards review visit. All other items must be marked with (Yes) “Per DRCC” or “Per DCC Rater.”

Ratios:

- #1. Verify a maximum of nine (9) children including the providers own children.

Curriculum:

- #3. Family Involvement Activity – The provider must show evidence that they have completed at least four (4) family involvement activities or show written evidence that an activity is scheduled. Acceptable verification would consist of any evidence that the activity actually occurred, e.g. newsletters or a program from a family activity/event.
- #5. Accreditation – Review verification of accreditation from a national accrediting organization approved by the Early Childhood Authority.

Training:

- #7. Provider – Verify that provider has a CDA or higher and completes the Kentucky Director’s Credential.
- #9. Verify membership in a professional organization that pertains to early childhood and has national, multi-state, regional or statewide affiliation.

DCC-404E Level 4 Enhanced Standards Checklist

The DCC-404E Level 4 Enhanced Standards Checklist must be completed for those standards that are above licensing standards. Only standard items #1, #3, #5, #7 and #10, must be reviewed during the standards review visit. All other items must be marked with (Yes) "Per DRCC" or "Per DCC Rater."

***QEI staff must first identify if the provider wants to be considered for the enhancement award prior to completing the 404E**

Ratios:

- #1. Verify a maximum of nine (9) children including the providers own children.

Curriculum:

- #3. Family Involvement Activity – The provider must show evidence that they have completed at least four (4) family involvement activities or show written evidence that an activity is scheduled. Acceptable verification would consist of any evidence that the activity actually occurred, e.g. newsletters or a program from a family activity/event.
- #5. Accreditation – Review verification of accreditation from a national accrediting organization approved by the Early Childhood Authority.

Training:

- #7. Provider – Verify that provider has a CDA or higher and completes the Kentucky Director's Credential.
- #10. Verify membership in a professional organization that pertains to early childhood and has national, multi-state, regional or statewide affiliation..

Paperwork Submission

Timeframes

The star rating process is a collaborative system across the Division of Child Care (DCC), the Division of Regulated Child Care (DRCC) and the UK Quality Enhancement Initiative (QEI).

This multiagency approach is designed to build on the expertise of each agency and their current job functions. STARS rating visits are aligned with Division of Regulated Child Care licensing visits and STARS rating certificates expire at the same time that licensing certificates expire.

The DRCC Surveyor will complete the site visit at least 90 days from the expiration of the license/STARS Rating.

The Quality Enhancement Initiative (QEI) staff will have between seventy (70) and ninety (90) days from the expiration date to complete the applications and standards review checklists.

The Division of Child Care, (DCC) STARS Rater has sixty (60) days to complete the environment rating scale visit (ERS) and the DCC Central Office (CO) has 10 days to complete the processing of all paperwork and issue a STARS rating prior to the expiration of a license, certificate or stars rating.

DCC Raters and QEI staff will complete each step independently prior to the license/STARS expiration date. DCC CO will review all of the independent functions and issue an official STARS rating.

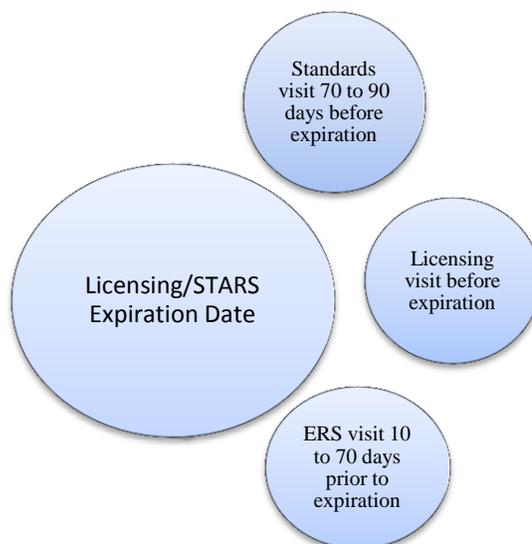


Fig. 2

The illustration below shows how the collaborative processes overlap in terms of time frames. **It is very important to operate within your designated time frame, as a process completed late will affect every process after it.** As shown below, the earlier each process is completed in the given timeframe, the easier it is for everyone to complete their part prior to the provider’s anniversary date.

Days Prior to Provider Anniversary Date											
	90+	90	80	70	60	50	40	30	20	10	Anniversary Date
Process	At least 90 prior to Annv. Date – DRCC Survey	70-90 Days prior – QEI Standards Visit			60 Days prior – ERS Rating Visit					DCC CO complete paperwork & issue rating	

Fig. 3

Example:

ABC Child Care expresses an interest in becoming STARS rated. Their license expires on 1/31/11. Technical Assistance identifies that they are ready!

- 1) QEI completes standards paperwork review between 9/23/10 (90 working days) and 10/21/10 (70 working days) prior to licensing/STARS expiration date. This is a maximum of 20 working days for completion. Working days exclude holidays and weekends.
- 2) Standards paperwork must be submitted to DCC CO within the 70-90 day timeframe and within 5 business days of completion. If the Standards review is completed early in the timeframe outlined, then the paperwork must be submitted within 5 working days of its completion.

Reminder: Programs, who do not meet the 70 to 90 day application timeframe, must wait until the next renewal date window.

Special Consideration

Programs that are only open a portion of the year, such as migrant, after-school or summer programs require special consideration to timeframes during the STARS process. If the program is only open during a portion of their calculated window of opportunity for application/renewal but will be open on their anniversary date, QEI representatives should work to schedule and complete their applicable process, including Rating Visit Requests and Standards Checklists, within 30 days of the program’s opening/enrollment. This allows enough time for the rating visit process to be completed prior to the program’s anniversary/expiration date.

Special Consideration for School Year Programs

Programs closed for the summer with expiration dates of June will still be submitted during their calculated 70-90 window with the understanding that Raters will conduct the rating visit prior to the last day school is in session. **However, programs closed for the summer with an expiration date of July, August, September, October , or November** will not follow the time frames currently in place for submission of applications, standards visit checklists or negotiation of the rating visit window. The programs will instead, follow the timelines below. When applications are submitted under these particular circumstances, QEI Representatives are encouraged to communicate to the assigned Rater(s) via email the last day a particular school is in session, the first day the school is back in session, and any other information deemed necessary for a successful visit. The open lines of communication will help in negotiation of the two-week rating visit windows.

Note: The 70-90 day time frame may be shorter or longer based on rules that apply to the situational guidance.

Quick Reference:

Expiration Date	QEI Submission Window	Rating Window
June 30, 2014	2/21/2014 to 3/21/2014	3/23/2014 to last day of school
July 31, 2014	3/25/2014 to 4/22/2014	4/23/2014 to last day of school
August 31, 2014	1/24/2014 to 2/21/2014	2/22/2014 to last day of school
September 30, 2014	8/19/2014 to 9/17/2014	9/18/2014 to 10/15/2014
October 31, 2014	8/19/2014 to 9/17/2014	9/18/2014 to 10/31/2014
November 30, 2014	9/17/2014 to 9/30/2014	10/1/2014-10/31/2014

Raters and QEI Representatives must follow these guidelines:

June Expiration Date:

- Programs closing for the summer with a STARS expiration date of June should have their application, standards and/or rating visit window calculated using a the expiration date of June 30th.

Their submission window would be:

Expiration Date	70 days prior	90 days prior
6/30/2014	3/23/2014	2/21/2014

This window allows Raters from 3/23/2014 until the last day of school to conduct the rating visit.

July Expiration Date:

- If a program is closing for the summer with a STARS expiration date of August, calculation of their application, standards and/or rating visit window should be calculated using an expiration date of July 31. This allows ample time for the application, standards visit checklist, and rating visit process to be completed prior to the prospective last day of school.

Their submission window would be:

Expiration Date	70 days prior	90 days prior
7/31/2014	4/23/2014	3/25/2014

This window allows Raters from 4/23/2014 until the last day of school to conduct the rating visit.

August Expiration Date:

- If a program is closing for the summer with a STARS expiration date of August, calculation of their application, standards and/or rating visit window should be calculated using a theoretical expiration date of May 31. This allows ample time for the application, standards visit checklist, and rating visit process to be completed prior to the prospective last day of school.

Their submission window would be:

Expiration Date	70 days prior	90 days prior
5/31/2014	2/22/2014	1/24/2014

This window allows Raters from 2/22/2014 until the last day of school to conduct the rating visit.

September Expiration Date:

- Programs closing for the summer with a STARS expiration date of September should have their application, standards and/or rating visit window calculated using a theoretical expiration date of December 31.

Their submission window would be:

Expiration Date	70 days prior	90 days prior
12/31/2014	9/18/2014	8/19/2014

This window allows Raters from 9/18/2014 until 10/15/2014 to conduct the rating visit and submit their environmental rating packet to central office.

Note: The 70-90 day timeframe for Raters has been extended past the 9/30/2014 expiration date based on rules that apply to the above situational guidance.

October Expiration Date:

- Programs closing for the summer with a STARS expiration date of October should have their application, standards and/or rating visit window calculated using a theoretical expiration date of December 31.

Their submission window would be:

Expiration Date	70 days prior	90 days prior
12/31/2014	9/17/2014	8/19/2014

This allows Raters from 9/17/2014 until 10/31/2014 to conduct the rating visit. With consideration given to timeframes for processing of the application, standards checklist and approval of the environment rating visit packet, QEI representatives are encouraged to submit their part of the rating visit documentation as early as possible. This allows Raters adequate time to conduct the visit Raters are encouraged to submit completed packets to Central Office at least 10 days prior to the programs issued DRCC expiration date, but no later than 10/31/2014.

November Expiration Date:

- Programs closing for the summer with a STARS expiration date of November should have their application, standards and/or rating visit window calculated using a theoretical expiration date of **December 31 with the modifications listed below**

Their submission window would be:

Expiration Date	70 days prior	90 days prior
12/31/2014	10/1/2014	9/17/2014

This allows Raters from 10/1/2014 until 10/31/2014 to conduct the rating visit. With consideration given to timeframes for processing of the application, standards checklist and approval of the environment rating visit packet, QEI representatives are encouraged to submit their part of the rating visit documentation as early as possible. This allows Raters adequate time to conduct the visit Raters are encouraged to submit completed packets to Central Office at least 10 days prior to the programs issued DRCC expiration date, but no later than 10/31/2014.

If situations based on schedules prevent a rating visit(s) within the 10 to 70 day timeframes outlined, make contact with Central Office on an individual basis to discuss possible resolutions to scheduling conflicts.

Manual Process (Only if KICCS 4.0 system is down):

Paperwork shall be submitted manually in the event of the electronic system being down. The documentation completed by QEI staff must be submitted to DCC Central Office by postal mail or by fax. Only complete and submit standards checklists which the program is fully compliant.

*****All forms must be completed in their entirety. Any incomplete forms will be returned causing a delay in the rating process*****

All of the following documents must be completed and submitted as appropriate;

STARS Level 1

DCC-400, DCC-401

STARS Level 2

DCC-401, DCC-402, DCC-405 and DCC-407

STARS Level 3

DCC-401, DCC-402, DCC-403, DCC-405 and DCC-407

STARS Level 4

DCC-401, DCC-402, DCC-403, DCC-404 or DCC-404E, DCC-405 and DCC-407

Application Approval

The STARS application and standards checklist must be approved prior to scheduling a rating visit window with the provider. After approval of the application, DCC central office will utilize the KICCS 4.0 system to send a rating request to the appropriate region. The Division of Child Care Central Office must issue to an approved program, within sixty (60) calendar days from the date of the STARS rating visit, a quality rating certificate indicating the approved Level.

The approval process includes verifying that each initial program in STARS has been licensed or certified for at least 6 months, that the program has not received a civil monetary penalty in the past 12 months and verify that a DRCC Plan of Correction has been submitted and approved.

The approval process includes verifying program status of:

- Licensed or certified for at least 6 months
- Not have an immediate closure, denial of relicensure, or recertification, suspension or revocation action against the center's license
- Not received any civil monetary penalties in the past 12 months
- Any civil monetary penalties have been paid in full
- DRCC plan of correction has been approved

STARS Level 1

Upon receipt of required documentation (DCC-400 and DCC-401) and verification of eligibility in the STARS for KIDS NOW program, the program will be approved for a STARS Level 1. A STARS Level 1 rating is valid for one year from the certificate issue date. A STARS participant cannot hold a level 1 quality rating certificate for more than 2 years consecutively. A program may reapply 6 months after expiration of the Level 1 quality rating certificate per regulation 922 KAR 2:170, Section 3(1)(a)(b) and 922 KAR 2:210, Section 4.

STARS Level's 2-4

Upon receipt of required documentation from QEI and the results of the environment rating scale(s) and verification of eligibility in the STARS for KIDS NOW program, the program will be issued a STARS certificate as approved by DCC Central Office specifying the rating level approved for the program.

A STARS Level 2 is valid for two years from the certificate issue date. By the fourth consecutive year of participation and beyond, the STARS participant must achieve and maintain a minimum environment rating score of 4.0 per regulation 922 KAR 2:170, Section 4(7).

A STARS Level 3 is valid for three years from the certificate issue date. STARS participants must achieve an overall score of at least four point-five (4.5) by the fourth year and Certified providers must have a CDA or higher to maintain a level 3. Certified

Providers must also achieve a score of at least five (5) on the environment assessment portion of the STARS rating visit pertaining to the use of television in accordance with 922 KAR 2:210, Section 5(5).

A STARS Level 4 is valid for four years from the certificate issue date. STARS level 4 participants must achieve an overall score of at least six (6) on the environment assessment portion of the STARS rating visit.

ERS Observation

Best Practices

Raters must visually observe greetings between families and the providers. This includes normally scheduled ERS visits as well as Reliability training. On the day of the ERS visit, Raters are required to arrive at the site(s) scheduled for the rating visit no later than 8:30 a.m. Rater(s) should arrive no *earlier* than 6 a.m. in accordance with Cabinet personnel policy (OHRM Personnel Procedures Handbook - 5.19 Work and Flex Schedule). For SACERS visits, raters should arrive 15-30 minutes prior to the arrival of school-age children. Approximate arrival information should be gathered when setting up the two-week window.

If extensive travel or unforeseen circumstances prevent adherence to this arrival timeframe, please discuss these situations with the STARS supervisor, in advance if possible. This arrival schedule does not apply to School-Age programs.

In the event that a provider location seems closed or no one is home and there is no posting or notification as such, allow a forty-five (45) minute waiting period. If at the end of that time the provider is still unavailable, conclude the visit and attempt the visit again within the rating window.

Before the observation begins, the Rater will introduce himself/herself to the staff and briefly explain the procedure. Raters will need to ask the provider for some information, especially the birth dates of the oldest and youngest children in each group, number of children enrolled in the group and whether there are children with identified disabilities in the group, to prepare for random classroom selection.

During the observation, the Rater(s) will not interact with the children or the teachers/provider (unless necessary), and will take care not to disrupt the program's daily activities. The observation should include a meal time and at least the beginning of nap/rest time.

Some portion of the ERS visit may need to be completed via staff interview to ask questions about indicators that were not observed. The Rater should not give feedback of the observations and should continue to maintain objectivity at all times.

When all ERS questions have been asked and validation of the program's compliance

with STARS Standards requirements is completed, the Rater will inform the provider of the next steps in the rating process including the projected receipt of the Rating Summary Report. Raters can also feel free to encourage providers to use technical assistance. This concludes the rating visit.

Special Circumstances – Provider Cancellation

Once a provider contacts a Rater to cancel their STARS rating visit the Rater will send out a Provider Cancellation Letter. If cancellation occurs while the Rater is onsite, the form (DCC 406) will be completed which the provider will complete and sign, stating the reason for cancellation. The form also outlines the process for reapplying, if applicable.

Defining Classrooms

Classrooms must be first defined and then grouped according to age group served so that a random selection of each group may occur.

922 KAR 2:120, Section 2(2)(a) States that for Type I centers, a classroom is defined as having two major characteristics: 1) Be separately maintained in a defined area unique to the group; and 2) Have specific staff assigned to, and responsible for, the group. These are the two main considerations when assessing what is and is not defined as a classroom. Bookcases, partial walls and other dividers may be adequate separators of space, but both requirements must be met in order to be considered a classroom.

In the instance of tape being used as a separator or lack of visible boundaries, consider again if both requirements are being met at that specific point in time. Does the group have a dedicated space? Does the group have assigned staff responsible for only that group? Also, consider the age of the group. It is unrealistic to expect infants and/or toddlers to maintain a boundary of space marked off in tape on a floor. However, this may be suitable for school-age children. If both conditions are met, you may consider the area a classroom and therefore eligible for ERS observation.

In adherence with 922 KAR 2:120, Section 2(2)(b), The age of the youngest child in the group shall determine the:

1. Staff-to-child ratio; and
2. Maximum group size.

Ratios are outlined in 922 KAR 2:120, Section 2(2)

Age of Children	Ratio	Maximum Group Size*
Infant	1 staff for 5 children	10
Toddler	1 staff for 6 children	12
2 to 3 years	1 staff for 10 children	20
3 to 4 years	1 staff for 12 children	24
4 to 5 years	1 staff for 14 children	28
5 to 7 years	1 staff for 15 children	30
7 and older	1 staff for 25 children (for before and after school)	30
	1 staff for 20 children (full day of care)	30

*Maximum Group Size shall be applicable only to Type I centers

Definition of Age Groups

Raters will need to ask the provider for some information, especially the birth dates of the oldest and youngest children in each group, number of children enrolled in the group and whether there are children with identified disabilities in the group, to prepare for random classroom selection. **Once physical classrooms are defined, the age of the majority of children in the classroom at that time determines the overall age group of the classroom.**

In the event there is a 50/50 split between age groups in a classroom, overall classroom age (and subsequently ERS scale) should be determined based on the children present at that time.

The Child Care Assistance Program (CCAP) has defined age groups in the following manner:

- Infant - a child who is less than one (1) year old.
- Toddler –a child who has reached the first birthday up to, but not including, the third birthday.
- Preschool – a child who has reached the third birthday up to, but not including the sixth birthday.
- School-age - a child who has reached the sixth birthday.

NOTE: It is DCC Policy to use the CCAP guidelines for classroom definition since STARS Program Award payments are based on these groupings in regulation.

Selection of Classrooms and ERS Scales

Adherence to 922 KAR2:170, section 2(5), mandates that a completed environment rating assessment meet the terms of two (2) regulatory components: (a) represent one-third (1/3) of the total number of classrooms **and** (b) include at least one (1) classroom for each age group served – Infant, Toddler, Preschool and School age. All environment assessments completed during a rating visit must meet the two (2) compliance requirements mentioned above.

From the information gathered upon arrival and once overall classroom ages have been identified, Raters are to randomly select classrooms to be assessed.

All centers must first have at least 1/3 of the classrooms in the entire center assessed. If the center has multiple classrooms of different age groups, then the Rater must insure that at least one classroom of each group is assessed, (this may put the percentage over 1/3). In the event that the Rater must assess more than one classroom from each age group to meet the 1/3 requirement, the additional classroom selection(s) should be based on **random selection from the largest or "main" age group being served.**

Situational examples:

- 1) A center has two infant rooms, six toddler rooms, four preschool rooms, and two school-age rooms for a total of fourteen classrooms. One-third (1/3) of the classrooms equal four; therefore, the Rater would need to conduct an ERS assessment on one infant room, one toddler room, one preschool room, and 1 school-age room.
- 2) A center has one infant room, one toddler room, two preschool rooms, and one school-age room for a total of five classrooms. One-third (1/3) of the classrooms equal one; however, in order to meet the regulatory requirement of observing one classroom for each age group, the Rater would need to conduct an ERS assessment on: one infant room, one toddler room, one preschool room, and one school-age room.

Exemption to the selection of classrooms

An exception to this selection process may be allowed when information is gathered during the preparatory environment rating assessment (walk-through) that a classroom is designated as a therapy room for a select group of individuals. This classroom shall be excluded from the random selection of classrooms assessed if the following policies and procedures are documented and verified:

- Facility and/or staff are licensed or certified by an outside entity to provide such services. Documentation for children with disabilities may be presented in the form of an eligibility letter, physician statement or award notice associated with an entity such as:
 - **First Steps** (Eligibility determination letter issued by First Steps (services provided for children birth to 3)
 - **Social Security Administration** Retirement, Survivors and Disability Insurance Notice of Award
 - **Child Care Assistance Program (CCAP)** – Signed physician letter of documented disability and/or special need.
- Policy signed by parents/guardians informing them of their child(ren)'s schedule for being removed from his/her assigned classroom and added to the therapy room ratio and group size.
- Written permission from parents/guardians for specific services to be rendered in the therapy room.
- Individualized Education Program (IEP) specifying these services on file for the individuals in this classroom.
- Long-term plan on file for inclusion into an age group and classroom defined by the Division of Regulated Child Care.

Situational example:

A center has seven classrooms. There are two infant rooms, one toddler room, two preschool rooms, one school-age room and one therapy room (meeting all requirements above) for a total of seven classrooms. Based on the above policy, the Rater would not include the therapy classroom in the random selection of classrooms to be assessed. Therefore, only six classrooms would be included in the random selection of classrooms. One-third (1/3) of the classrooms equals two; therefore, the Rater would need to conduct an ERS assessment on at least one infant room, one toddler room, one preschool room and one school-age room.

Required Hours of Observation

The Infant/Toddler Environment Rating Scale-Revised Edition (ITERS-R) states that a block of **at least 3 hours** should be set aside for observation and rating.

The Early Childhood Environment Rating Scale – Revised Edition (ECERS-R) states that a block of **at least 3 hours** should be set aside for observation and rating; however an observation of more than 3 hours is preferable.

The Family Child Care Environment Rating Scale – Revised Edition (FCCERS-R) states that a block of **at least 3 hours** should be set aside for observation and rating.

The School Age Care Environment Rating Scale (SACERS) states that a block of **at least 2 hours** should be set aside for observation and rating.

Note on Observations: Regulatory compliance with 922 KAR 2:170, section 2(5) mandates a completed environment rating scale assessment include at least one (1) classroom for each of the age groups served: (a) Infant; (b) Toddler; (c) Preschool; and (d) School-age. Kentucky Administrative Regulations always supersede content and suggestive language within the environment rating scale books.

It is an obligatory responsibility to perform an ERS observation if the program is approved by the Division of Regulated Child Care (DRCC) to provide services for the age group represented **and** there is at least one (1) child in attendance in a the classroom at the time of the rating visit observation. This applies to any classroom. If children are blended with other classrooms, scale selection of that classroom is determined based on age majority as previously defined. ERS interaction must be based, at minimum, on the time period children are in attendance and up to 2-3 hours, depending on the ERS requirements.

Responses to scale items not observed due to children departing early should be based on staff interview. Documented responses should be detailed with specific examples. In addition, technical assistance will recommend that room arrangements be setup for observation prior to the arrival of school-age children.

Potential Situational Example:

A center has a school-age program with an enrollment of 1-4 students per day in a school age classroom. The operational hours are 3:30 pm – 5:00 pm, Monday through Friday. On the day of the program’s scheduled rating visit, only 2 students are in attendance from 3:30 to 4:15. Regardless of the operational hours and/or attendance, the program serves the school age group; therefore, the Rater(s) would need to complete a SACERS for regulatory compliance. In this instance, the Rater would need to observe the interactions during the entire 45 minutes the students are in attendance. Review of the materials may occur before or after this window, and staff interviews will be completed following the students’ departure.

Staff Interview

Some quality indicators may not be observed during the rating visit and therefore may necessitate an interview of the classroom staff member or director. Let the staff member know you will need some of their time when she or he is not responsible for the care of children.

Sample questions are included for many indicators in each of the ERS books in the Notes for Clarification section. These questions are suggestions and may not be inclusive of all information required.

Some tips for staff interview questions include:

- Be objective as possible when asking questions. Do not phrase questions in a way that indicates approval or disapproval in any way.
- Strive to keep the interview low-pressure.
- Ask questions one at a time, following the order of the items on the scale.
- Be specific in your questioning, avoiding phrasing that is too abstract. Provide a brief explanation about why you need to ask the question if necessary.
- Ask open-ended questions to avoid leading the respondent in any way.

Scoring

Raters will score the observation after the rating visit is complete and according to the ERS requirements for each indicator. The Rater has ten (10) working days from the date of the observation to submit the paper work and rating visit report to Central Office.

Imminent Risk

Mandated Reporting

All cabinet staff and agents of the cabinet are Mandated Reporters according to **KRS 620.030 Duty to report dependency, neglect or abuse.**

The Division of Protection and Permanency in DCBS, from their Standards of Practice (SOP) defines Imminent Risk as:

Immediate threat of injury or harm to a child. Imminent risk applies as well when there is an immediate threat of injury or harm to a child, and no interventions appear to have occurred, or will likely occur, to protect the child.

Examples of imminent risk are:

- Physical/corporal punishment (i.e. child is hit or kicked by an adult)
- Child elopement (i.e. escaping without notice)
- Child abandonment (i.e. child is alone with no supervision)
- Serious child injury (i.e. hospitalization)
- A child's basic needs are not met by the caregiver
- Mistakes that could pose a health or safety threat (i.e. infant is given another infant's bottle, medication is administered to the wrong child, weapons accessible, etc.)

Imminent Risk does NOT include licensing compliance issues such as staff to child ratios. Such issues are addressed in the following section of this manual.

If some form of imminent risk is observed:

- Interrupt Observation – Pause observation and intervene (if necessary) to ensure the child is no longer in imminent danger.
- Contact P&P, Central Office – Report the incident. Make sure that the provider is aware that imminent risk has been identified.
- Contact DCC – Inform STARS Supervisor via phone and/or in writing of report made. Supervisor will notify DRCC.
- Continue with completing the rating visit. If provider wants to cancel the visit, then leave the facility.

Please note that a substantiation of abuse and neglect may identify the Rater as a witness to the case. In this event, the Rater may be called into a hearing to give testimony of what was witnessed.

REMEMBER: Any time you are uncomfortable with what you observe and think a child may be in an unsafe or potentially hazardous situation, err on the side of caution and report the situation to the STARS Section Supervisor.

Nonmandated Reporting

On occasion, Raters may observe issues related to licensing compliance, which are separate from those relating to imminent risk. When this occurs, the Rater should document the situation as thoroughly as possible and report the incident in writing and/or via phone to the STARS Section supervisor.

Examples of non-mandated reporting include:

- *Ratios* - The minimum staff-to-child ratio is not met for more than three (3) minutes. (Remember the age of the youngest child determines the minimum ratio.)
- *Adequate Supervision* - 922 KAR 2:120 Section 1. Definitions. (1) "Adequate supervision" means that qualified staff devotes full-time attention to a child in care and ensures the child is within scope of vision and range of voice. Reporting should occur if adequate supervision is not provided for more than three (3) minutes. This includes if staff are present with the children but not adequately supervising.
- *Physical Plant Issues* - No basic utilities (water, electricity, gas, sewer, etc,) inside temperature below 65 degrees or above 90 degrees Fahrenheit, using unlicensed/unapproved space.
- *Providing Non-Licensed Services* - Any time a facility is providing a service it is not licensed through DRCC to provide.

Paperwork Submission Timeframes

The Division of Child Care, (DCC) STARS Rater has **sixty (60) days** to complete the environment rating scale visit (ERS) prior to the expiration of a license, certificate or stars rating.

After a program's rating visit application (DCC-405 and DCC-401) has been received and processed, a Rater will contact the program **within fifteen (15) working days** from the date the application is received in the regional office to schedule a rating visit using the two-week window scheduling provision in the regulations.

The Rater has **ten (10) working days** from the date of the observation to submit the paper work and rating visit report to Central Office. This includes finalizing ERS score sheets and returning all original documents to DCC CO (score sheets, and any other applicable supporting documents (i.e., DCC406, STARS Rating Contact Letter) and entering ERS data electronically in the KICCS 4.0 database.

In the event of a Change of Location process, QEI staff has 30 working days from the receipt of the assignment to complete the Standards Visit and submit necessary paperwork. The Rater has 45 working days from the receipt of assignment to complete a change of location visit and submit the required paperwork to CO.

DCC-420 Rating Summary Report

Upon receipt of required documentation and verification of eligibility in the STARS for KIDS NOW program, the program will be issued a STARS certificate as approved by DCC Central Office specifying the rating level approved for the program. Along with a STARS Certificate, the DCC-420, Rating Summary Report is generated and sent to the provider.

This report shows scoring in each area of the ERS along with Best Practice language and specific Rater observation comments. This report can and should be used to provide guidance for improvement through the technical support process.

Rater Reporting/Comments

Raters will add their observational comments through the KICCS 4.0 Database as a supplement to the DCC 420 report. Comments can be added in the "Comments" box under each subscale section.

Some tips to remember when adding observational comments:

- Be clear and concise targeting only the areas that significantly impact score.
- Focus on a strength-based writing style.
- Preface the beginning of observational comments with, "Rater Comments:"
- Add subscale/subtopic item heading(s) for any area receiving comments.

Example:

Space for Gross Motor Play

- A fence is needed around outdoor play areas and some form of protective barrier provided when playground is close (within 50 yards) to parking area or roadway.

- Rater comments should be listed in chronological order of subscale items.
- Spell check and review comments before submitting them.
- Do not use specific ERS scale language that could create a copyright infringement.
- Do not use "rater observed" or "rater witnessed" in comments.
- Do not comment in a tone that is negative.
- If a provider scores a seven (7) in a particular area, continue to include "All

indicators for *this item* have been met.” Be sure statements are specific to the ERS item being referenced since comments are located after the subscale item list.

Example #1

All requirements were met for Indoor Space, Child Related Display

Rater Comments:

Space for Gross Motor Play

-A fence is needed around outdoor play areas and some form of protective barrier provided when playground is close (within 50 yards) to parking area or roadway.

Example #2

All requirements were met for (*applicable subtopics*).

Rater Comments:

Meals/Snacks

- A soapy water solution must be used prior to use of bleach-water solution or sanitizing solution when preparing tables for snacks and meals. A different rag/paper towel should be used for each table to wipe off the sanitizer.

Nap/Rest

- During nap/rest time, mats and cots should be placed at least 3’ apart even if separated by a solid barrier.

- Rater comments should address the specific area(s) of improvement for the program observed. For consistency, you may use the same observational comments language from report to report, however, unless every area of weakness in a program observed is identical (which would be very rare), the rater comments should not be a mirror and/or cut and paste from comments made in previous reports for different programs.
- It is allowable to use verbatim language from the resources incorporated as references to the DCC420 report. Those references are:
 - American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care, 2002. Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs, Second Edition.
 - D. Cryer, T. Harms & C. Riley. 2003. All About the ECERS-R (Early Childhood Environment Rating Scale Revised). A detailed guide in words and pictures to be used with the ECERS-R.
 - D. Cryer, T. Harms & C. Riley. 2004. All About the ITERS-R (Infant Toddler

Environment Rating Scale Revised). A detailed guide in words and pictures to be used with the ITERS-R.

- NAEYC (National Association for the Education of Young Children). 2009. Developmentally Appropriate Practice in Early Childhood Programs Serving Children Birth through Age 8. Third Edition.
- S. Sandall, M. Hemmeter, B. Smith & M. McLean. 2005. DEC Recommended Practices, A Comprehensive Guide for Practical Application in Early Intervention/Early Childhood Special Education.

Sample Report:

DCC-420 (R. 11/10)	COMMONWEALTH OF KENTUCKY Cabinet for Health and Family Services Department for Community Based Services Division of Child Care	N									
 <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> <h1 style="margin: 0;">RATING SUMMARY</h1> </div>											
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Name of Facility: Child Care Rating Summary Sample Address: 275 Main Street City, State, Zip-Code: Frankfort, KY 40621 License/Certificate #: LXXXXX # of Rooms Assessed: 3 </td> <td style="width: 50%; border: none; vertical-align: top;"> STARS Level: Standards Visit Date: 10/11/2011 Standards Visit Level: 2 Environment Visit Date: 12/12/2011 Overall Score: 3.8 </td> </tr> </table>			Name of Facility: Child Care Rating Summary Sample Address: 275 Main Street City, State, Zip-Code: Frankfort, KY 40621 License/Certificate #: LXXXXX # of Rooms Assessed: 3	STARS Level: Standards Visit Date: 10/11/2011 Standards Visit Level: 2 Environment Visit Date: 12/12/2011 Overall Score: 3.8							
Name of Facility: Child Care Rating Summary Sample Address: 275 Main Street City, State, Zip-Code: Frankfort, KY 40621 License/Certificate #: LXXXXX # of Rooms Assessed: 3	STARS Level: Standards Visit Date: 10/11/2011 Standards Visit Level: 2 Environment Visit Date: 12/12/2011 Overall Score: 3.8										
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Room Name: Preschool</td> <td style="width: 33%; border: none;">Age Group: Pre-school</td> <td style="width: 34%; border: none; text-align: right;">Average Score: 3.9</td> </tr> <tr> <td colspan="3" style="border: none;">Space And Furnishings:</td> </tr> <tr> <td colspan="3" style="border: none;"> <ol style="list-style-type: none"> 1. Indoor Space All indoor space used for child care provides for free movement, shall be clean, in good condition, and allow for natural light and ventilation to be controlled. Spaces shall be accessible to those with differing abilities. 2. Furnishings For Care, Play And Learning All furniture, including adaptive furnishings for those with differing abilities, shall be safe, convenient to use, support children's independence in meeting their routine care needs and in conducting their play and learning activities. 3. Furnishings for Routine Care, Play and Learning Soft furnishings and toys shall be clean, in good condition, with a minimum of four (4) furnishings that are accessible during play opportunities. Softness shall be separate from active physical play areas with children appropriately being supervised while on furnishings to ensure intended use. 4. Room Arrangement for Play The arrangement of the room or space shall be organized to allow and provide for independent use in clearly defined interest centers including those for quiet and active play. </td> </tr> </table>			Room Name: Preschool	Age Group: Pre-school	Average Score: 3.9	Space And Furnishings:			<ol style="list-style-type: none"> 1. Indoor Space All indoor space used for child care provides for free movement, shall be clean, in good condition, and allow for natural light and ventilation to be controlled. Spaces shall be accessible to those with differing abilities. 2. Furnishings For Care, Play And Learning All furniture, including adaptive furnishings for those with differing abilities, shall be safe, convenient to use, support children's independence in meeting their routine care needs and in conducting their play and learning activities. 3. Furnishings for Routine Care, Play and Learning Soft furnishings and toys shall be clean, in good condition, with a minimum of four (4) furnishings that are accessible during play opportunities. Softness shall be separate from active physical play areas with children appropriately being supervised while on furnishings to ensure intended use. 4. Room Arrangement for Play The arrangement of the room or space shall be organized to allow and provide for independent use in clearly defined interest centers including those for quiet and active play. 		
Room Name: Preschool	Age Group: Pre-school	Average Score: 3.9									
Space And Furnishings:											
<ol style="list-style-type: none"> 1. Indoor Space All indoor space used for child care provides for free movement, shall be clean, in good condition, and allow for natural light and ventilation to be controlled. Spaces shall be accessible to those with differing abilities. 2. Furnishings For Care, Play And Learning All furniture, including adaptive furnishings for those with differing abilities, shall be safe, convenient to use, support children's independence in meeting their routine care needs and in conducting their play and learning activities. 3. Furnishings for Routine Care, Play and Learning Soft furnishings and toys shall be clean, in good condition, with a minimum of four (4) furnishings that are accessible during play opportunities. Softness shall be separate from active physical play areas with children appropriately being supervised while on furnishings to ensure intended use. 4. Room Arrangement for Play The arrangement of the room or space shall be organized to allow and provide for independent use in clearly defined interest centers including those for quiet and active play. 											

Best practice language for each subscale will appear throughout the report. This language is written with emphasis on the 5-7 scoring range of each ERS Scale.

DCC-420 (R. 11/10)	COMMONWEALTH OF KENTUCKY Cabinet for Health and Family Services Department for Community Based Services Division of Child Care	N
License/Certificate #: LXXXXX		
8. Gross Motor Equipment		
Gross motor equipment includes both stationary and portable variations. All equipment shall be safe, in good condition, and age-appropriate, while providing opportunities for building a variety of skills for all children.		
All requirements were met for Gross Motor Equipment.		
Best practice indicates:		
<ul style="list-style-type: none">* to be accessible for those with disabilities, doorway clearances should be at least 32" and round door handles discouraged as they are difficult to operate with limited use of the hands.* safety surfacing should be provided under and around all climbing equipment and be of sufficient depth for cushioning.* a fence is needed around outdoor play areas and some form of protective barrier provided when playground is close to parking area or roadway* quiet and noisy areas should be separated.* most of the display in room be child-created work.		

Rater comments will display at the end of each Subscale section as shown above.

STARS Approvals

The Division of Child Care Central Office will issue to an approved program, within **sixty (60) calendar days** from the date of the STARS rating visit, a quality rating certificate indicating the approved Level.

STARS Level 1

Upon receipt of required documentation (DCC-400 and DCC-401) and verification of eligibility in the STARS for KIDS NOW program, the program will be approved for a STARS Level 1.

A STARS Level 1 rating is valid for one year from the certificate issue date. A STARS participant cannot hold a level 1 quality rating certificate for more than 2 years consecutively. A program may reapply 6 months after expiration of the Level 1 quality rating certificate per regulation 922 KAR 2:170, Section 3(1)(a)(b).

STARS Levels 2-4

Upon receipt of required documentation and verification of eligibility in the STARS for KIDS NOW program, the program will be issued a STARS certificate as approved by DCC Central Office specifying the rating level approved for the program.

The documentation completed by the STARS Rater and/or QEI Staff and submitted to DCC Central Office is as follows:

STARS Level 2

DCC-402, DCC-405 as well as all applicable ERS score sheets

STARS Level 3

DCC-403, DCC-405 as well as all applicable ERS score sheets

STARS Level 4

DCC-404 and/or DCC-404E, DCC-405 as well as all applicable ERS score sheets

A STARS Level 2 is valid for two years from the certificate issue date. By the fourth year, the STARS participant must achieve an environment rating score of 4.0 per regulation 922 KAR 2:170, Section 7(1).

A STARS Level 3 is valid for three years from the certificate issue date. By the fourth year, certified providers must have a CDA or higher to maintain a level-3.

A STARS Level 4 is valid for four years from the certificate issue date.

Possible reasons a program may not be approved at the desired STARS rating Level:

- Program did not obtain and/or maintain required ERS score for desired level
- Program did not meet all standards up to and including the desired level

For a complete listing of all specific regulatory requirements per STAR Level, please refer to 922 KAR 2:170 and 922 KAR 2:210 in the Appendix of this manual.

Monetary Awards

There are four different types of monetary awards available to STARS rated Type I licensed child-care centers, STARS rated Type II licensed child-care centers, and STARS rated Certified family child-care homes. To the extent funds are available, the Initial Achievement Award, Annual Achievement Award, Annual Enhancement Award, and Quality Incentive Award are issued to STARS rated providers. Payment of these awards ceases to occur upon the expiration date of the STARS rating certificate or due to other reasons such as a failure to submit an Interim Report, immediate closure or denial of relicensure or recertification, causing a Reduction in STARS Level.

Eligibility for STARS award payments will be calculated and paid annually within 30 days of the STARS anniversary date (month and day).

Initial Achievement Award

This award is calculated and paid to a STARS rated program the first time a STARS level is achieved. A program cannot receive this award for a level earned more than one time. The award includes the award amount for each STARS level up to and including the STARS level achieved. A DCC-410 STARS Initial Achievement Award Calculation Worksheet is utilized to calculate the amount of the award and this is mailed to the provider for their records.

Licensed Type I

Initial Achievement Award			
STAR LEVEL	Less Than 50 Children	51 to 100 Children	More Than 100 Children
	\$ Amount	\$ Amount	\$ Amount
1	\$200	\$200	\$200
2	\$500	\$750	\$1,000
3	\$1,700	\$2,200	\$2,700
4	\$3,000	\$4,000	\$5,000

Licensed Type II and Certified Family Child-Care Homes

Initial Achievement Award	
STAR LEVEL	\$ Amount
1	\$100
2	\$250
3	\$500
4	\$1,000

Annual Achievement Award

This award became effective July 2008 and is calculated and awarded to programs that maintain a STARS level 3 or 4 rating. A DCC-416 STARS Annual Achievement Award Calculation Worksheet is utilized to calculate the amount of the award and is mailed to the provider for their records.

Licensed Type I

Annual Achievement Award			
STAR LEVEL	Less Than 50 Children	51 to 100 Children	More Than 100 Children
	\$ Amount	\$ Amount	\$ Amount
3	\$850	\$1,100	\$1,350
4	\$1,500	\$2,000	\$2,500

Licensed Type II and Certified Family Child-Care Homes

Annual Achievement Award	
STAR LEVEL	\$ Amount
3	\$250
4	\$500

Annual Enhancement Award

This award became effective July 2008. It is calculated and awarded to Type I licensed programs that maintain a STARS level 4 rating and offer health insurance to all employees and pay no less than 50% of a single plan. This award is calculated and awarded to Type II licensed programs and Certified family child-care programs that maintain a STARS level 4 rating and receive higher than a 5.5 score on the environment rating scale. A DCC-417 STARS Annual Enhancement Award Calculation Worksheet is utilized to calculate the amount of the award and this is mailed to the provider for their records.

Licensed Type I

Annual Enhancement Award			
STAR LEVEL	Less Than 50 Children	51 to 100 Children	More Than 100 Children
	\$ Amount	\$ Amount	\$ Amount
4	\$1,500	\$2,000	\$2,500

Licensed Type II and Certified Family Child-Care Homes

Annual Enhancement Award	
STAR LEVEL	\$ Amount
4	\$500

Quality Incentive Award

This award is calculated and paid to STARS Levels 2 - 4 rated programs that serve children in the Child Care Assistance Program (CCAP). This award is calculated based on enrollment and the number of CCAP children served at the time of the program's annual payment eligibility review during the program's STARS anniversary month. A DCC-411 STARS Quality Incentive Award Calculation Worksheet is utilized to calculate the amount of the award for Type I licensed child-care centers and this is mailed to the provider for their records. A DCC-412 STARS Quality Incentive Award Calculation Worksheet is utilized to calculate the amount of the award for Type II licensed and Certified family child-care homes and is mailed to the providers for their records.

Licensed Type I

Quality Incentive Award			
Percentage of Subsidy Children in the Center	Child Under 3 Years of Age		
	STAR Level		
	2	3	4
	\$ Amount Per Subsidy Child Per Month		
1-10%	\$8.00	\$12.00	\$15.00
11-25%	\$9.00	\$13.00	\$16.00
26-50%	\$10.00	\$14.00	\$17.00
51-75%	\$11.00	\$15.00	\$18.00
76%	\$12.00	\$16.00	\$19.00
Percentage of Subsidy Children in the Center	Child Age 3 Years and Over		
	STAR Level		
	2	3	4
	\$ Amount Per Subsidy Child Per Month		
1-10%	\$7.00	\$11.00	\$14.00
11-25%	\$8.00	\$12.00	\$15.00
26-50%	\$9.00	\$13.00	\$16.00
51%-75%	\$10.00	\$14.00	\$17.00
76%	\$11.00	\$15.00	\$18.00

Licensed Type II and Certified Family Child-Care Homes

Quality Incentive Award		
STAR LEVEL	Child Under 3 Years of Age	Child Age 3 Years and Over
	\$ Amount	\$ Amount
2	\$10.00	\$9.00
3	\$14.00	\$13.00
4	\$17.00	\$16.00

Interim Report

The STARS Interim Report consists of the DCC-413 (STARS for KIDS NOW Standards Documentation) and the DCC-414 (STARS for KIDS NOW Staff Training Documentation). The Interim Report is to be completed by a STARS-rated facility prior to the anniversary date of their STARS rating. Anniversary date is the terminology used by STARS since changes to the STARS regulations extended the length of time that two, three- and four-STAR ratings are valid. A program's STARS anniversary date is the date one, two, three or four years forward from the date the current STARS rating was initially approved. Interim reports are to be submitted by any program with a STARS rating of two, three or four.

The STARS Interim Report Notice will be sent to the STARS rated program from the Division of Child Care (DCC) 120 days prior to a facility's anniversary month. Except during a renewal year, the STARS Interim Report is due back to DCC by the program's STARS anniversary date.

When a program submits an Interim Report, it is reviewed for accuracy and completion. If it is found that the report needs correction(s), the report that was received will be mailed back to the provider. The provider will have until their anniversary date to resubmit the report.

Failure to return the STARS Interim Report will result in a re-evaluation of the program and its STARS status. A Notice of Action Letter will be sent at the end of the month to all who programs who do not submit the interim report by their anniversary date stating a re-evaluation will occur if the information is not received within 10 days from the date of the notice. Once 10 days passes, re-evaluations will begin.

Re-evaluation consists of the following:

- 1) DCC identifies that a provider has failed to submit any/all information for the interim report and is past the date of submission (Anniversary date plus 10 days).
- 2) DCC will conduct an unannounced visit to the provider to obtain missing information.
- 3) If the complete interim report packet is not obtained during the unannounced visit, the provider will be given until the **close of business the day after the visit** to submit any missing information via mail, fax or email.
- 4) After completion of the re-evaluation process, if all documentation is received, the provider will be sent a new stars rating certificate with the updated information, if needed.
- 5) If there is a reduction in the STARS rating, a new certificate will be issued with the

reduced STARS rating and new expiration date. The expiration date will continue to be aligned with the license expiration date.

6) If the interim documentation is not received by **close of business** the day following an unannounced visit as part of re-evaluation, the program will be automatically reduced to a STARS level of **0** and considered withdrawn from the program.

Should a program choose not to return the Interim Report prior to its due date for any reason, the program has the option of withdrawing from the STARS for KIDS NOW Program. The program would notify DCC of the intent to withdraw.

Any and all STARS award payments due to the program will not be paid until the Interim Report has been submitted and approved by DCC.

Upon approval of the Interim Report, the program will receive approval notification from DCC. At that time, payment will be processed as applicable.

Renewal

STARS for KIDS NOW regulations require the state agency to notify STARS rated programs *"at least ninety (90) calendar days before expiration of the participant's quality rating certificate"* [**922 KAR 2:170, section 11, (1); 922 KAR 2:210, section 11, (1)**].

The Division of Child Care sends renewal notice letters to all STARS rated programs at the beginning of the month, 90 days prior to the expiration of the program's rating (*i.e. if the program's rating was set to expire 2/28/2010, the provider would be sent a renewal letter during the first week of November 2009*).

The renewal letter advises the program of the rating expiration date and to contact the QEI representative to begin the renewal process. Also included is a phone number for contacting the Division of Child Care if the program has questions. The letter is mailed in an envelope that states a renewal notice is enclosed.

STARS regulations [**922 KAR 2:170 section 11, (2); 922 KAR 2:210, section 11, (2)**] state the request for a renewal rating visit should be received by the state agency at least sixty (60) calendar days before the rating is to expire.

Programs wishing to apply for renewal cannot have an immediate closure, denial of relicensure, or recertification, suspension or revocation action against the center's license or certificate.

STARS Level 1

QEI Staff will conduct the STARS Level 1 rating and submit to DCC a completed Level 1 Rating Certificate Application (DCC-400) as well as a completed STARS for KIDS NOW-Level 1 Standards Checklist (DCC-401).

Programs will be checked for an outstanding DRCC Civil Monetary Penalty (CMP). For specific criteria on the CMP, please reference the Application Chapter.

STARS level 1 ratings may be renewed one consecutive time (*i.e. a level 1 STARS rating issued 1/30/2009 to expire 1/30/2010 may be renewed 1 time to run 1/30/2010 – 1/30/2011*).

A program may reapply for a STARS level 1 rating again after six (6) months of non-participation during their calculated window of opportunity.

STARS Level 2

QEI Staff will submit to DCC a STARS for KIDS NOW – Rating Visit Request Form (DCC-405) as well as a completed STARS for KIDS NOW- Level 2 Standards Checklist (DCC-402).

Level 2 ratings must be renewed every two years.

By the fourth consecutive year of participation as a STARS level 2 rated program, the program must attain an average environment rating scale score of 4.0. If the program renews for a fifth consecutive year, it must attain an average environment rating scale score of at least 4.0 at that rating visit.

STARS Level 3

QEI Staff will submit to DCC a STARS for KIDS NOW – Rating Visit Request Form (DCC-405) as well as a completed STARS for KIDS NOW- Level 3 Standards Checklist (DCC-403).

Level 3 ratings must be renewed every three years.

By the fourth consecutive year of participation as a certified STARS level 3 rated program, the provider must have a CDA or higher to remain a STARS level 3 rated program.

STARS Level 4

QEI Staff will submit to DCC a STARS for KIDS NOW – Rating Visit Request Form (DCC-405) as well as a completed STARS for KIDS NOW- Level 4 Standards Checklist (DCC-404).

Level 4 ratings must be renewed every four years.

Re-Evaluation Process

Regulatory Compliance

Regulation 922 KAR 2:170 and 922 KAR 2:210:
Section 12. Conditions Requiring Re-evaluation.

(1) Re-evaluation of a center's quality rating certificate and associated level shall be conducted if the:

- (a) Location of a licensed child care center changes;
- (b) Participant requests a reevaluation in accordance with Section 2(4) of this administrative regulation;
- (c) Cabinet or its designee determines a need to reassess the participating center's STARS participation or level rating due to reports or findings concerning a reduction in the center's quality of care and services; or
- (d) Center fails to return the DCC-413 or DCC-414.

(2) A decrease in level rating due to a re-evaluation shall reduce the basis of awards specified in sections 7, 8, and 9 of this administrative regulation.

See also: Re-evaluation Process Table, (Appendix)

A provider who changes provider types or has a change of ownership will be considered a new provider and must wait for six (6) months from the initial date of the new license to make application for a stars rating.

Change of Location

Any star rated provider who changes location during the period of an active STARS rating must complete the re-evaluation process. The process may be initiated at any time during an active STARS rating.

Notification that a provider has changed locations must be initiated by the provider. The provider must contact DRCC with the information. If the information is first learned by DCC or QEI, then the provider must be informed of their responsibility to contact DRCC immediately. DRCC will then complete a survey visit and insert the information into the KICCS 4.0 database. The provider will be given a new certificate. A workbasket for DCC central office is then created who will then forward the information to the QEI workbasket.

If the provider is currently STAR rated and undergoing the approval process to update the license, the STARS certificate will remain in effect until the license approval is completed. When the change of location has been approved by DRCC, the re-evaluation process for a STARS rating will be initiated:

- 1) The change of location process will not follow the timeframes currently in place for applications and renewals.
- 2) QEI must submit a new application and standards checklist as appropriate with the rating level (DCC-400/DCC-401 and DCC-405/and highest standards level, DCC-402 thru 404E).
- 3) Submission of the application and standards paperwork should be submitted within 30 working days from the date notification is received from DCC Central Office of the DRCC approval for a change of location.
- 4) When DCC receives the application a Rater will be notified to conduct the environment rating within 45 working days of receipt of the assignment. This timeframe includes negotiating the 2 week rating visit window.
- 5) After completion of the re-evaluation process, the facility will be sent a new STARS rating certificate with the updated information. The expiration date will continue to be aligned with the license expiration date.

Provider Request for Re-evaluation

Any STAR rated provider who requests a re-evaluation of their STAR rating in the attempt to achieve a higher STAR rating must complete the re-evaluation process.

The provider must wait at least 6 months from the issue date of the last STARS rating to apply for a re-evaluation. The request for a re-evaluation will not follow the timeframes currently in place for applications and renewals:

- 1) QEI must submit a new application and standards checklist as appropriate with the rating level (DCC-405 and highest standards level attained, DCC-402 thru 404E).
- 2) Submission of the application and standards paperwork should be submitted no later than 25 working days from the provider's anniversary date.
- 3) When DCC receives the application a Rater will be notified to conduct the environment rating within 25 working days of receipt of the assignment. This timeframe includes arranging the 2 week window.
- 4) After completion of the re-evaluation process, the facility will be sent a new STARS rating certificate with the updated information. The expiration date will continue to be aligned with the license expiration date.

Cabinet Determines a Need to Reassess

The Cabinet or its designee may determine a need to reassess the participating center's STARS participation or level rating due to reports or findings concerning a reduction in the center's quality of care and services. This also may include a change in licensing status, license type or any action or change that significantly impacts the operation of the child care center.

- 1) DCC receives a report or findings on a currently rated STARS provider that services are not meeting the standards for the current STARS rating.
- 2) DCC will determine if either the standards or the environment or both must be reassessed.
- 3) Each portion of the re-assessment will be an unannounced visit.
- 4) If both portions of the STARS rating are re-evaluated, then DCC-CO and the Rater will conduct a site visit.
- 5) If only the standards review is re-evaluated, then DCC-CO or QEI staff will conduct a visit for the standards.
- 6) If only the environment assessment is re-evaluated then the Rater will be contacted to conduct a visit and submit all paperwork to DCC-CO.
- 7) Assignments for standards review or ERS visit should be completed and submitted to DCC-CO within 25 working days from receipt of assignment.
- 8) After completion of the re-evaluation process, the facility will be sent a new STARS rating certificate with the updated information, (if needed). The expiration date will continue to be aligned with the license expiration date.

Interim Report

Any STAR rated provider who fails to submit a completed DCC-413 and/or DCC-414 must complete the re-evaluation process.

The re-evaluation process will be initiated if the interim report process is not complete by the anniversary date:

- 1) DCC identifies that a provider has failed to submit all information for the interim report and is past the date of submission.
- 2) DCC will conduct an unannounced visit to the provider to obtain missing information.
- 3) If the missing information is not obtained during the unannounced visit, the provider will be asked to submit the information by the close of business on the date of the unannounced visit.
- 4) After completion of the re-evaluation process, the provider will be sent a new STARS rating certificate with the updated information, (if needed). The expiration date will continue to be aligned with the license expiration date.

Negative Actions

Revocation

STARS Regulations 922 KAR 2:170, Section 13 and 922 KAR 2:210, Section 13 states:

Conditions Requiring Revocation. (1) A participant's quality rating certificate shall be revoked for:

- (a) Immediate closure pursuant to KRS 13B.125 and 199.896(4);
 - (b) Denial of relicensure;
 - (c) A pending suspension or revocation action taken against the child care center's license;
 - (d) 1. Failure to comply with payment of a civil penalty levied against the center; or
2. Failure to make payment arrangements for a civil penalty within sixty (60) days and comply with that arrangement; if:
 - a. The center waived the right to appeal the civil penalty; or
 - b. The civil penalty has been upheld on appeal;
 - (e) Failure to comply with the requirements of 922 KAR 2:160;
 - (f) Two (2) or more civil penalties levied against the center in a twelve (12) month period; or
 - (g) A change in ownership.
- (2) Upon revocation of a quality rating certificate, payment shall cease for:
- (a) A quality incentive award;
 - (b) An enhancement award; or
 - (c) An annual achievement award.

Reductions

A reduction in an active STARS rating level may occur for the following reasons:

- Failure to meet the requirements of Interim Reporting – either through no submission or failure to maintain the requirements for the program's current STAR rating.
- Failure to maintain the requirements of the program's current STAR rating based on findings of a re-evaluation.

In the event a reduction occurs, the provider will be notified and a new STARS certificate issued. Providers must return their previous certificate to the DCC – CO.

Return of STARS Certificate

In accordance with STARS regulations, a program's STARS certificate is required to be returned to the DCC – CO if:

- The program's certificate is revoked
- The program's certificate is reduced and a new certificate will be issued in its place
- The program's certificate is not renewed
- The program voluntarily withdraws from the STARS program

Appeal

Participants can request an appeal if they so choose, in accordance with 922 KAR 1:320, Section. 6(1)3.

Upon a reduction or revocation of a child care provider's STARS level in accordance with:

- a. 922 KAR 2:170, STARS for KIDS NOW Program Type I licensed child-care centers; or
- b. 922 KAR 2:210, STARS for KIDS NOW Program for Type II licensed and certified family child-care homes;

STARS Regulation 922 KAR 2:170, section 15 states for Licensed Type I centers states:

Section 15. Appeals. (1) If the cabinet or its designee determines that a participant does not meet the rating level standards for which the center is certified, a center shall:

- (a) Accept a lower rating level; or
 - (b) Request an administrative hearing in accordance with 922 KAR 1:320, Section 2(11).
- (2) Payment of an award in Sections 7, 8, or 9 of this administrative regulation shall be held in abeyance pending resolution of appeal of a reduced rating level.
- (3) If denial, suspension, or revocation of a child care center's license is reversed upon appeal, the:
- (a) Center may reapply for participation in the STARS Program; or
 - (b) Cabinet may reinstate the center at the STARS level the center was rated prior to the licensure issue if the:
 1. Center submits a request for reinstatement; and
 2. Center's STARS quality rating certificate and licensure has not expired.

STARS Regulation 922 KAR 2:210, Section 15 for Licensed Type II centers or family child-care homes states:

Section 15, Appeals. (1) If the cabinet or its designee determines that a participating Type II center or family child-care home does not meet the rating level standards for which it is certified, the Type II center or family child-care home shall:

- (a) Accept a lower rating level; or
- (b) Request an administrative hearing in accordance with 922 KAR 1:320, Section 2(11).
- (2) Payment of an award in Section 7, 8, or 9 shall be held in abeyance pending resolution of appeal of a reduced quality rating certificate level.
- (3) If denial, suspension, or revocation of a Type II center or family child-care home's certificate or license to operate is reversed upon appeal, the:
 - (a) Type II center or family child-care home may reapply for participation in the STARS program; or
 - (b) Cabinet may reinstate a Type II center or the family child-care home's STARS quality rating certificate and associated level if the:
 - 1. Type II center or family child-care home submits a request for reinstatement; and
 - 2. Type II center's or family child-care home's STARS quality rating certificate and licensure has not expired.

Service Complaint Process

If the matter is not subject to an administrative review, the cabinet shall inform the individual in writing that the:

- 1. Matter is not appealable; and
- 2. Resolution of the matter may be pursued through the service complaint process described in Section 4 of this administrative regulation.

In accordance with regulation 922 KAR 1:320, Section 4, participants may file a service complaint, (1) if a matter is not subject to review through an administrative hearing, a parent, caretaker relative, kinship caregiver, or an adult may:

(a) Attempt to resolve the issue by submitting a written complaint to the service region administrator or designee within thirty (30) calendar days after the date of the cabinet action or alleged act; or

(b) Contact the cabinet's Office of the Ombudsman if the matter was not previously reviewed:

- 1. By that office; or
- 2. Pursuant to paragraph (a) of this subsection.

(2)(a) The service region administrator, administrator's designee, or the cabinet's Office of the Ombudsman shall provide a written response to the complainant within thirty (30) calendar days of receipt of a written complaint not subject to review through an administrative hearing.

When Central Office (CO) receives what's known as a Service Complaint, there will be dialogue with the Rater and QEI Staff involved in preparation of the facility. After the discussion, the Division of Child Care will provide a written response to the complainant within thirty (30) calendar days of receipt of a written complaint not subject to an administrative hearing. Response will include language explaining that all raters are trained, reliable in administering the environmental rating scales and that observation is based on a snapshot in time. Regulatory guidance will also be provided for those wishing to request a participant request for a reevaluation. Per regulation, for the purpose of re-determining a center's quality rating certificate, a participant in the STARS program may request, at least six (6) months after issuance of a quality rating certificate, another rating visit. Additionally, CO will encourage providers to take advantage of free technical assistance prior to any future rating visits.

If the provider asks for a different Rater to complete any future ratings, record of the complaint will be documented in the History Notes section of KICCS. From that point, it is each rater's responsibility to check the History Notes in the future to determine if he/she should not take part in a particular rating visit. Please know routinely an alternate rater will not be sent to the facility for future ratings unless the complainant specifically makes that request.

Appendix

Definitions

"Adequate Supervision" - qualified staff devotes full-time and attention to a child in care and ensures the child is within scope of vision and range of voice.

"All Staff" or "Each Employee/Staff" - any staff person who has direct supervisory authority over children at any time.

"Annual or Annually" - occurring or happening every year or once a year.

"Annual Staff Evaluation" - a performance evaluation done once a year or within a twelve month timeframe.

"Annual Training Plan" - a written plan for Cabinet-approved training which is developed and implemented for all staff, including the licensee.

"Assistant" - a person eighteen (18) years of age or older and working under direct supervision of a certified provider or used in the absence of the certified provider.

"Child Elopement" - a child(ren) who is unaccounted for and has left the custody of the child care provider.

"Child Abandonment" - a child(ren) who have been left alone by the child care provider.

"Consecutive Year" - rating years that run sequentially without a break in participation.

"Daily Operations" - the daily routine of the program.

"Daily Schedule" - printed document that encompasses the hours of operation and reflects the flow of daily activities and routines.

"Direct supervisory authority" - staff who provide direct care and supervision to children and who are used to meet staff to child ratios.

"Early Care and Education Training Records Information System (ECE-TRIS)" - is a database created to store and maintain individual training records for Early Care and Education professionals in Kentucky.

"Early Childhood Development Authority" - is a support structure which receives and disburses funds and coordinates the development of programs supported by the funds. The Early Childhood Development Authority - merges four Councils for efficient

coordination of issues related to early childhood.

“Early Childhood Environment Rating Scale Revised Edition (ECERS-R)” - the revised observation tool used on children 2½ through 5 years of age.

“Employed” - means public or private, permanent or temporary work for wages.

“Environment Rating Scales (ERS)” - the nationally recognized environment rating scales developed by the Frank Porter Graham Child Development Institute, University of North Carolina. They include the Infant/Toddler Environment Rating Scale (ITERS-R), Early Childhood Environment Rating Scale (ECERS-R), School-Age Care Environment Rating Scale (SACERS), and Family Child Care Environment Rating Scales (FCCERS-R). Each of these scales is designed for a different segment of the early childhood environment.

“Family Child Care Environment Rating Scale (FCCRS)” – Previously known as the FDCRS the observation tool used for certified family child-care homes and Type II licensed child care programs.

“Family Day Care Rating Scale (FDCRS)” - the observation tool used for certified family child-care homes and Type II licensed child care programs.

“Family Involvement Plan” – verification of inclusion of child’s parent or guardian in the program’s activities.

“Hire Date” - the initial month, day, and year, mm/dd/yy, hired with the current employer

“Infant/Toddler Environment Rating Scale Revised Edition (ITERS-R)” - the revised observation tool used on children birth through 30 months of age.

“Inter-Rater Reliability (IRR) Training Plan” - the plan that is utilized to ensure all technical assistant staff and rating staff are reliable at eighty-five percent (85%) or higher on all four ERS tools. All anchors are to maintain reliability at ninety percent (90%) or higher on all four ERS tools.

“Kentucky Additional Notes (KAN) Workgroup” - the workgroup established to review unresolved issues regarding interpretation of the environment rating scales. The workgroup makes recommendations, as needed, which aligns policy and practice, and implements any changes consistently statewide.

“Part-Time Teaching Employee” - any employee working less than 37.5 hours per week.

“Planned Program of Activities” – a documented plan of developmentally-appropriate play and learning activities.

"Rating Visit Date" - the first day, mm/dd/yy, of the rating visit.

"Re-evaluation" - to reassess a program's STARS level status.

"Related Degree" - an approved degree which is outlined by the Early Childhood Development Authority.

"Standardized Personnel Evaluation" - an evaluation(s) used for each or any job classification.

"School-Age Care Environment Rating Scale (SACERS)" - the observation tool used on children of school-age enrolled in kindergarten or higher.

"Substitute" - a person employed by a Type I center for a period not to exceed fourteen (14) days in a one (1) year period or 105 hours in a one (1) year period.

"Teaching Staff" or "Teaching Employee" - any staff person who has direct supervisory authority over children in a classroom setting.

"Volunteer Staff" - any unpaid staff person working at a Licensed Type I Center, Licensed Type II Center, or Certified Family Child Care Home.

"Work Study" - a staff person who is employed through a federal or state work study program.

Frequently Asked Questions

1. Is there a fee to become a STARS for KIDS NOW rated child care provider?

No. There is no fee for providers to become STARS rated.

2. Are there financial incentives for becoming a STARS-rated provider?

Yes, depending on the rating and to the extent funds are available. See the Monetary Awards section of this manual or visit www.starsforkidsnow.com for more information.

3. When must a child care facility/home have a rating visit completed by a STARS Rater?

All child care facilities/homes requesting a STARS rating above a STARS Level 1 must have a rating visit completed by a STARS Rater.

4. When can a newly licensed or certified provider participate in STARS?

Newly licensed or certified providers must be licensed or certified six months before they may participate in STARS.

5. How many times may a provider renew a STARS Level 1 rating?

A STARS Level 1 rating may be renewed one time. The program may reapply for the STARS for Kids Now program 6 months after discontinuance during their calculated window of opportunity.

6. How many times may a provider renew a STARS Level 2 rating?

No limit to the number of times a child care provider can be renewed as a Level 2, 3, or 4; however, by the fourth consecutive year as a STAR Level 2, the program must attain and maintain an overall ERS score of 4.0.

7. How many times may a STARS Level 3 rating be renewed?

No limit to the number of times a childcare provider can be renewed as a Level 2, 3, or 4. For Type II and certified providers, a STARS Level 3 rating requires the Type II director or the certified provider to have a Child Development Associate (CDA) or higher by fourth consecutive year of participation.

8. How long is a STAR rating valid?

1-STAR rating – 1 year
2-STAR rating – 2 years
3-STAR rating – 3 years

4-STARS rating – 4 years

9. If a STARS rated program moves, does the program's STARS rating move with the provider to the new address?

No. STARS regulations specify that a change of location requires a new assessment. A STARS rated program that moves must reapply for STARS through the local STAR Quality Coordinator for either a new STARS Level 1 certificate or new rating visit for the new address.

10. If a STARS rated provider receives a notice of non-emergency suspension, would that affect the provider's STARS rating?

If a provider who currently has a STARS rating receives a "Notice of Non-Emergency Suspension," the STARS rating will remain in place until an official suspension takes place. However, if the provider has not been given a STARS rating and deficiencies are discovered, the provider will not receive a STARS rating until all deficiencies have been corrected.

11. If a provider is suspended, does the provider need to reapply for STARS after the suspension has been lifted?

Yes.

12. Can a STARS rating be appealed?

STARS regulations do not permit the appeal of a STAR rating (**922 KAR 2:170, Section 12; 922 KAR 2:210, Section 12**). For renewal STAR ratings, if the renewal rating is lower than the provider's previous rating, the provider may request an administrative hearing in accordance with **922 KAR 1:320, Section 2(11)**.

13. After a rating visit occurs, how long does it typically take to receive an approval, STARS Certificate and award payment(s)?

The Division of Child Care Central Office must issue to an approved program within sixty (60) calendar days from the date of the STARS rating visit, a quality rating certificate indicated the approved level.

For new participants, STARS award payments are typically processed within 30 days of a provider's approval. Current participants are typically paid within 30 days of their anniversary date as long as Interim or Renewal documentation has been submitted and approved.

Forms:

Forms/Letters/Documents (Comprehensive Listing)	
Application Process Forms:	DCC- 400, Level 1 Rating Certificate Application (R) DCC- 401, Level 1 Standards Checklist Instructions DCC- 401, Level 1 Standards Checklist (R) DCC- 402 Level 2 Standards Checklist Instructions DCC- 402 Level 2 Standards Checklist (R) DCC- 403, Level 3 Standards Checklist Instructions DCC- 403, Level 3 Standards Checklist (R) DCC- 404, Level 4 Standards Checklist Instructions DCC- 404, Level 4 Standards Checklist (R) DCC- 404E, Level 4 Enhanced Standards Checklist Instructions DCC- 404E, Level 4 Enhance Standards Checklist (R) DCC- 405, Rating Visit Request Form (R) DCC- 406, Rating Visit Cancellation Request Form, DCC -407, Training Information Instructions DCC -407, Training Information Form, Rev. Reevaluation Process Table
Rater Forms	Phone Log/Contact Sheet Rating Visit Confirmation Letter Rating Visit Cancellation Letter Kentucky Additional Notes Stars Rating Contact Letter
Interim Report Forms:	DCC- 413, Interim Report Standards Instructions DCC- 413, Interim Report Standards Doc. (R) DCC- 414, Interim Report Staff Training Instructions DCC- 414, Interim Report Staff Training Doc. (R) Interim Report Notification QEI Letter – Interim Report Interim Report Missing Information Letter Interim Report Notice of Action Interim Report Approval Letter STARS for KIDS NOW - Acceptable Degrees
Central Office Forms:	Approvals: STARS Approval letter Press Release STARS Certificate (System Driven) DCC-420, Rating Summary Report (System Driven) Renewals: STARS 120 Day Renewal Notice STARS Level 2 Reminder Letter Adverse Action: DCC-88, Child Care Service Appeal Request Procedural Instructions DCC-88, Child Care Service Appeal Request DCC-108, Notice of Adverse Action for Child Care Instructions DCC-108, Notice of Adverse Action for Child Care Failure to Meet App. Requirements Letter Withdrawal Letter

	DCC-408, Customer Satisfaction Survey
Payment Forms:	DCC- 410, Initial Achievement Award DCC- 411, Incentive Award Calculation, Type I DCC- 412, Incentive Award Calculation, FCC/Type II DCC- 416, Annual Achievement Calculation DCC- 417, Annual Enhancement Calculation

***All forms identified with “(R)” are incorporated by reference in regulation**

Select Provider Type:

- Licensed Type I
- Licensed Type II
- Certified

STARS for KIDS NOW
Level 1 Rating Certificate Application



Rating Visit Type: New / Initial Renewal **Level 1 Application Date current level 1 expires:** _____

Name of Facility: _____

Address of Facility: _____

Mailing Address of Facility: _____

County: _____

Owner/Director: _____

Phone Number: (____)____ - ____

Social Security Number and/or

License or Certificate Number: _____ Federal ID Number: _____

Number of children enrolled: _____

Verification:

As program owner/director, I verify that the above named child care program has completed all STARS for KIDS NOW level 1 standards as described on the attached DCC-401. "STARS for KIDS NOEW Level 1 Standards Checklist." I understand that the standards and the documentation for a STAR level 1 must be adhered to and documented throughout the period the STAR lever12 rating is in effect.

Provider Signature _____ Date _____

I verify that the above named program has completed the documentation of all STARS for KIDS NOW Level 1 standards as described on the attached DCC-401. "STRARS for KIDS NOW Level 1 Standards Checklist."

Signature _____ Date _____

Cabinet Representative

Return completed DCC-400 level 1 (Rating certificate Application) and completed DCC-401 (Level 1 Standards Checklist) to:

**Division of Child Care
STARS for KIDS NOW
275 East Main Street 3 C F
Frankfort, KY 40621**

STARS for KIDS NOW Level 1 Standards Checklist Instructions

The Level 1 Standards Checklist must be completed and sent to The Division of Child Care with the DCC-400. In accordance with 922 KAR 2:100 and 922 KAR 2:110 the Division of Regulated Child Care will review for licensure and certification requirements. Only standard items #4, #8, #9, and #13 must be verified during the standards review visit according to provider type. See Operations Manual.

Select Provider Type:	
Licensed Type I	Check this box for a Licensed Type I facility
Licensed Type II	Check this box for a Licensed Type II facility
Certified	Check this box for a Certified Family Child Care Home
1. Current licensing or certification	Insert: Per DRCC
Type II: 12 maximum # children in care	Insert: Per DRCC
2. Type I: Child ratios posted	Insert: Per DRCC
Type II/Certified: Child ratios posted	Insert: Per DRCC
3. Current licensing or certification	Insert: Per DRCC
4. Complete STARS for KIDS NOW Overview	Verify the owner/director has a STARS Overview attendance certificate on file. Check yes to indicate the standard is met.
5. Type I: Posted plan of program activities	Insert: Per DRCC
6. Type I: Posted daily schedule	Insert: Per DRCC
Type II/Certified: Posted daily schedule	Insert: Per DRCC
7. At least 1 family involvement activity	Insert: Per DRCC
8. Type I: Agree to complete an environment assessment.	Programs in first year of participation, initial and provide date that it will be completed. Second year level 1 participation must provide verification of completed assessment.
Type II/Certified: Agree to complete an environment assessment using family child care ERS within 12 months	Programs in first year of participation, initial and provide date that it will be completed. Second year level 1 participation must provide verification of completed assessment.
9. Second year: Written improvement plan based on assessment findings in place	Verify the plan was completed and in place during the second year and provide the date. Check yes to indicate the standard is met.
10. Current licensing or certification	Insert: Per DRCC
11. Type I/Type II: Create and implement individual staff development plans	Insert: Per DRCC
Certified: Provider creates and implements a written training plan	Insert: Per DRCC
12. Introduction to the KY Scholarships	Insert: Per Overview
13. All staff receive "In-House"	Verify the Overview attendance sign-in sheet signed by

STARS for KIDS NOW Overview.	all staff is on file. Check the yes box to indicate the standard is met. New staff has 6 months to complete from hire date.
14. Have written program policies....	Insert: Per DRCC
15. Parent/Provider Agreement	Insert: Per DRCC
16. Current license or certificate	Insert: Per DRCC
Name of center:	Complete with the official name of the facility or certified provider.
Doing business as:	Complete if the company has a DBA.
Name of owner:	Complete with the name of the owner of the facility.
Name of director:	Complete with the name of the director or site director.
Director's signature:	The director's signature is required at the first signature line. Void second signature line.
Date:	The date the director signed the form is required.
Signature: Cabinet Representative:	Signature of the Cabinet Representative completing form is required.
Date:	The date the Cabinet Representative completed the form is required.
Print Cabinet Representative Name:	Print the name of the Cabinet Representative completing the form.

- Licensed Type I
 Licensed Type II
 Certified

STARS for KIDS NOW – Level 1 Standards Checklist

CATEGORY	STANDARD	STANDARD MET	CHECK DOCUMENTATION ON HAND
Ratios	1. Current licensing or certification standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> License or certificate posted
	Type II: 12 maximum number children in care	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number children enrolled _____
	2. Type I: Caregiver to child ratios posted prominently	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Ratios posted prominently in each classroom
	Type II/Certified: Caregiver to child ratios posted prominently	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Ratios posted prominently in home
Curriculum	3. Current licensing or certification standards for curriculum	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> License or certificate posted
	4. Complete STARS for KIDS NOW Overview, including Environment Rating Scale (ERS) information	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Owner/director's STARS Overview Attendance Certificate
	5. Type I: Posted plan of program activities	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Program activities plan posted in each classroom
	Type II/Certified: Posted plan of program activities (lesson plan)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Program activities plan posted in home
	6. Type I: Posted daily schedule	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Posted daily schedule in each classroom
	Type II/Certified: Posted daily schedule	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Posted daily schedule in home
	7. At least 1 family involvement activity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed family involvement activity form
	8. Type I: Agree to complete an environment assessment using appropriate ERS at each applicable age level within 12 months. (No minimum score)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Date to be completed: _____ Director's Initials: _____
	Type II/Certified: Agree to complete an environment assessment using family child care ERS within 12 months (No minimum score)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Date to be completed: _____ Provider's Initials: _____
9. Second year: Written improvement plan based on assessment findings in place	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Date plan completed and in place: _____	
Training	10. Current licensing or certification standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Document - current training certificates and/or ECE-TRIS training verification
	11. Type I/Type II: Create and implement individual staff development plans for all staff annually	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Documentation of staff development plan(s) for ALL staff
	Certified: Provider creates and implements a written training plan annually	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Documentation of written training plan
	12. Introduction to the KY Early Childhood Development Scholarship Program	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Owner/director's STARS Overview Attendance Certificate
Type I: Personnel	13. All staff receive "In-House" STARS for KIDS NOW Overview covering: licensing regulations, STARS for KIDS NOW standards, ERS, KY Early Childhood Development Scholarship program	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> "In-house" STARS for KIDS NOW Overview attendance sign-in sheet signed by ALL staff <input type="checkbox"/> Completed "in-house" overview agenda
Type II/Certified: Business Practices	14. Have written program policies that include: fees, holidays, vacation, late fees, illness, hours of operation, who may pick up a child and a plan for how information is shared daily with parents	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Copy of program policy
	15. Use a written Parent/Provider Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed Parent/Provider Agreement on file
Regulatory Compliance	16. Current license or certificate in good standing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> License or certificate posted

Name of center: _____ Name of owner: _____
Doing business as: _____ Name of director: _____

By signing this form, I agree to provide documentation to prove compliance with all standards checked above.
Director's signature: _____ Date: _____

A copy of this form must accompany STARS Level 1 Certificate applications and Rating Visit Requests for Levels 2 - 4

Director's signature: _____ Date: _____

By signing this form, I verify the completion or documentation of all Entry Level Standards as described: _____/_____
Signature: Cabinet Representative Date

Print Cabinet Representative Name: _____

**Level 1 Applications: Return completed DCC-400 (Level 1 Rating Certificate Application) and completed DCC-401 (Level 1 Standards Checklist) to: Division of Child Care
STARS for KIDS NOW
Rating Visit Requests: Return completed DCC-405 (Rating Visit Request Form) and completed DCC-401 (Level 1 Standards Checklist) to: 275 East Main St 3 C F**

STARS for KIDS NOW Level 2 Standards Checklist Instructions

The Level 2 Standards Checklist must be completed and sent to The Division of Child Care with the DCC-405. In accordance with 922 KAR 2:100 and 922 KAR 2:110 the Division of Regulated Child Care will review for licensure and certification requirements. Only standard items #4, #5, #7, #10, #12, and #14 must be verified during the standards review visit according to provider type. See Operations Manual.

Select Provider Type:	
Licensed Type I	Check this box for a Licensed Type I facility
Licensed Type II	Check this box for a Licensed Type II facility
Certified	Check this box for a Certified Family Child Care Home
1. Current licensing or certification	Insert: Per DRCC
Type II: 12 maximum # children in care	Insert: Per DRCC
2. Type I: Ratios posted prominently	Insert: Per DRCC
Type II/Certified: Ratios posted	Insert: Per DRCC
3. Level 1 requirements met	Insert: Per DRCC
4. One additional family involvement activity (total of 2)	Verify evidence of 2 completed family involvement activities. Check the yes box to indicate the standard is met.
5. A written family involvement plan	Verify a written family involvement plan is on file. Check yes to indicate the standard is met.
6. Type I: (ERS), average score of 3	Insert: Per STARS Rater
Type II/Certified: ERS average score of 3	Insert: Per STARS Rater
7. Develop annual written ERS improvement plan....	Verify the plan was completed and in place during the 2nd year and provide the date. Check yes to indicate the standard is met.
8. ERS score of 4 by 4 th year and beyond	Insert: Per STARS Rater
9. Type II; Certified: Reads to children	Insert: Per STARS Rater
10.Type I/Type II: KY Early Childhood Development Scholarship Program	Occurs during STARS Overview. Insert: Per Overview
Certified: CPR/First Aid training	Insert: Per DRCC
11.Type I/Type II: 15 training clock hrs.	Insert: Per DRCC
Certified: 9 training clock hrs.	Insert: Per DRCC
12.Type I: Director: 18 training clock hrs.	Review training certificates and/or ECE-TRIS training record. Check yes to indicate the standard is met.
Type II: Director: 15 training clock hours	Review training certificates and/or ECE-TRIS training record. Check yes to indicate the standard is met.
13. Written, standardized staff evaluations	Insert: Per DRCC

14. Financial program/record-keeping system	Review the financial program/record-keeping system. Check yes to indicate the standard is met.
15. Current license or certificate	Insert: Per DRCC
Name of Program:	Complete with the official name of the facility or certified provider.
Name of owner:	Complete with the name of the owner of the facility.
Program Address:	Complete with the location address of the program.
Name of director:	Complete with the name of the director or site director.
Director's signature:	The director's signature is required on the signature line.
Date:	The date the director signed the form is required.
STARS Rater's Signature:	The signature of the Cabinet Representative completing the form is required.
Date:	The date the Cabinet Representative completed the form is required.

STARS for KIDS NOW – Level 2 Standards Checklist

CATEGORY	STANDARD	STANDARD MET	CHECK DOCUMENTATION ON HAND
Ratios	1. Current licensing or certification standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> License or certificate posted
	Type II: 12 maximum number children in care	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number children enrolled: _____
	2. Type I: Caregiver to child ratios posted prominently	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Ratios posted prominently in each classroom
	Type II/Certified: Caregiver to child ratios posted prominently	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Ratios posted prominently in home
Curriculum	3. Level 1 requirements met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed DCC-401
	4. One additional family involvement activity (<i>total of 2</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 2 completed family involvement activity forms
	5. A written family involvement plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Written family involvement plan on file
	6. Type I: Has completed ALL applicable Environment Rating Scales (ERS), average score of 3	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed ERS report indicates average score of at least 3
	Type II/Certified: Completed family child care ERS with an average score of 3	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed family child care ERS report indicates average score of at least 3
	7. Develop annual written ERS improvement plan with assistance, if requested, from Cabinet or its designee	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Written ERS plan for year 2 and beyond
	8. Maintain minimum average ERS score of 4 by 4 th year and beyond	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> STARS Rater ERS report shows score of 4 by 4 th year & beyond
9. Type II; Certified: Reads to children daily	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Verify provider reads to children daily	
Training	10. Type I/Type II: Level 1 requirements and center offers staff opportunity to participate in KY Early Childhood Development Scholarship Program, if eligible	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> All level 1 training requirements met <input type="checkbox"/> Scholarship participation form signed by ALL staff
	Certified: Level 1 requirements plus: at least 1 staff on duty has current CPR/First Aid training	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> All level 1 training requirements met <input type="checkbox"/> Verification of CPR/First Aid
	11. Type I/ Type II: 15 clock hours annually of early care and education training approved by the cabinet or its designee	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Document current training certificates and/or ECE-TRIS training verification
	Certified: 9 clock hours annually of early care and education training approved by the cabinet or its designee	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Document current training certificates and/or ECE-TRIS training verification
	12. Type I: Director: 18 clock hours annually of early care and education training approved by the cabinet or its designee	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Document current training certificates and/or ECE-TRIS training verification
Type II: Director: 15 clock hours annually of early care and education training approved by the cabinet or its designee	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Document current training certificates and/or ECE-TRIS training verification	
Type I: Personnel	13. Level 1 requirements and written, standardized staff evaluations annually	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> All Level 1 Personnel requirements met <input type="checkbox"/> Copy of dated annual standardized staff evaluation for ALL staff or date evaluation scheduled for any staff employed less than 1 year
Type II/ Certified: Business Practices	14. Level 1 requirements and maintain a financial program/ record-keeping system	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> All level 1 requirements met <input type="checkbox"/> Verified financial program/record-keeping system
Regulatory Compliance	15. Current license or certificate in good standing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> License or certificate posted

Name of Program: _____ Program Address: _____
Name of owner: _____ Name of director: _____

Director's signature: _____ Date: _____ STARS Rater's signature: _____ Date: _____

STARS Rater: Return completed form to Division of Child Care/STARS for KIDS NOW with ERS score sheets after rating visit.

STARS for KIDS NOW

Level 3 Standards Checklist Instructions

The Level 3 Standards Checklist must be completed and sent to The Division of Child Care with the DCC-405. In accordance with 922 KAR 2:100 and 922 KAR 2:110 the Division of Regulated Child Care will review for licensure and certification requirements. Only standard items #1, #4, #5, #9, #10, #11, #12, #13, #15, and #16 must be verified during the standards review visit according to provider type. See Operations Manual.

Select Provider Type:	
Licensed Type I	Check this box for a Licensed Type I facility
Licensed Type II	Check this box for a Licensed Type II facility
Certified	Check this box for a Certified Family Child Care Home
1. Type I: Ratios	Verify staff-to-child ratios are met as well as group size. Check yes to indicate the standard is met.
Type II: Ratios	Verify staff-to-child ratios are met as well as no more than 12 children in care at one time. Check yes to indicate the standard is met.
Certified: 6 or fewer children: no more than 3 infants unless assistant is present	Verify assistant's presence if more than 3 infants are in care. Check yes to indicate the standard is met.
2. Type I: Caregiver to child ratios posted prominently	Insert: Per DRCC
Type II/Certified: Caregiver to child ratios posted prominently	Insert: Per DRCC
3. Level 2 Curriculum requirements met	Insert: Per DRCC
4. One additional family involvement activity (<i>total of 3</i>)	Verify 3 completed family involvement activities. Check yes to indicate the standard is met.
5. Type I: Documented family feedback procedure used annually	Verify a family feedback procedure is on file. Check yes to indicate the standard is met.
6. Type I: ERS; average score of 4.5	Insert: Per STARS Rater
Type II/Certified: ERS w/average score of 4.5	Insert: Per STARS Rater
7. Type II/Certified: Score at least 5 on use of TV.	Insert: Per STARS Rater
8. Level 2 Training requirements met	Insert: Per DRCC
9. Type I: <u>Staff</u> : 50% of teaching staff have entry level credential or higher <u>and</u> 50% of staff working with children have current CPR/First Aid training	Verify by proof of credentials, certificates, or degrees, 50% of teaching staff have a Commonwealth Child Care Credential or higher and 50% of staff have current CPR/First Aid training. Check yes to indicate the standard is met.
Type II: <u>Staff</u> : 18 clock hrs. of training annually <u>or</u> entry level credential or higher and completes 15 clock hrs. of training annually	Verify by reviewing training certificates, credentials, degrees and/or ECE-TRIS training records. Check yes to indicate the standard is met.
Certified: 18 clock hrs. of training annually <u>or</u> 9 clock hrs. of training	Verify by reviewing training certificates, credentials, degrees and/or ECE-TRIS training

annually <u>and</u> entry level credential or higher. By 4 th year provider must have CDA or higher	records. Check yes to indicate the standard is met.
10.Type I: <u>Director</u> : 24 clock hrs. of training annually <u>and</u> CDA or Director Credential or Montessori Certificate or Higher. 75% of program hrs., director or person on-site must have CDA or higher	Verify by reviewing training certificates, credentials or degrees and/or ECE-TRIS training records. Check yes to indicate the standard is met.
Type II: <u>Director</u> : 21 clock hrs. of training annually or has a higher level of education and completes 18 clock hrs. of training annually by 4 th year in STARS, director must have CDA or higher	Verify by reviewing training certificates, credentials or degrees and/or ECE-TRIS training records. Verify CDA or higher the beginning of fourth year of participation. Check yes to indicate the standard is met.
11. Certified: Basic Orientation training for assistants	Verify by reviewing a copy of the orientation training certificate on file. Check yes to indicate the standard is met.
12. Certified: 6 clock hrs. of training annually for assistants	Verify by reviewing training certificates and/or ECE-TRIS training record. Check yes to indicate the standard is met.
13. Minimum of 6 paid Holidays/year and Min. of 1 week paid leave time after 1 year	Verify benefits are offered to staff. Check yes to indicate the standard is met.
14. Level 2 Business Practices met	Check yes to indicate the standard is met.
15. Provide families with a written daily report for children age 2 and under	Verify by documentation of a sample reports and interview that guardians of children less than 2 yrs. receive a written daily report. Check yes to indicate the standard is met.
16. Parents provided with a handbook that contains program's policies	Verify by reviewing the parent/family handbook containing program's policies. Check yes to indicate the standard is met.
17. Current license or certificate	Insert: Per DRCC
Name of Program:	Complete with the official name of the facility or certified provider.
Name of owner:	Complete with the name of the owner of the facility.
Program Address:	Complete with the location address of the program.
Name of director:	Complete with the name of the director or site director.
Director's signature:	The director's signature is required on the signature line.
Date:	The date the director signed the form is required.
STARS Rater's Signature:	The signature of the Cabinet Representative completing the form is required.
Date:	The date the Cabinet Representative completed the form is required.

- Licensed Type I
- Licensed Type II
- Certified

STARS for KIDS NOW – Level 3 Standards Checklist

CATEGORY	STANDARD	STANDARD MET	CHECK DOCUMENTATION ON HAND
Ratios	1. Type I: Age Ratio Group Size Age Ratio Group Size 0 - 1 1:4 8 3 - 4 1:11 22 1 - 2 1:5 10 4 - 6 1:12 24 2 - 3 1:8 16 6 - 12 1:14 28	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Verified number of children on sign-in sheet
	Type II: Age Ratio Age Ratio 0 - 1 1:4 2-3 1:8 1 - 2 1:5 3 and older 1:12 Type II: 12 maximum number children in care	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Verified number of children on sign-in sheet Number children enrolled: _____
	Certified: 6 or fewer children: no more than 3 infants unless assistant is present (includes own and related children) If more than 3 infants, verify assistant present	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Verified number of children on sign-in sheet <input type="checkbox"/> Verified assistant present if more than 3 infants
	2. Type I: Caregiver to child ratios posted prominently	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Ratios posted prominently in each classroom
	Type II/Certified: Caregiver to child ratios posted prominently	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Ratios posted prominently in home
Curriculum	3. Level 2 Curriculum requirements met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed DCC-402
	4. One additional family involvement activity (total of 3)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 3 completed family involvement activity forms
	5. Type I: Documented family feedback procedure used annually	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Family feedback plan on file
	6. Type I: Completed all applicable ERS; average score of 4.5 Type II/Certified: Completed family child care ERS w/ average score of 4.5	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> STARS RATER ERS report shows 4.5 average score or higher <input type="checkbox"/> STARS RATER family cc ERS report shows 4.5 average score
	7. Type II/ Certified: Must score at least 5 on family child care ERS items related to use of TV. Provider limits use of TV to programs and video games regarded as good for children (no more than 2 hrs/day). Activities are provided as an alternative while TV is on.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> STARS RATER family child care ERS report shows score of 5 or higher on ERS items related to use of TV
Training	8. Level 2 Training requirements met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> All level 2 training requirements met
	9. Type I: Staff: 50% of teaching staff have entry level credential or higher and 50% of staff working with children have current CPR/First Aid training Type II: Staff: 18 clock hours of training annually or has entry level credential or higher and completes 15 clock hours of training annually Certified: 18 clock hours of training annually or 9 clock hours of training annually and entry level credential or higher By 4 th year in STARS, provider must have CDA or higher	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Document - current training certificates and/or ECE-TRIS training verification, proof of credentials, certificates or degrees for 50% of teaching staff <input type="checkbox"/> CPR/First Aid training verified - 50% of staff working with children <input type="checkbox"/> Document - current training certificates and/or ECE-TRIS training, proof of credentials, certificates or degrees <input type="checkbox"/> Document - current training certificates and/or ECE-TRIS training verification, proof of credentials, certificates or degrees <input type="checkbox"/> Verify CDA or higher by 4 th year in STARS
	10. Type I: Director: 24 clock hours of training annually and CDA or Director Credential or Montessori Certificate or A.A. (or higher) in Early Childhood/Related degree 75% of program hours, director or person on-site responsible for daily program and staff supervision must have CDA or higher Type II: Director: 21 clock hours of training annually or has a higher level of education and completes 18 clock hours of training annually By 4 th year in STARS, director must have CDA or higher	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Document - current training certificates and/or ECE-TRIS training verification <input type="checkbox"/> proof of credentials, certificates, or degrees <input type="checkbox"/> Verify staffing pattern for all hours of operation <input type="checkbox"/> Copies of CDA certifications or higher <input type="checkbox"/> Document - current training certificates and/or ECE-TRIS training verification, proof of credentials, certificates or degrees <input type="checkbox"/> Verify CDA or higher by 4 th year in STARS
	11. Certified: Basic Orientation training for assistants	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Copy of orientation training certificate for all assistants
	12. Certified: 6 clock hours of training annually for assistants	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Document - current training certificates and/or ECE-TRIS training verification
	Type I: Personnel		<input type="checkbox"/> Level 2 Personnel requirements met <input type="checkbox"/> Employee Benefits Summary for each employee on file
	Type II/ Certified: Business Practices		<input type="checkbox"/> Completed DCC-402 <input type="checkbox"/> Copy of daily report <input type="checkbox"/> Copy of handbook
	Regulatory Compliance	17. Current license or certificate in good standing.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of Program:	Program Address:
Name of owner:	Name of director:
Director's signature: _____ Date: _____	STARS Rater's signature: _____ Date: _____

STARS Rater: Return completed form to Division of Child Care/STARS for KIDS NOW with ERS score sheets after rating visit.

STARS for KIDS NOW Level 4 Standards Checklist Instructions

The Level 4 Standards Checklist must be completed and sent to The Division of Child Care with the DCC-405. In accordance with 922 KAR 2:100 and 922 KAR 2:110, the Division of Regulated Child Care will review for licensure and certification requirements. Only standard items #1, #3, #5, #7, #8, and #9 must be verified during the standards review visit according to provider type. See Operations Manual.

Select Provider Type:	
Licensed Type I	Check this box for a Licensed Type I facility
Licensed Type II	Check this box for a Licensed Type II facility
Certified	Check this box for a Certified Family Child Care Home
1. Type I: Ratios	Verify staff-to-child ratios are met as well as group size. Check yes to indicate the standard is met.
Type II: Ratios	Verify staff-to-child ratios are met. Check yes to indicate the standard is met.
Certified: Ratios	Verify staff-to-child ratios are met as well as no more than 9 children in care.
2. Level 3 curriculum requirements met	Insert: Per DCC-403
3. One additional family involvement activity (<i>total of 4</i>)	Verify evidence of 4 completed family involvement activities. Check yes to indicate the standard is met.
4. Type I: ERS average score of 6	Insert: Per STARS Rater
Type II/Certified: ERS average score of 5.5	Insert: Per STARS Rater
5. Accreditation by Early Childhood Authority approved national accrediting organization	Verify evidence of national accrediting organization. Check yes to indicate the standard is met.
6. Level 3 Training requirements met	Insert: Per DCC-403
7. Type I: <u>Staff</u> : Minimum of one CDA or higher in each classroom during ALL hours of operation	Verify by proof of credentials, degrees, and staffing patterns at least one staff member in each classroom during ALL hours of operation has a CDA or higher. Check yes to indicate the standard is met.
Type II: <u>Staff</u> : 21 clock hours training annually <u>or</u> entry level credential or higher	Verify by reviewing training certificates, degrees and/or ECE-TRIS training record. Check yes to indicate the standard is met.
Certified: provider has received Director's Credential and CDA, AA, or higher.	Verify by proof of credentials or degrees. Check the yes box to indicate the standard is met.
8. Type I: <u>Director</u> : Meets approved national accrediting requirements, 24 clock hrs. of training <u>and</u> has a Director's Credential	Verify by reviewing accreditation standards, training certificates and/or ECE-TRIS training record, and proof of credential. Check yes to indicate the standard is met.
Type II: <u>Director</u> : has Kentucky	Verify by proof of credentials or degrees. Check

Director's Credential and CDA, AA (or higher	yes to indicate the standard is met.
9. Level 3 requirements plus: be a member of an Early Childhood professional organization	Verify membership in a professional organization. Check yes to indicate the standard is met.
10. Current license or certificate	Insert: Per DRCC
Name of Program:	Use the official name of the facility or certified provider.
Name of owner:	Complete with the name of the owner of the facility.
Program Address:	Complete with the location address of the program.
Name of director:	Complete with the name of the director or site director.
Director's signature:	The director's signature is required on the signature line.
Date:	The date the director signed the form is required.
STARS Rater's Signature:	Signature of Cabinet Representative completing the form is required.
Date:	The date the Cabinet Representative completed the form is required.

STARS for KIDS NOW – Level 4 Standards Checklist

CATEGORY	STANDARD	STANDARD MET	CHECK DOCUMENTATION ON HAND
Ratios	1. Type I: Staff/Child ratios consistent with National Association for the Education of Young Children (NAEYC) recommendations Ratios vary according to group size	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Verified number of children on sign-in sheet <input type="checkbox"/> Ratios posted prominently in each classroom
	Type II: Age Ratio Age Ratio 0-1 1:4 2-3 1:8 1-2 1:5 3 and older 1:12	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Verified number of children on sign-in sheet <input type="checkbox"/> Ratios posted prominently in home
	Certified: Level 3 restrictions, and maximum capacity of 9 (may care for up to 3 own or related children in addition to 6 unrelated)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Verified number of children on sign-in sheet <input type="checkbox"/> Ratios posted prominently in home
Curriculum	2. Level 3 curriculum requirements met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed DCC-403
	3. One additional family involvement activity (total of 4)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 4 completed family involvement activity forms
	4. Type I: Average program score of 6 on ERS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> STARS Rater ERS report shows 6.0 average score
	Type II/ Certified: Average program score of 5.5 on family child care ERS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> STARS Rater family child care ERS report shows 5.5 average score
	5. Accreditation by Early Childhood Authority approved national accrediting organization	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Early Childhood Authority approved national accreditation certificate prominently posted in center or home
Training	6. Level 3 training requirements met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed DCC-403
	7. Type I: <u>Staff:</u> Minimum of one CDA or higher in each classroom during ALL hours of operation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Verify staffing pattern for all hours of operation <input type="checkbox"/> Copies of CDA certifications for appropriate staff for all hours of operation
	Type II: <u>Staff:</u> 21 clock hours training annually <u>or</u> entry level credential or higher	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Document - current training certificates and/or ECE-TRIS training verification, proof of credentials, certificates or degrees
	Certified: provider has received Director's Credential and CDA, AA, or higher in Early Childhood (related) degrees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Copy of Director's Credential <input type="checkbox"/> Copy of CDA certificate, AA, or higher
	8. Type I: <u>Director:</u> Meets approved national accrediting organization requirements and 24 clock hours of training annually and has a Kentucky Director's Credential	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Early Childhood Authority approved national accreditation certificate prominently posted in center <input type="checkbox"/> Document current training certificates and/or ECE-TRIS training verification
	Type II: <u>Director:</u> has Kentucky Director's Credential and CDA, AA (or higher) in Early Childhood (related) degree	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Copy of Director's Credential <input type="checkbox"/> Copy of Director's Credential <input type="checkbox"/> Copy of CDA certificate, AA, or higher
Type II/ Certified: Business Practices	9. Level 3 requirements plus: be a member of an Early Childhood professional organization	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> All Level 3 Business Practice requirements met <input type="checkbox"/> Proof of membership
Regulatory Compliance	10. Current license or certificate in good standing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> License or certificate posted
Name of Program:		Program Address:	
Name of owner:		Name of director:	
Director's signature: _____ Date: _____		STARS Rater's signature: _____ Date: _____	

STARS Rater: Return completed form to Division of Child Care/STARS for KIDS NOW with ERS score sheets after rating visit.

STARS for KIDS NOW

Level 4-Enhanced Standards Checklist Instructions

The Level 4-Enhanced Standards Checklist must be completed and sent to The Division of Child Care with the DCC-405. In accordance with 922 KAR 2:100 and 922 KAR 2:110, the Division of Regulated Child Care will review for licensure and certification requirements. Only standard items #1, #3, #5, #7, #8, #9, and #10, must be verified during the standards review visit according to provider type. See Operations Manual.

Select Provider Type:	
Licensed Type I	Check this box for a Licensed Type I facility
Licensed Type II	Check this box for a Licensed Type II facility
Certified	Check this box for a Certified Family Child Care Home
1. Type I: Ratios	Verify staff-to-child ratios and group size.
Type II: Ratios	Verify staff-to-child ratios are met. Check yes to indicate the standard item is met.
Certified: Ratios	Verify staff-to-child ratios are met as well as no more than 9 children in care.
2. Level 3 curriculum requirements met	Insert: Per DCC-403
3. One additional family involvement activity (<i>total of 4</i>)	Verify evidence of 4 completed family involvement activities. Check yes to indicate the standard item is met.
4. Type I: ERS average score of 6	Insert: Per STARS Rater
Type II/Certified: ERS average score of 5.5	Insert: Per STARS Rater
5. Accreditation by national accrediting organization	Verify national accrediting organization
6. Level 3 Training requirements met	Insert: Per DCC-403
7. Type I: <u>Staff</u> : Minimum of one CDA or higher in each classroom during ALL hours of operation	Verify by proof of credentials, degrees, and staffing patterns at least one staff member in each classroom during ALL hours of operation has a CDA or higher.
Type II: <u>Staff</u> : 21 clock hours training annually <u>or</u> entry level credential or higher	Verify by reviewing training certificates, degrees and/or ECE-TRIS training record. Check yes to indicate the standard item is met.
Certified: Director's Credential and CDA, AA, or higher in Early Childhood (related) degrees	Verify by proof of credentials or degrees. Check yes to indicate the standard item is met.
8. Type I: <u>Director</u> : National organization requirements, 24 clock hrs. of training annually <u>and</u> Director's Credential	Verify by reviewing national accreditation, training certificates, credentials and/or ECE-TRIS training records. Check yes to indicate the standard item is met.
Type II: <u>Director</u> : Director's Credential and CDA, AA (or higher)	Verify by proof of credentials or degrees. Check yes to indicate the standard item is met.
9. Level 3 <u>and</u> health insurance available; program pays no less than 50% single plan for full-time employees	Verify at least 50% cost paid for full-time employees and prorated for employees working less than full-time. Check yes to indicate the

	standard item is met.
10. Level 3 requirements plus: be a member of an Early Childhood professional organization	Verify membership in a professional organization. Check yes to indicate the standard item is met.
11. Current license or certificate	Insert: Per DRCC
Name of Program:	Official name of the facility or certified provider.
Name of owner:	Complete with the name of the owner of the facility.
Program Address:	Complete with the location address of the program.
Name of director:	Complete with the name of the director or site director.
Director's signature:	The director's signature is required on the signature line.
Date:	The date the director signed the form is required.
STARS Rater's Signature:	The signature of the Cabinet Representative completing the form is required.
Date:	The date the Cabinet Representative completed the form is required.

STARS for KIDS NOW – Level 4 Enhancement Standards Checklist

CATEGORY	STANDARD	STANDARD MET	CHECK DOCUMENTATION ON HAND
Ratios	1. Type I: Staff/Child ratios consistent with National Association for the Education of Young Children (NAEYC) recommendations Ratios vary according to group size	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Verified number of children on sign-in sheet <input type="checkbox"/> Ratios posted prominently in each classroom
	Type II: Age Ratio Age Ratio 0-1 1:4 2-3 1:8 1-2 1:5 3 and older 1:12	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Verified number of children on sign-in sheet <input type="checkbox"/> Ratios posted prominently in home
	Certified: Level 3 restrictions, and maximum capacity of 9 (may care for up to 3 own or related children in addition to 6 unrelated)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Verified number of children on sign-in sheet <input type="checkbox"/> Ratios posted prominently in home
Curriculum	2. Level 3 curriculum requirements met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed DCC-403
	3. One additional family involvement activity (total of 4)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 4 completed family involvement activity forms
	4. Type I: Average program score of 6 on ERS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> STARS Rater ERS report shows 6.0 average score
	Type II/ Certified: Higher than 5.50 average program score on family child care ERS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> STARS Rater family child care ERS report shows 5.5 average score
	5. Accreditation by Early Childhood Authority approved national accrediting organization	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Early Childhood Authority approved national accreditation certificate prominently posted in center or home
Training	6. Level 3 training requirements met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed DCC-403
	7. Type I: <u>Staff:</u> Minimum of one CDA or higher in each classroom during ALL hours of operation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Verify staffing pattern for all hours of operation <input type="checkbox"/> Copies of CDA certifications for appropriate staff for all hours of operation
	Type II: <u>Staff:</u> 21 clock hours training annually <u>or</u> entry level credential or higher	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Document - current training certificates and/or ECE-TRIS training verification, proof of credentials, certificates or degrees
	Certified: provider has received Director's Credential and CDA, AA, or higher in Early Childhood (related) degrees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Copy of Director's Credential <input type="checkbox"/> Copy of CDA certificate, AA, or higher
	8. Type I: <u>Director:</u> Meets approved national accrediting organization requirements and 24 clock hours of training annually and has a Kentucky Director's Credential	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Early Childhood Authority approved national accreditation certificate prominently posted in center <input type="checkbox"/> Document current training certificates and/or ECE-TRIS training verification <input type="checkbox"/> Copy of Director's Credential
	Type II: <u>Director:</u> has Kentucky Director's Credential and CDA, AA (or higher) in Early Childhood (related) degree	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Copy of Director's Credential <input type="checkbox"/> Copy of CDA certificate, AA, or higher
Type I: Personnel	9. Level 3 and health insurance available; program pays no less than 50% single plan for full-time employees	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed staff benefits form for each staff member <input type="checkbox"/> Proof of insurance for full time employees
Type II/ Certified: Business Practices	10. Level 3 requirements plus: be a member of an Early Childhood professional organization	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> All Level 3 Business Practice requirements met <input type="checkbox"/> Proof of membership
Regulatory Compliance	11. Current license or certificate in good standing .No current adverse action.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> License or certificate posted <input type="checkbox"/> No current adverse action

Name of Program: _____ Program Address: _____

Name of owner: _____ Name of director: _____

Director's signature: _____ Date: _____

STARS Rater's signature: _____ Date: _____

STARS Rater: Return completed form to Division of child Care/STARS for KIDS NOW with ERS score sheets after rating visit.

(R. 01/08)
(922 KAR 2:170; 922 KAR 2:210)

Select Provider Type:

Licensed Type I

Licensed Type II

Certified

STARS for KIDS NOW - Rating Visit Request Form

Rating Visit Type: New / Initial Renewal (Current STAR level: 1-STAR 2-STAR 3-STAR 4-STAR)

Date current rating expires: _____

Name of Facility: _____

Address of Facility: _____

Mailing Address of Facility: _____

County: _____

Owner/Director: _____

Phone Number: (____)____ - ____

License or Certificate Number: _____

Social Security Number and/or Federal ID Number: _____

Number of children enrolled: _____ Infants & Toddlers (0 – 30 months)

_____ Preschool (30 – 60 months)

_____ School Age (5yrs. – 12 yrs.)

Number of children receiving subsidies: _____ Under age 3 (birth to 3rd birthday)

_____ Age 3 and over

Did you work with a Cabinet designated technical assistance representative to prepare your program for your STAR rating visit? Yes No

Cabinet Representative Name : _____

Cabinet Representative Phone: (____)____ - ____

<p>Return completed DCC-405 (Rating Visit Request Form) and completed DCC-401 (Level 1 Standards Checklist) to:</p>	<p>Division of Child Care STARS for KIDS NOW 275 East Main Street 3C F Frankfort, KY 40621</p>
--	---

Select Provider

Type:

- Licensed Type I
- Licensed Type II
- Certified

STARS for KIDS NOW

Rating Visit Cancellation Request Form

Date of Rating Visit: _____

Name of Rater(s): _____

Name of Facility: _____

Owner/Director: _____

License or Certificate Number: _____

Request for Cancellation of Rating Visit

As a program representative, by signing below I am verifying the above named program has requested to cancel this visit for a STARS for KIDS NOW Rating. Cancellation of this rating visit will require reapplication by the program for another STARS Rating Visit which will align with the program's next license expiration date.

Provider Comment (optional):

Signature of Person Authorizing Action, Title

Date

Lead Rater Initials

STARS Rater: Return completed form to Division of Child Care / STARS for KIDS NOW, 275 East Main Street, 3C-F, Frankfort, KY 40621.



STARS for KIDS NOW Staff - Training/ Information Form Instructions

The DCC-407 Training/Information Form is used to document all required training hours and educational requirements for the STARS program. Use as many forms as needed. This form must be completed on site and kept on file for 3 years. All documentation must be in reference to the requirements of a STARS level 2 and above as appropriate to the child care program.

***Note** – Level 1 training requirements will be documented by the Division of Regulated Child Care
(Document the provider type, name and license number. Also document the last date of the QEI technical assistance visit)

<i>(Insert the name of the Director, staff person designated as being in charge. Insert the name of all staff for programs meeting Level 2 requirements for licensed Type II or Level 3 requirements for all provider types.)</i>	<i>(Identify if the staff person is full time or part time)</i>	<i>(List the initial hire date of the staff person)</i>	<i>(View the STARS overview and then mark yes or no accordingly)</i>	<i>(Insert the number of training hours obtained over the 12 previous months of hire)</i>	<i>(View the appropriate documentation and then list the highest credential or degree obtained)</i>	<i>(View CPR verification and then mark yes or no accordingly)</i>	<i>(View the First Aid verification and then mark yes or no accordingly)</i>
Staff Person <small>*Note the Director or Staff person designated as being in charge</small>	FT/PT/SUB <small>(if PT, hours worked per wk)</small>	Hire Date	Staff STARS Overview	# of Training Hours	Highest level of Education <small>(please list)</small>	CPR	1 st Aid
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

(This section is to be used to compile totals. Only the top sheet of the DCC-407 should be completed. Add the names and credentials on all subsequent pages when completing this section.)

Total Number of Staff: _____ # Staff with Certificates/Degrees: _____ #Staff with CPR: _____ # Staff with 1st Aid: _____

(This form must be signed by the child care provider and the Cabinet Representative.)

Provider Signature: _____

Date: _____

Cabinet Representative Signature: _____

Date: _____

DCC-407
(R. 06/10)

COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
Department for Community Based Services
Division of Child Care



Select Provider Type:

Licensed Type I

Licensed Type II

Certified

STARS for KIDS NOW Staff - Training/ Information Form

Date of QEI Visit: _____

Name of Facility: _____

License or Certificate _____

Number: _____

Staff Person <small>*Note the Director or Staff person designated as being in charge</small>	FT/PT/SUB <small>(if PT, hours worked per wk)</small>	Hire Date	Staff STARS Overview	# of Training Hours	Highest level of Education <small>(please list)</small>	CPR	1 st Aid
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Total Number of Staff: _____ # Staff with Certificates/Degrees: _____ #Staff with CPR: _____ # Staff with 1st Aid: _____

Provider Signature: _____

Date: _____

Cabinet Representative Signature: _____

Date: _____

Re-evaluation Process Table

a) Location of a licensed child care center changes	b) Participant requests a reevaluation	c) Cabinet or its designee determines a need to reassess	d) Center fails to return the DCC-413 or DCC-414
Standards Review and Environment Assessment <u>shall</u> be completed*	Standards Review and Environment Assessment <u>shall</u> be completed	Standards Review and/or Environment Assessment <u>may</u> be completed	Standards Review <u>shall</u> be completed
<ol style="list-style-type: none"> 1. Provider notifies DCC/QEI of relocation or inconsistent address is identified 2. QEI will complete Standards Review 3. DCC-400 or DCC -405 and Corresponding checklist sent to CO via Data System 4. Central Office reviews information and sends to region 5. Rater completes ERS and submits to CO 6. CO reviews all paperwork for appropriate compliance and adjust rating if needed 	<ol style="list-style-type: none"> 1. Provider request another rating visit 6 months after issuance of current rating 2. QEI Representative conducts Standards Review 3. DCC-405 and Corresponding checklist sent to CO via Data System 4. Central Office reviews information and sends to region 5. Rater completes ERS and submits to CO 6. CO reviews all paperwork for appropriate compliance and adjust rating if needed 	<ol style="list-style-type: none"> 1. Information received from various sources which determines a need to reassess. 2. DCC determines if standards or environment need to be reassessed 3. DCC-CO will conduct site visit to complete standards review and/or 4. Rater completes ERS and submits to CO 5. CO reviews all paperwork for appropriate compliance and adjust rating if needed 	<ol style="list-style-type: none"> 1. CO identifies that provider has missing DCC-413/ DCC-414 or supporting documentation 2. DCC-CO will conduct site visit to complete standards review 3. Interim report checklist is completed in data system 4. CO reviews all paperwork for appropriate compliance and adjust rating if needed

- **ERS applicable to Level 2 and higher**

(R. 2/14)

License/Certification #	
Expiration Date	
County	

Notes:

Provider Phone Log & Rating Visit Information Sheet

Contact Information

Date received in KICCS _____ Lead Rater _____

Reports uploaded to SharePoint _____ Reports submitted in KICCS _____

Date/Time Contacted _____; _____; _____

Business Name _____ Provider Name _____

Contact Person _____ **TEL** _____

Facility Address _____

Email address _____

2-week window _____ Rating Date _____

Special Circumstances which prevented a visit (if applicable) _____

Total # of classrooms pre-rating visit _____

(1/3 of total classrooms)

Breakdown of Classrooms Observed, Children Served & and Rater(s)

<u>Age Groups</u>	<u>Classrooms</u>	<u>Rater (s)</u>
<u>ITERS-</u>		
(Inf. 0-12) _____	Class Rm. _____	Rater _____
(Todd 12-24) _____	Class Rm. _____	Rater _____
(Two's under 30mo)	Class Rm. _____	Rater _____
<u>ECERS-</u>		
(Two's over 30mo) _____	Class Rm. _____	Rater _____
(P/S 36-60) _____	Class Rm. _____	Rater _____
<u>SACERS-</u>		
(5-12 yr.) _____	Groups _____ Arrival: _____ / _____	Rater _____
	Site Supervisor _____	

Total Number of classrooms post rating visit/needed _____

Total Scales Completed _____

FCCERS- _____ Rater _____



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES**

Steven Beshear
Governor

Division of Child Care
275 East Main Street, 3C-F
Frankfort, Kentucky 40621
Telephone: 564-2524
Fax: 502-564-3464
<http://chfsnet.ky.gov/cfs/dcbs/dcc/>

Audrey Tayse Haynes
Secretary

Rating Visit Confirmation Letter

mm/dd/yr

Name
Provider Business Name
Address
City, State, Zip

Dear (provider):

Your program, (Provider Business Name) has been scheduled for a STARS for KIDS NOW rating visit during a two-week rating window beginning **mm/dd/yr** through **mm/dd/yr**. STARS ratings are determined by a center's average environment rating scale(s) score and compliance with STARS Standards requirements.

Please provide copies of the following documentation for your center's STARS rating visit:

- **Classroom roster with birthdates**
- **Classroom activity/lesson plans**
- **Classroom daily schedule**

If you have questions, please feel free to call me at 000-000-0000 x000. We look forward to your visit!

Sincerely,

(Name)
STARS for KIDS NOW Rater
Division of Child Care



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES**

Steven Beshear
Governor

Division of Child Care
275 East Main Street, 3C-F
Frankfort, Kentucky 40621
Telephone: 564-2524
Fax: 502-564-3464
<http://chfsnet.ky.gov/cfs/dcbs/dcc/>

Audrey Tayse Haynes
Secretary

Provider Request Cancellation Letter

4/16/2012

Name
Provider Business Name
Address
City, State, Zip

Re: License/Certification # _____

Dear (Provider):

Your program _____ was scheduled for a STAR for KIDS NOW rating visit during a two-week rating window beginning _____ through _____.

On _____, **Firstname, Lastname, Title** requested that the scheduled STARS rating visit be cancelled due to the following reason(s):

- Illness/death
- Inclement Weather
- Staff Changes
- Relocation
- Scheduling Conflicts
- Other, please explain _____

Cancellation of this rating visit will require the program to reapply for another STARS Rating Visit which will align with the program's next license expiration date.

When your program is ready to reapply, please contact your STARS Quality Coordinator (SQC) for submission of your rating visit application. As a part of that process, your SQC will verify your program's documentation for the STARS Standards Requirements (*STARS Grid*) for the highest level achievable by your program.

If you have questions, please feel free to call me at: _____.

_____, STARS Rater
STARS for KIDS NOW
Division of Child Care



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES**

Steven Beshear
Governor

Division of Child Care
275 East Main Street, 3C-F
Frankfort, Kentucky 40621
Telephone: 564-2524
Fax: 502-564-3464
<http://chfsnet.ky.gov/cfs/dcbs/dcc/>

Audrey Tayse Haynes
Secretary

STARS Rating Contact Letter

Date

Provider Name
Facility Name, license or certification #
Address
City/ State/Zip

Dear Ms XXXX:

A request for a STARS rating visit was received on **June 28, 2011**. Three (3) attempts have been made to contact you at **502-123-4567** to schedule a two (2) week rating window.

1st Attempt: July 1, 2011 at 9:30 a.m., a phone call was made to your facility and a message was left on your voicemail.

2nd Attempt: July 8, 2011 at 2:00 p.m., a message was left with Traci Edwards.

3rd Attempt: July 12, 2011 at 4:00 p.m., a message was left on your voice mail.

Please contact me by **Monday, July 18, 2011**, if you wish to proceed with a STARS rating visit. Your STARS rating visit will be scheduled during an agreed upon two (2) week time period and you will not need to reapply.

If you do not respond by **Monday, July 18, 2011**, your application will be considered withdrawn. A withdrawn application will require the program to submit a new application which will align with the program's next licensing expiration date. You must contact a STARS Quality Coordinator (SQC) to submit a new application and complete new standards requirements.

If you have questions, please feel free to call me at **(502) XXX-XXXX**.

Sincerely,

Raters Name
STARS for KIDS NOW
Division of Child Care

STARS for KIDS NOW

Standards Documentation Instructions

The Standards Documentation form verifies that programs participating in STARS for KIDS NOW have maintained the requirements of their current STARS Level. The participating program must use the form to document that standards requirements have been met for continued participation at the current STARS level. The form must be completed and returned to the address listed above thirty (30) days prior to the anniversary date of the STARS rating. Verifications must be submitted only when requested.

Section I

- **Facility Information** - Complete all identifying information in the top portion of the form.
- **Written Improvement Plan** - Put in the date of each improvement plan for scale completed. Identify if technical assistance was used to develop the plan.

Section II

- **Family Involvement Plan** - List the date of the family involvement plan along with a description of the activities.

Section III

- **Family Feedback** - List the date of the last family feedback conducted.

Section IV

- **Staff Benefits** - List any changes in staff benefits (if any).

Section V

- **National Accreditation** - Level 4 programs must list the expiration date of their national credential.

Section VI

- **Enhanced Award** - If you received a STARS Enhancement Award, list the name of the health insurance carrier.

Section VII

- **Licensing** - List the date of the last licensing survey.
- **Civil Monetary Penalty** - If the facility has received a civil monetary penalty in the last 12 list the date and amount.

Select Provider Type:

- Licensed Type I
- Licensed Type II
- Certified

**STARS for KIDS NOW Interim Report
Standards Documentation**

Date Completed: _____

Name of Facility: _____ County: _____
Address of Facility: _____
Mailing Address: _____
Owner/Director Name: _____ Phone Number: (____)____ - ____
Certificate/License Number: _____ Current STARS Level: _____ # children enrolled: _____

All STARS Standards Documentation Questions MUST Be Completed

I. Type I - Written improvement plan using appropriate environment rating scale (ERS) for **each age served**:

1. Date written ITERS-R improvement plan completed and in place: _____
2. Date written ECERS-R improvement plan completed and in place: _____
3. Date written SACERS improvement plan completed in place: _____

Type II/ Certified: - 4. Date **written** improvement plan using family child care environment rating scale completed and in place: _____

5. Did your program use technical assistance to develop its written improvement plan(s)? Yes No

II. Date written family involvement plan last updated: _____ *Please list family involvement activities below:*

Activity:

Date:

1. _____
2. _____
3. _____
4. _____

III. Type I - STARS Level 3 and 4 - Date facility's family feedback procedure last used: _____

IV. Type I - STARS Level 3 and 4 - Have there been changes in benefits offered to staff?
(including paid holidays, vacations, health benefits, etc.)

Yes No

If yes, please list: _____

V. STARS Level 4 - Date National Accreditation expires: _____ Please attach copy of Accreditation Certificate.

VI. STARS Level 4 Enhanced - Name of Health Insurance Carrier: _____

Please attach copy of staff health insurance policy to document health insurance is currently in force.

VII. ALL LEVELS - Regulatory Compliance: Date of last licensing/certification survey: _____

Type I/II: Has your facility received a civil monetary penalty in the last 12 months? Yes No

If yes, Date: _____ Amount: _____

Verification:

As program owner/director, I verify that the documentation for the above named child care program is complete and accurate. I understand that the standards and the documentation for a STARS rating must be adhered to and documented throughout the period the STARS rating is in effect.

Provider Signature _____ Date _____

STARS for KIDS NOW Staff Training Documentation Instructions

The STARS Training Documentation form verifies that the program participating in STARS for KIDS NOW have maintained the training requirements of their current STARS Level. The participating program must use the form to document training and education requirements for their current STARS level. A single form must be completed for each staff person. STARS levels 3 and 4 providers must also submit a copy of the most recently attained credentials/degrees for all staff along with a copy of their transcript showing degree of study. The form must be completed and returned to the address listed above thirty (30) days prior to the anniversary date of the STARS rating.

Licensed Type I Centers

- 1) Complete only the first half of the form for each staff person.
- 2) Complete the entire training documentation form for the program director.
- 3) Complete the entire training documentation form for the person responsible for the onsite operation.
- 4) Sign and date bottom of the form.

***Note:** Only the director of the program and the person responsible for the onsite operation must complete the training date, training name, training source, trainer and clock hours information. It is not necessary to complete for all staff.

Licensed Type II Centers

- 1) Level 2 providers must complete only the first half of the form for each staff person.
- 2) Level 3 through level 4 providers must complete the entire training documentation form for the program director.

***Note:** It is not necessary for STARS Level 2 programs to complete the training date, training name, training source, trainer information and clock hours for all staff.

Certified Providers

- 1) Level 2 providers must complete only the first half of the form.
- 2) Level 3 through level 4 providers must complete the entire training documentation form for themselves and each assistant.



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES**

Steven Beshear
Governor

Division of Child Care
275 East Main Street, 3C-F
Frankfort, Kentucky 40621
Telephone: 564-2524
Fax: 502-564-3464
<http://chfsnet.ky.gov/cfs/dcbs/dcc/>

Audrey Tayse Haynes
Secretary

(insert date)

Interim Report Notification

Dear STARS Rated Program,

Your center will be having a STARS rating anniversary in **March 2013**. You are required to submit an interim report. This report must be completed and mailed to the Division of Child Care (DCC) prior to **March 2013**.

Enclosed are the required forms. Please read the instructions carefully and complete and return the following forms:

- 1) DCC-413 Standards Documentation
- 2) DCC-414 Staff Training Documentation
- 3) Supporting Documentation

A facility that does not return the STARS Interim Report to DCC prior to the anniversary date will receive an unannounced visit conducted by DCC. Failure to complete the interim report may result in a reduction of the STARS level or a possible withdrawal from the program which may also affect all monetary awards.

The above action is taken in accordance with 922 KAR 2:170 and 922 KAR 2:210. If you have questions, please feel free to contact the Division of Child Care at 1-800-421-1903. You may also contact a STARS Quality Coordinator at <http://www.kentuckypartnership.org/Info/ecpro/stars/sqc.aspx> or at (800) 956-8950 for assistance with completing the interim report. All completed and signed forms should be mailed directly to the:

Division of Child Care
STARS for KIDS NOW
275 East Main Street 3C-F
Frankfort, Kentucky 40621

Sincerely,

A handwritten signature in cursive script that reads "Mary Beth Jackson".

Mary Beth Jackson
Director



Quality Enhancement Initiative

University of Kentucky
Human Development Institute
126 Mineral Industries Building
Lexington, KY 40506-0051
Phone: (859) 257-9412
Fax: (859) 323-4757

Dear STARS Rated Program,

We want to help you keep your current STAR level!

Your STARS Quality Coordinator (SQC) is available to provide technical assistance on the STARS Interim Report. They are available to help with calculating training hours, determining appropriate staff credentials and/or degrees, and general guidance on filling out the paperwork. This technical assistance can be provided by telephone, email or face-to-face. We are here to help.

Please contact your SQC, *enter name*, directly at *enter phone number* should you need guidance and/or assistance completing your report. They will be happy to assist in any way they can.

Sincerely,

Michelle Johnson
Program Manager



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES**

Division of Child Care
275 East Main Street, 3C-F
Frankfort, Kentucky 40621
Telephone: 564-2524
Fax: 502-564-3464

<http://chfsnet.ky.gov/cfs/dcbs/dcc/>

Steven Beshear
Governor

Audrey Tayse Haynes
Secretary

Interim Report Missing Information

Dear STARS Rated Program,

Your program’s STARS Interim Report has been received by the Division of Child Care. We are unable to process your program’s Interim Report for the following reason(s):

DCC-413: STARS for KIDS NOW Interim Report Standards Documentation

- Missing/Inaccurate demographic information
- Environment Rating Scale (ERS) improvement plan: date missing or not written within the last twelve (12) months
- Family Involvement Plan: date missing or not updated within the last twelve (12) months
- Family Involvement Plan: no activities listed and/or number of activities did not meet current STARS Level
- Type I - Family Feedback Procedure: date missing
- Type I – Staff benefits question unanswered
- Level 4 – Accreditation expired and/or copy of Accreditation certificate not attached
- Level 4 - Health Insurance information documentation not attached (if applicable)
- Regulatory Compliance: Information missing
- DCC-413: Not signed and/or dated

DCC-414 STARS for KIDS NOW Staff Training Documentation

- DCC-414 has not been submitted for all staff
- Training hours not completed by program director or person responsible for on-site operation
- Level 3 and 4 - 50% of teaching staff do not have entry level credential or higher
- Level 3 and 4 - 50% of staff working with children do not have current CPR/First Aid training
- Missing verifications: _____

Please refer to the instructions for completing the interim report and submit the identified information to the Division of Child Care no later than _____.

If the information is not received by the date listed above, the Division of Child Care will conduct an unannounced standards review visit to determine compliance for continued program eligibility.

Sincerely,





**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES**

Steven Beshear
Governor

Division of Child Care
275 East Main Street, 3C-F
Frankfort, Kentucky 40621
Telephone: 564-2524
Fax: 502-564-3464
<http://chfsnet.ky.gov/cfs/dcbs/dcc/>

Audrey Tayse Haynes
Secretary

Interim Report Notice of Action

(Date)

Dear STARS Rated Program,

Your STARS for KIDS NOW Interim Report has not been received as of **November 30, 2012**.

The following document(s) were not submitted / completed:

- DCC-413 Standards Documentation
- DCC-414 Staff Training Documentation
- Other: Supporting Credentials/ Degrees

A facility that does not return a completed STARS Interim Report will receive an unannounced visit if the above requested documentation is not received. This visit will be conducted by the Division of Child Care, Central Office. **Failure to complete the interim report may result in a reduction of your STARS level or a possible withdrawal from the program which may also affect all monetary awards.**

The above action is taken in accordance with 922 KAR 2:170 and 922 KAR 2:210. If you have questions, please feel free to contact the Division of Child Care at (800) 421-1903. You may also contact a STARS Quality Coordinator at <http://www.kentuckypartnership.org/Info/ecpro/stars/sqc.aspx> or at (800) 956-8950 for assistance with completing the interim report. All completed and signed forms should be mailed directly to the:

Division of Child Care
STARS for KIDS NOW
275 East Main Street 3C-F
Frankfort, Kentucky 40621



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES**

Steven Beshear
Governor

Division of Child Care
275 East Main Street, 3C-F
Frankfort, Kentucky 40621
Telephone: 564-2524
Fax: 502-564-3464
<http://chfsnet.ky.gov/cfs/dcbs/dcc/>

Audrey Tayse Haynes
Secretary

Interim Report Approval

(Date)

Dear STARS Participant:

The Division of Child Care has reviewed the STARS for KIDS NOW Interim Report submitted by your program. Your STARS for KIDS NOW Interim Report has been **approved**. All paperwork and documentation verifies that your program continues to meet the regulatory requirements for your current STARS level.

The Division of Child Care truly appreciates your continued participation in the STARS for KIDS NOW Program and your dedication to quality. Please feel free to contact the Division of Child Care at (800) 421-1903 if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Mary Beth Jackson".

Mary Beth Jackson
Director

STARS for KIDS NOW – Acceptable Degrees

The list below is an approved listing of degrees for the STARS for KIDS NOW Program. This list includes associate degrees and higher. In accordance with 922 KAR 2:170 (Type I licensed child care centers) and 922 KAR 2:210 (Type II licensed child care centers and certified family child care homes) this list may be used to meet the 50% requirement for a STARS Level 3 or higher. No additional training hours are needed.

Early Care and Education Degrees:

- Interdisciplinary Early Childhood Education
- Early Childhood Special Education
- Early Childhood Education
- Early Childhood Development
- Education for Primary (K – 4)
- Child Care Assistant
- Child Development Services
- Human Sciences
- Individual and Family Studies

Related Degrees:

- Psychology
- Art Therapy
- Child Life
- Kindergarten education
- Nursing
- Speech Therapy
- Counseling
- Human services
- Human services administration or program administration
- Nursery School teacher
- University or General Studies with emphasis in early childhood
- Physical Therapy
- Occupational Therapy



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES**

Steven Beshear
Governor

Division of Child Care
275 East Main Street, 3C-F
Frankfort, Kentucky 40621
Telephone: 564-2524
Fax: 502-564-3464
<http://chfsnet.ky.gov/cfs/dcbs/dcc/>

Audrey Tayse Haynes
Secretary

STARS Rating Approval Letter

Dear STARS Participant:

Congratulations! Your program has been awarded a STARS for KIDS Now rating. The rating level is indicated on the enclosed certificate. The program's name will be placed on a list of programs participating in STARS for KIDS Now. This achievement signifies a program's commitment to improving the quality of child care in Kentucky.

Programs may apply for a reevaluation of its current STARS rating six (6) months from this issue date on the certificate. Requests to renew a STARS Certificate must be submitted 60 days prior to the date of expiration.

In order for your certificate to remain valid, an interim report is to be submitted annually, except the year you are rated for renewal (as outlined below). Failure to complete the interim report may result in a reduction of your STARS level or a possible withdrawal from the program.

An Environment Rating Scale (ERS) visit will be required as outlined below.

A quality rating certificate shall be renewed by a quality rating visit every:

- Year for a Level 1 rated center;*
- Two (2) years for a Level 2 rated center;*
- Three (3) years for a Level 3 rated center; and*
- Four (4) years for a Level 4 rated center.*

The local STARS Quality Coordinator can be reached at 1-800-956-8950 for technical assistance for future ratings and renewal processes.

Should you have any further questions, please feel free to contact us at 502-564-2524.

Sincerely,

May Beth Jackson



PRESS RELEASE

When choosing child care...are you looking for the STARS?

STARS FOR KIDS NOW is a voluntary rating system for licensed and certified child care programs. Programs are given a 1 to 4 STAR rating. All STAR levels are measureable quality indicators above the state minimum requirements.

___ (Enter Name of License or Certified Program Here) ___ is participating in the STARS for KIDS NOW Program.

___ (Enter Name of License or Certified Program Here) ___ has been awarded a ___ (Enter STAR Level Here) ___ STAR rating, indicating that the program is seeking quality standards beyond the requirements for facility licensure.

STAR ratings are based on factors associated with good outcomes for young children such as staff to child ratios, program curriculum, and staff education and training. Children who are cared for in safe, stable, and nurturing environments tend to develop effective social skills, and more likely to be well prepared to enter school.

Child care programs that participate in STARS FOR KIDS NOW are eligible for achievement and incentive awards that will help to maintain and increase quality standards. Child care professionals can access a college scholarship fund, and have technical assistance from specially trained personnel to assist their program in meeting the quality standards that are a part of STARS FOR KIDS NOW.

The ___ (Enter Name of License or Certified Program Here) ___ child care program is participating in STARS FOR KIDS NOW as a way of indicating to parents and others in the community that program staff are working to provide appropriate and safe care for children each and every day.

To contact the ___ (Enter Name of License or Certified Program Here) ___ child care program, call ___ (Enter Contact Name Here) ___ at ___ (Enter contact number Here) ___.

Remember!!
When choosing child care...LOOK for the STARS!!



Cabinet for Health and Family Services
Department for Community Based Services
Division of Child Care
certifies that



(Provider Name)



S A M P L E

located at (Address, City, State, Zip)
has met the standards for **LEVEL Two** for the

STARS for KIDS NOW Program

Kentucky's Child Care Quality Rating System.

Date Issued: **10/5/10**

Expiration Date: **10/30/12**

License/Certificate Number: **5402**

This certificate is issued under regulations of 922 KAR 2:170 and 922 KAR 2:210. The holder of this certificate is subject to the terms and conditions of the Cabinet for Health and Family Services.

Mary Beth Jackson

This rating certificate is not transferable.



Mary Beth Jackson
Director
Division of Child Care



RATING SUMMARY

Name of Facility: Child Care Rating Summary Sample	STARS Level:
Address: 275 Main Street	Standards Visit Date: 10/11/2011
City, State, Zip-Code: Frankfort, KY 40621	Standards Visit Level: 2
License/Certificate #: LXXXXX	Environment Visit Date: 12/12/2011
# of Rooms Assessed: 3	Overall Score: 3.8

Room Name: Preschool	Age Group: Pre-school	Average Score: 3.9
Space And Furnishings:		
1. Indoor Space All indoor space used for child care provides for free movement, shall be clean, in good condition, and allow for natural light and ventilation to be controlled. Spaces shall be accessible to those with differing abilities.		
2. Furnishings For Care, Play And Learning All furniture, including adaptive furnishings for those with differing abilities, shall be safe, convenient to use, support children's independence in meeting their routine care needs and in conducting their play and learning activities.		
3. Furnishings for Routine Care, Play and Learning Soft furnishings and toys shall be clean, in good condition, with a minimum of four (4) furnishings that are accessible during play opportunities. Softness shall be separate from active physical play areas with children appropriately being supervised while on furnishings to ensure intended use.		
4. Room Arrangement for Play The arrangement of the room or space shall be organized to allow and provide for independent use in clearly defined interest centers including those for quiet and active play.		
5. Space For Privacy Staff shall set up activities in private areas separate and protected from play of other children. Areas shall be within staff supervision and accessible to children a third of the day.		
6. Child-Related Display Developmentally appropriate materials relative to the activities of the children in the group shall be displayed at eye level. The majority of the display shall represent creative expression by children and include three-dimensional work.		
7. Space for Gross Motor Play All spaces regularly used for gross motor play shall be safe, organized for different types of activities, easily accessible, and be protected from the elements. Outdoor space shall provide for two types of surfaces and provisions made for easy use by staff and children (ex. water, bathrooms, and equipment).		

License/Certificate #: LXXXXX

8. Gross Motor Equipment

Gross motor equipment includes both stationary and portable variations. All equipment shall be safe, in good condition, and age-appropriate, while providing opportunities for building a variety of skills for all children.

All requirements were met for Gross Motor Equipment.

Best practice indicates:

- * to be accessible for those with disabilities, doorway clearances should be at least 32" and round door handles discouraged as they are difficult to operate with limited use of the hands.
- * safety surfacing should be provided under and around all climbing equipment and be of sufficient depth for cushioning.
- * a fence is needed around outdoor play areas and some form of protective barrier provided when playground is close to parking area or roadway
- * quiet and noisy areas should be separated.
- * most of the display in room be child-created work.

Personal Care Routines:

9. Greeting/Departing

Transition times (arriving and leaving) shall be times of pleasant interactions and information sharing with children and parents. Children shall participate in interesting activities until departure with staff helping them as needed.

10. Meals/Snacks

Caregivers shall use meal times as occasions to promote children's independence and self help skills. All preparation and service of meals and snacks shall meet USDA guidelines.

11. Nap/Rest

Times and spaces used for nap/rest shall be flexible and suitable to resting. Quiet activities shall be provided for children who sleep less than others.

12. Toileting/Diapering

Toileting/diapering follows all sanitary practices. It includes pleasant interactions and adequate supervision. Routines and equipment encourage learning skills needed for independence.

13. Health Practices

Children and adults shall follow recommended health procedures to limit the spread of infectious disease.



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES**

Steven Beshear
Governor

Division of Child Care
275 East Main Street, 3C-F
Frankfort, Kentucky 40621
Telephone: 564-2524
Fax: 502-564-3464
<http://chfsnet.ky.gov/cfs/dcbs/dcc/>

Audrey Tayse Haynes
Secretary

STARS 120 Day Renewal Notice

Dear STARS Rated Program,

Your STARS Quality Rating Certificate will expire in January 2012.

In order to continue participation in the STARS for KIDS NOW program, your STARS Quality Rating Certificate must be renewed. If no renewal is completed all STARS monetary awards will cease. In accordance with STARS regulations, all requests for renewal rating visits must to be submitted 60 days prior to the expiration of a STARS certificate. The expiration date for your program is printed on your STARS rating certificate.

In accordance with 922 KAR 2:170, and 922 KAR 2:210, Section 3(1), a Type I center, Type II and Certified Family Care Homes shall not be allowed to participate as a Level I child care center for more than a two (2) year period; and may reapply for participation six (6) months after expiration of the Level 1 quality rating certificate.

We appreciate your participation in the STARS for KIDS NOW program and encourage you to renew your program's STARS rating.

Should you need assistance in renewing your certificate, contact your local STARS Quality Coordinator at: 1-800-956-8950.

All completed and signed forms should be mailed to the:

**Division of Child Care
STARS For KIDS NOW
275 East Main Street 3 C-F
Frankfort, Kentucky 40621**

If you have questions, please feel free to contact the Division of Child Care at (502) 564-2524.

Sincerely,

Mary Beth Jackson
Director



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES**

Steven L. Beshear
Governor

Division of Child Care
275 East Main Street, 3C-F
Frankfort, Kentucky 40621
Telephone: 564-2524
Fax: 502-564-3464

Audrey Tayse Haynes
Secretary

STARS Level 2 Reminder Notice

Dear STARS Provider:

This letter serves as a reminder regarding the requirements of the Environment Rating Scales (ERS) for programs currently holding a STARS Level 2. In accordance with 922 KAR 2:170, Section 4(7) and 922 KAR 2:210 Section 4(7) a program must *“achieve and maintain an overall average score of at least four (4) on the environment rating scale by the fourth year of certification at a Level 2 quality rating .”*

Programs participating in STARS for KIDS NOW for four (4) consecutive years at a STAR level 2 must achieve and maintain an ERS score of 4.0 or higher by the fifth year of the program’s next rating visit. Programs whose score is less than 4.0 at the renewal rating visit will not be approved for the STAR Level 2.

You may contact your local STAR Quality Coordinator at 1-800-956-8950 for technical assistance with reviewing your program history, and with achieving the required score. We appreciate your program’s continued participation in the STARS for KIDS NOW voluntary quality rating program.

Sincerely,

Mary Beth Jackson
Director

DCC/MB/ps

COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
Department for Community Based Services

CHILD CARE OPERATIONS MANUAL

DCC 88	Child Care Service Appeal	(1)
	Procedural Instructions	11/09

Purpose

The DCC-88 Child Care Service Appeal can be used to request a service appeal on any negative action or inaction taken in a child care assistance case, to appeal a negative finding on a central registry (CA/N) check, and to appeal a denial for or closure or revocation of provider registration. This form is also on any negative stars rating findings or any negative action taken on training credentials.

General Procedure

Upon denial, reduction, modification, suspension or termination of child care assistance, the DCC- 105 Child Care Assistance Program Notice of Action is given or mailed to the individual. If the negative action is taken against a provider either form DCC-108, Notice of Negative Action on Registered Provider Application, or DCC-110 Notice of Negative Action on Approved Provider is sent.

To request a service appeal, the applicant or provider must file a written request for a service appeal with the Quality Assurance Section, Office of the Ombudsman. Written requests must be made within thirty (30) calendar days of the date of the negative action. The cabinet or service agent shall assist the individual with the wording of the service appeal if the individual is unable to meet the written requirement without assistance.

When there is a denial, closure, revocation of provider registration (for reasons other than a negative Central Registry (C/AN Check), negative action in regard to a Stars rating or training credential, the DCC 108 or DCC 110 is given or mailed to the individual by the service agent.

DCC-88
922 KAR 1:320
(R. 11/09)

**ATTENTION TO PERSONS WHO ARE
NOT ELIGIBLE FOR AN
ADMINISTRATIVE HEARING UNDER
THE SERVICE APPEAL PROCESS:**

**FOR RESOLUTION OF A MATTER NOT
SUBJECT TO REVIEW THROUGH AN
ADMINISTRATIVE HEARING, YOU
MAY CONTACT THE OFFICE OF THE
OMBUDSMAN AT 1-800-372-2973.**

**IF YOU DO NOT WISH TO SPEAK
WITH THE OFFICE OF THE
OMBUDSMAN, YOU MAY SUBMIT
YOUR COMPLAINT IN WRITING TO
YOUR SERVICE AGENT NO LATER
THAN 30 DAYS FROM THE DATE OF
THE ACTION TO WHICH YOU
OBJECT.**

**TO REQUEST AN
ADMINISTRATIVE HEARING
FOR APPEAL OF A CABINET
ACTION, PLEASE COMPLETE
THIS FORM
AND MAIL TO:**

Quality Assurance Section
275 East Main Street, 1E-B
Frankfort KY 40621

**IF YOU NEED ASSISTANCE WITH
COMPLETION OF THIS FORM, PLEASE
CONTACT THE LOCAL OFFICE AT:**

**A REQUEST FOR AN
ADMINISTRATIVE HEARING
SHALL BE MAILED WITHIN 30
DAYS FROM THE DATE OF A
CABINET ACTION.**

**IF AVAILABLE, PLEASE SUBMIT A
COPY OF THE DCC 105, "CHILD
CARE ASSISTANCE PROGRAM
NOTICE OF ACTION" WITH THIS
FORM.**

CHILD CARE Service Appeal

In Accordance
with 45 CFR 205.10 and
922 KAR 1:320

**CABINET FOR HEALTH
AND FAMILY SERVICES**

Department for Community
Based Services
275 East Main Street
Frankfort KY 40621

FOR V/TDD SERVICES
Call the CHFS Office of the
Ombudsman
Toll Free at 1-800-627-4702

CHILD CARE SERVICE APPEAL

NAME OF COMPLAINANT (PLEASE PRINT): _____ DATE: _____

ADDRESS: _____
STREET/P.O. BOX NO. CITY STATE ZIP CODE

TELEPHONE NUMBER: _____ COUNTY OF RESIDENCE: _____

PLEASE STATE IN DETAIL THE NATURE OF YOUR COMPLAINT AGAINST THE DEPARTMENT FOR COMMUNITY BASED SERVICES. (ADDITIONAL PAPER MAY BE USED IF NECESSARY.)

PLEASE IDENTIFY THE DATE OF THE DISPUTED CABINET ACTION: MONTH _____ DAY _____ YEAR _____

PLEASE IDENTIFY EACH CABINET STAFF PERSON INVOLVED WITH THE SUBJECT MATTER OF YOUR APPEAL. (ADDITIONAL PAPER MAY BE USED IF NECESSARY.)

Name:	Title, if known:
Work Address:	
City:	County:

Name:	Title, if known:
Work Address:	
City:	County:

CONTINUE YOUR BENEFITS? YOU MAY HAVE TO PAY BACK THESE BENEFITS IF THE DECISION IS NOT IN YOUR FAVOR. I WANT MY SAME BENEFITS CONTINUED UNTIL THE HEARING OFFICER MAKES A DECISION. CHECK YES _____ NO _____.

SIGNATURE OF COMPLAINANT

DATE

SIGNATURE OF AUTHORIZED REPRESENTATIVE, IF APPROPRIATE

DATE



COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
Department for Community Based Services

CHILD CARE OPERATIONS MANUAL

DCC 108	Notice of Adverse Action for Child Care Providers and Early Care and Education Professionals	(1)
	Procedural Instructions	(R.11/09)

Purpose

Form DCC-108 Notice of Adverse Action for Child Care Providers and Early Care and Education Professionals is a KICCS I generated letter used to notify applicants to become registered providers that one of the following negative actions has been taken:

- The registered provider application is **withdrawn** at the applicant's request;
- The application is **withdrawn** because the applicant did not comply with the regulatory requirements; or
- The application is **denied** for failure to comply with regulatory requirements.
- The application is withdrawn or denied due to the failure of provider to fulfill requirements regarding training credentials.

The notice includes a checklist of reason(s) for the either the withdrawal or denial and advises the applicant that he or she will not be paid for child care services that was provided.

General Procedures

The DCC-108 is generated in KICCS I by the service agent Registration Specialist to notify the provider of a negative action of either withdrawal or denial of his or her application to become a registered provider.

Detailed Procedure for Entries on Form

The Registration Specialist generates this notice by clicking on the DCC-108_link in the Registration approval process in KICCS I.

KICCS uploads today's date as the date of the letter.

The Registration Specialist checks one of the three boxes on the DCC-108 denoting the reason for the negative action.

For individuals whose application is being withdrawn at the provider's request, the Registration Specialist enters the effective date.

If the application is withdrawn for one of the first eight items listed for reasons for withdrawal, the Registration Specialist selects one or more of these items to appear on the notice.

KICCS calculates and uploads the effective date as 45 days from the date of application.

COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
Department for Community Based Services

CHILD CARE OPERATIONS MANUAL

DCC 108	Notice of Adverse Action for Child Care Providers and Early Care and Education Professionals	(2)
	Procedural Instructions	(R.11/09)

If any of the remaining twelve items are in incomplete status, they will also show on the DCC-108.

For individuals whose application is denied, the Registration Specialist enters the effective date, and selects the reason(s) for the action from the list of possibilities for denial.

The Registration Specialist mails the DCC-108 and a DCC-88 Child Care Service Appeal.

The parent(s) is sent notice via the DCC-111 Parent Notice of Need to Change Child Care Provider.

The Registration Specialist notifies appropriate service area staff that a notice has been sent to the parent requesting that the parent choose a different child care provider.

The Registration Specialist closes the applicant's status in KICCS I.

If the registration is denied or withdrawn due to failure to fulfill the training credential requirements mark the box "other" and enter reason.

Notice of Adverse Action for Child Care Providers and Early Care and Education Professionals

Name _____

License No. _____

Date _____

Registered Child Care Providers:

The following action has been taken which ends or prevents your ability to receive child care subsidy payments as a registered child care provider.

Your application to be a registered child care provider is withdrawn.

This action is taken in accordance with the following administrative regulation or statute: _____.
Reason for the action: _____. If you want to reapply to become a registered child care provider in the future, you may do so at any time by contacting your Service Agent.

Your application to be a registered child care provider is denied.

This action is taken in accordance with the following administrative regulation or statute: _____.
Reason for the action: _____.
Since your application is denied, you will not receive payments for child care services you have provided. If you want to reapply, you may do so at any time by contacting your Service Agent to discuss the circumstances and learn what steps you *may* be able to take to be approved. All registered child care provider applicants who are denied are not eligible to reapply for a period of one (1) year from the date of denial.

You are no longer eligible to receive child care subsidy payments effective _____.

This action is taken in accordance with the following administrative regulation or statute: _____.
Reason for the action: _____.
Since your status as a registered child care provider is revoked or closed, you will not receive payments for child care services that you provide after the effective date. If you want to reapply to become a provider, you may do so at any time by contacting your Service Agent.

Some registered providers who are denied or closed may never be approved due to health and safety issues.

STARS for KIDS NOW Program:

The following action has been taken towards your STARS application or STARS level.

Your STARS level is reduced to a level _____ effective _____.

This action is taken in accordance with the following administrative regulation or statute: _____.
Reason for the action: _____.

Your STARS level is revoked effective _____.
This action is taken in accordance with the following administrative regulation or statute: _____.
Reason for the action: _____.

Early Care and Education Trainer's Credential:

The following action has been taken towards your Kentucky Early Care and Education Trainer's Credential.

Your Kentucky Early Care and Education Trainer's Credential has been revoked effective _____.
This action is taken in accordance with the following administrative regulation or statute: _____.
Reason for the action: _____.

Other:

The following action has been taken: _____

This action is taken in accordance with the following administrative regulation or statute: _____.
Reason for the action: _____.

Signature of Person Authorizing Action

Printed Name

NOTE: This notice shall be mailed ten (10) calendar days prior to the adverse action in accordance with 45 C.F.R. 205.10 for federally mandated programs.

If you are dissatisfied with the action taken, you may request an administrative hearing in accordance with 922 KAR 1:320, Services Appeals, within thirty (30) calendar days from the date of this notice by submitting a written request (DCC-88) to the Office of the Ombudsman, 275 East Main Street, 1E-B, Frankfort, KY 40621. **IF YOU SUBMIT A WRITTEN REQUEST FOR AN ADMINISTRATIVE HEARING, PLEASE ATTACH A COPY OF THIS NOTICE WITH YOUR REQUEST.**

For resolution of a matter not subject to review through an administrative hearing, you may submit a complaint to your Service Agent or the Department for Community Based Services-Division of Child care at 275 East Main Street, 3C-F, Frankfort, KY 40621 in writing no later than thirty (30) calendar days from the date of the action to which you object.



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES**

Division of Child Care
275 East Main Street, 3C-F
Frankfort, Kentucky 40621
Telephone: 564-2524
Fax: 502-564-3464
<http://chfsnet.ky.gov/cfs/dcbs/dcc/>

Steven Beshear
Governor

Audrey Tayse Haynes
Secretary

Failure to Meet Application Requirements

(insert date)

Name
Business Name
Address
City, State Zip

Dear (provider),

This letter is to inform you that we have received your STARS Rating Visit Application. In accordance with 922 KAR 2:170 and 922 KAR 2:210, we are unable to process your STARS Rating Visit Application for the reason(s) listed below. A center or home shall:

- Apply to participate in the STARS Program after six (6) months from the date of initial licensure or certification.
- Pay any civil penalty levied against the center or family child care home.
- Not hold a level 1 quality rating certificate for more than 2 years consecutively.
- Not have an immediate closure, denial of relicensure, or recertification, suspension, or revocation action against the center license or home.

Once the Civil Monterey Penalty (CMP) has been paid in full and Division of Regulated Child Care (DRCC) records indicate a zero balance, you may contact your local STARS Quality Coordinator at 1-800-956-8950 to request a STARS rating visit.

Sincerely,

Mary Beth Jackson
Director





**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES**

Steven Beshear
Governor

Division of Child Care
275 East Main Street, 3C-F
Frankfort, Kentucky 40621
Telephone: 564-2524
Fax: 502-564-3464
<http://chfsnet.ky.gov/cfs/dCBS/dcc/>

Audrey Tayse Haynes
Secretary

Withdrawal Letter

(insert date)

Name
Business Name
Address
City, State Zip

Dear (Provider):

The Division of Child Care has received notification of your request to discontinue participation in the STARS for KIDS NOW voluntary quality rating program. Please return your STARS rating certificate to:

Division of Child Care
STARS for KIDS NOW
275 East Main Street 3C-F
Frankfort, KY 40621

Thank you for your participation in the STARS for KIDS NOW Program and believing in the importance of providing quality early care and education experiences for children. Your daily commitment to quality child care has not only impacted the children who have been part of your child care program, but their families and the community as well.

Sincerely,

Mary Beth Jackson
Director

<p>Select Provider</p> <p>Type:</p> <p><input type="checkbox"/> Licensed Type I</p> <p><input type="checkbox"/> Licensed Type II</p> <p><input type="checkbox"/> Certified</p>
--

STARS for KIDS NOW

Rating Visit Procedures / Customer Satisfaction Survey

Date of Rating Visit: _____

Name of Rater(s): _____

Name of Facility: _____

Owner/Director: _____

License or Certificate Number: _____

We would like to learn more about your perception of the STARS program by asking you to complete this quick survey. Please respond to each question below.

1.	Did the rater(s) arrive within the agreed upon two week window? Yes No
2.	What time did the rater(s) arrive at your facility or home? _____ a.m. or _____ p.m.
3.	The rater(s) was/were given a brief tour of the facility or home. Yes No
4.	The facility or home was observed for a period of at least two hours. Yes No
5.	Was/were the rater(s) able to answer questions related to environment rating scale indicators? Yes No
6.	<p>What has your general experience been with rating visits?</p> <p>a. The process was confusing. Yes No</p> <p>b. The process was difficult. Yes No</p> <p>c. The process was stressful. Yes No</p> <p>d. Technical assistance was helpful for the rating visit. Yes No</p> <p>e. Overall, the process was a positive experience. Yes No</p> <p>f. Overall, the process was rewarding. Yes No</p> <p>Comments _____</p>
7.	When the observation was complete, did the rater(s) inform you or the person in-charge of the next step(s) in the process? Yes No
8.	<p>What effects did the July 2010 changes in the Rating Process have on your facility or home?</p> <p>a. I started after July 2010, so I am not sure how the changes impacted my role.</p> <p>b. The changes have been helpful, and have made my job easier.</p> <p>c. I have not noticed any changes to my role as a child care provider participating in the STARS program.</p> <p>d. The changes have not been helpful and have made my job more complicated.</p> <p>e. Comments _____</p>
9.	If you could change one thing about your rating visit, what would it be? _____ _____ _____

Early Care and Education Provider: Return completed form to the Division of Child Care / STARS for KIDS NOW, 275 East Main Street, 3C-F, Frankfort, KY 40621.

STARS INITIAL ACHIEVEMENT AWARD REMITTANCE



Issue Date: 11/18/10

Your STARS award has been processed within the Division of Child Care office. Please see below for an explanation of your award. The total award payment is calculated on the issue date and covers a 12 month period. Payment will arrive within the next few weeks from the Department of the Treasury. If you have any questions please feel free to call (800) 421-1903. Thank you for your participation in the STARS for KIDS Now Program.

STARS Expiration Date: _____	STARS Level: _____
Provider/Center Name: _____	Provider Type: _____
Location Address: _____	
FEIN#: _____	License/Certificate #: _____

CALCULATIONS PER ENROLLMENT AND STAR LEVEL

Total Number of Children Enrolled:	<u>59</u>
LEVEL 1	= \$ 200.00
LEVEL 2	= \$ 750.00
LEVEL 3	= \$ -
LEVEL 4	= \$ -
TOTAL ACHIEVEMENT AWARD	\$ 950.00

PAYMENT CHARTS PAYMENT CHARTS

TYPE I LICENSED CHILD-CARE CENTERS

Initial Achievement Award			
STAR LEVEL	Less Than 50 Children	51 to 100 Children	More Than 100 Children
	\$ Amount	\$ Amount	\$ Amount
1	\$200	\$200	\$200
2	\$500	\$750	\$1,000
3	\$1,700	\$2,200	\$2,700
4	\$3,000	\$4,000	\$5,000

TYPE II LICENSED and CERTIFIED FAMILY CHILD-CARE HOMES

Initial Achievement Award	
STAR LEVEL	\$ Amount
1	\$100.00
2	\$250.00
3	\$500.00
4	\$1,000.00

STARS QUALITY INCENTIVE AWARD REMITTANCE TYPE I LICENSED CHILD-CARE CENTERS



Issue Date: 11/18/2010

Your STARS initial achievement award has been processed within the Division of Child Care office. Please see below for an explanation of your award. The total award payment was calculated on the issue date and covers a 12 month period. If you have any questions please feel free to call (502) 564-2524. Thank you for your participation in the STARS for Kids Now Program.

STARS Expiration Date: <u>1/31/2012</u>	STARS Level <u>2</u>
Provider/Center Name: _____	Provider Type: _____
Location Address: _____	
FEIN#: _____	License/Certificate #: _____

CALCULATIONS PER PERCENTAGE OF SUBSIDIZED CHILDREN AND STAR LEVEL

Total Number of Children Enrolled:	<u>14</u>
Total Number of Subsidized Children:	<u>12</u>
0-3 yrs. (IT):	<u>6</u>
Over 3 yrs. (PS &S):	<u>6</u>
Percentage of Subsidized Children in Care	<u>86%</u>

CHILDREN UNDER 3 YEARS OF AGE			
6	X	\$12.00	\$72.00
CHILDREN OVER 3 YEARS OF AGE			
6	X	\$11.00	\$66.00
Subtotal			\$138.00
Multiplied by # of months in calculation			x 12
Total Amount Due			\$1,656.00

Quality Incentive Award			
Percentage of Subsidy Children in the Center	Child Under 3 Years of Age		
	STAR Level		
	2	3	4
\$ Amount Per Subsidy Child Per Month			
1-10%	\$8.00	\$12.00	\$15.00
11-25%	\$9.00	\$13.00	\$16.00
26-50%	\$10.00	\$14.00	\$17.00
51-75%	\$11.00	\$15.00	\$18.00
76%	\$12.00	\$16.00	\$19.00
Percentage of Subsidy Children in the Center	Child Age 3 Years and Over		
	STAR Level		
	2	3	4
\$ Amount Per Subsidy Child Per Month			
1-10%	\$7.00	\$11.00	\$14.00
11-25%	\$8.00	\$12.00	\$15.00
26-50%	\$9.00	\$13.00	\$16.00
51%-75%	\$10.00	\$14.00	\$17.00
76%	\$11.00	\$15.00	\$18.00

STARS QUALITY INCENTIVE AWARD REMITTANCE

TYPE II LICENSED and CERTIFIED FAMILY CHILD-CARE HOMES



Issue Date: 11/18/10

Your STARS quality incentive award has been processed. Please see below for an explanation of your award. The total award payment was calculated on the issue date and covers a 12 month period. Payment will arrive within the next few weeks from the Department of the Treasury. If you have any questions please feel free to call (800) 421-1903. Thank you for your participation in the STARS for Kids Now Program.

STARS Expiration Date: _____	STARS Level: <u>3</u>
Provider/Center Name: _____	Provider Type: <u>Certified</u>
Location Address: _____	
FEIN#: <u>N/A</u>	License/Certificate #: _____

CALCULATIONS PER SUBSIDY, PER AGE, AND STAR LEVEL

Total Number of Children Enrolled: 5

Total Number of Subsidized Children: 3

0-3 yrs. (IT): 1

Over 3 yrs. (PS &S): 2

CHILDREN UNDER 3 YEARS OF AGE			
1	X	\$14.00	\$14.00
CHILDREN OVER 3 YEARS OF AGE			
2	X	\$13.00	\$26.00
Subtotal			\$40.00
Multiplied by # of months in calculation			x 12
Total Amount Due			\$480.00

PAYMENT CHART

Quality Incentive Award		
STAR LEVEL	Child Under 3 Years of Age	Child Age 3 Years and Over
	Amount	Amount
2	\$10.00	\$9.00
3	\$14.00	\$13.00
4	\$17.00	\$16.00

STARS ANNUAL ACHIEVEMENT AWARD REMITTANCE



Issue Date: **11/18/2010**

Your STARS quality incentive award has been processed. Please see below for an explanation of your award. The total award payment was calculated on the issue date and covers a 12 month period. Payment will arrive within the next few weeks from the Department of the Treasury. If you have any questions please feel free to call (800) 421-1903. Thank you for your participation in the STARS for KIDS Now Program.

STARS Expiration Date:	<u>2/28/2012</u>	STARS Level	<u>3</u>
Provider/Center Name:	_____	Provider Type:	<u>Type I</u>
Location Address:	_____		
FEIN#:	_____	License/Certificate #	_____

CALCULATIONS PER PROVIDER TYPE, ENROLLMENT, AND STAR LEVEL

Total Number of Children Enrolled: 47

TOTAL ANNUAL ACHIEVEMENT AWARD = **\$850.00**

PAYMENT CHARTS

TYPE I LICENSED CHILD-CARE CENTERS

Annual Achievement Award			
STAR LEVEL	Less Than 50 Children	51 to 100 Children	More Than 100 Children
	\$ Amount	\$ Amount	\$ Amount
3	\$850	\$1,100	\$1,350
4	\$1,500	\$2,000	\$2,500

TYPE II LICENSED and CERTIFIED FAMILY CHILD-CARE HOMES

Annual Achievement Award	
STAR LEVEL	\$ Amount
3	\$250
4	\$500

STARS ANNUAL ENHANCEMENT AWARD REMITTANCE



Issue Date: 01/18/10

Your STARS award has been processed. Please see below for an explanation of your award. The total award payment was calculated on the issue date and covers a 12 month period. Payment will arrive within the next few weeks from the Department of the Treasury. If you have any questions please feel free to call (800) 421-1903. Thank you for your participation in the STARS for KIDS Now Program.

STARS Expiration Date:	<u>9/30/2014</u>	STARS Level	<u>4</u>
Provider/Center Name:	_____	Provider Type:	_____
Location Address:	_____		
FEIN#:	_____	License/Certificate #:	_____

CALCULATIONS PER PROVIDER TYPE

Total Number of Children Enrolled: 10

ANNUAL ENHANCEMENT AWARD = **\$500.00**

PAYMENT CHARTS

TYPE I LICENSED CHILD-CARE CENTERS

Annual Enhancement Award			
STAR LEVEL	Less Than 50 Children	51 to 100 Children	More Than 100 Children
	\$ Amount	\$ Amount	\$ Amount
4	\$1,500	\$2,000	\$2,500

TYPE II LICENSED and CERTIFIED FAMILY CHILD-CARE HOMES

Annual Enhancement Award	
STAR LEVEL	\$ Amount
4	\$500

RELATES TO: KRS Chapter 13B, 199.8941, 199.8943, 199.896(4), 42 U.S.C. 601-619, 45 C.F.R. 98

STATUTORY AUTHORITY: KRS 194A.050(1), 199.8941(1), 199.8943(2)

NECESSITY, FUNCTION, AND CONFORMITY KRS 194A.050(1) requires the Secretary of the Cabinet for Health and Family Services to promulgate administrative regulations necessary under applicable state laws to protect, develop, and maintain the health, personal dignity, integrity, and sufficiency of the individual citizens of the Commonwealth. KRS 199.8943(2) requires the Cabinet for Family and Health Services to promulgate an administrative regulation that implements a voluntary quality-based graduated child care rating system for licensed child care centers; agency time frames for review of quality ratings; an appeals process under KRS Chapter 13B; and a process for the reevaluation of quality ratings. KRS 199.8941(1) requires the Early Childhood Development Authority to develop a program of monetary incentives tied to participation in a quality rating system. This administrative regulation establishes criteria for implementation of the voluntary quality rating system for Type I licensed childcare centers, and establishes the amount of each monetary incentive awarded to a participant in the STARS for KIDS NOW Program.

Section 1. Definitions. "Anniversary date" means the approval date on a STARS for KIDS NOW quality rating certificate.

(2) "Commonwealth Child Care Credential" means a certificate of completion of sixty (60) clock hours of instruction from a state agency-approved organization in accordance with 922 KAR 2:250.

(3) "Environment assessment" means one (1) of four (4) rating scales designed to assess quality in an early childhood or school age care group, and consists of the following items to evaluate:

- (a) Physical environment;
- (b) Basic care;
- (c) Curriculum;
- (d) Interaction;
- (e) Schedule and program structure; and
- (f) Parent and staff education.

(4) "Infant" means a child who is less than twelve (12) months of age.

(5) "Parental or family participation" means a child care program's provision of information or inclusion of a parent or caregiver in the program's activities, such as:

- (a) Distribution of a newsletter;
- (b) Distribution of a program calendar;
- (c) A conference between a child care program's staff and a parent or caregiver; or
- (d) Any other activity designed to engage a parent or caregiver in the program's activities.

(6) "Preschool" means a child who is older than twenty-four (24) months and younger than school age.

(7) "STARS for KIDS NOW Program" or "STARS" means the voluntary quality-based graduated child care rating system established by KRS 199.8943(1).

(8) "School-age" means a child attending kindergarten, elementary, or secondary education.

(9) "Substitute" means a person employed by a Type I center for a period not to exceed fourteen (14) days in a one (1) year period.

(10) "Toddler" means a child between the age of twelve (12) and twenty-four (24) months.

(11) "Type I child-care center" means a child care center licensed to regularly provide child care services for:

- (a) Four (4) or more children in a nonresidential setting; or
- (b) Thirteen (13) or more children in a residential setting with designated space separate from the primary residence of a licensee.

Section 2. Application. (1) A Type I center may:

(a) Apply to participate in STARS after six (6) months from the date of initial licensure; and

(b) Achieve a quality rating certificate of Level 1 through Level 4.

(2) If an applicant seeks participation in STARS as a Level 1 quality rating certificate:

(a) The applicant shall complete a:

1. "DCC-400, Level 1 Rating Certificate Application"; and
2. "DCC-401, STARS for KIDS NOW-Level 1 Standards Check List"; and

(b) The cabinet or its designee shall verify on the DCC-401 the center's documented compliance with the Level 1 requirements described in Section 3 of this administrative regulation.

(3) If an applicant seeks a Level 2, 3, or 4 quality rating certificate, the:

(a) Applicant shall complete a, DCC-401, and DCC-405, STARS for KIDS NOW Rating Visit Request Form; and

(b) Cabinet or its designee:

1. Shall contact the applicant within fifteen (15) working days to schedule a STARS rating visit, upon receipt of a completed DCC-401 and DCC-405;

2. And the applicant shall agree to a two (2) week time period in which the STARS rating visit will occur; and

3. Shall issue to an approved applicant, within sixty (60) calendar days from the date of the STARS rating visit, a quality rating certificate that shall:

a. Be valid for a period specified in Section 11(3) of this administrative regulation; and

b. Specify the rating level approved for the center.

(4) For the purpose of redetermining a center's quality rating certificate, a participant in the STARS program may request, at least six (6) months after issuance of a quality rating certificate, another rating visit.

(5) An environment assessment shall be completed during each rating visit for one-third (1/3) of the total number of classrooms, including at least one (1) classroom for each of the following age groups for which the center provides care:

- (a) Infant;
- (b) Toddler;
- (c) Preschool; and
- (d) School age.

(6) A center applying for or participating in the STARS program shall:

(a) Not have an immediate closure, denial of relicensure, or recertification, suspension, or revocation action against the center's license; and

(b) Pay any civil penalty levied against the center if the:

1. Center has waived the right to appeal a civil penalty; or
2. Civil penalty has been upheld on appeal.

Section 3. Level 1 Quality Rating Certificate Requirements. (1) A Type I center:

(a) Shall not be allowed to participate as a Level 1 child care center for more than a two (2) year period; and

(b) May reapply for participation six (6) months after expiration of the Level 1 quality rating certificate.

(2) A center participating in the STARS Program and holding a Level 1 quality rating certificate shall:

(a) Post prominently in each classroom, and maintain compliance with, the:

1. Minimum staff-to-child ratios and group size established in 922 KAR 2:120, Section

2;

2. Planned program of activities; and

3. Daily schedule;

(b) Comply with the staff requirements set forth in 922 KAR 2:110, Section 5;

(c) Ensure that the center's director or an individual with decision-making authority such as the owner, board chair, or minister, attends an overview of STARS prior to program participation;

(d) Complete an assessment in which at least one (1) environment assessment shall be used to observe each age group described in Section 2(5) of this administrative regulation, under the following conditions:

1. The center's director shall conduct each assessment within the first twelve (12) months of participation in STARS, and may request assistance from the cabinet or its designee.

2. A Level 1 quality rating certificate shall not require a center's achievement of a specific score on the environment assessment; and

3. Upon completion of the environment assessment by the center's director during the second year of certification at a Level 1 quality rating, the director shall develop a written plan for improved performance in each area identified by the environment assessment as needing improvement, and may request assistance from the cabinet or its designee;

(e) Coordinate at least one (1) annual activity involving parental or family participation;

(f) Implement an annual plan for professional development for each employee, including the licensee;

(g) Ensure that the individual who attended the overview described in subsection (2)(c) of this section provides, to each employee who has direct supervisory authority over a child, training regarding the:

1. Licensure requirements in:

a. 922 KAR 2:090, Child care center licensure;

b. 922 KAR 2:110, Child-care center provider requirements; and

c. 922 KAR 2:120, Child-care center health and safety standards;

2. Requirements for participation in the STARS Program;

3. Environment assessment; and

4. Early Childhood Development Scholarship Program; and

(h) Comply with the requirements of 922 KAR 2:160, Child Care Assistance Program (CCAP).

Section 4. Level 2 Quality Rating Certificate Requirements. A licensed child care center participating in STARS and holding a Level 2 quality rating certificate shall:

(1) Meet the requirements of Sections 2(3) and 3(2)(a), (b), (c), and (f) through (h) of this administrative regulation;

(2) Have in each classroom a roster that specifies the first and last name of:

(a) The room's teacher or employee with supervisory authority over a child; and

(b) Each child enrolled in the center and cared for in that room;

(3) Coordinate at least two (2) annual activities that involve parental or family participation;

(4) Provide documentation of a written plan for parental or family involvement;

(5) Achieve an overall average score of at least three (3) on the environment assessment portion of the STARS rating visit, calculated based upon the total number of environment assessments conducted during the quality rating visit;

(6) If the center achieves an overall average score of three (3) on the environment assessment, develop a written plan for improved performance on subsequent environment assessments, and obtain assistance from the cabinet or its designee upon request;

(7) Achieve and maintain an overall average score of at least four (4) on the environment assessments by the fourth year of certification at a Level 2 quality rating;

(8) Review and sign the "DCC-402, STARS for KIDS NOW-Level 2 Standards Checklist" during the STARS rating visit;

(9) Comply with the provisions of:

(a) 11 KAR 16:040, Early Childhood Development Scholarship Program recordkeeping requirements; and

(b) 11 KAR 16:060, Early Childhood Development Scholarship Program system of monetary incentives;

(10) Ensure that each employee or substitute who has direct supervisory authority over a child receives fifteen (15) clock hours annually of early care and education training approved by the cabinet or its designee;

(11) Ensure that the center's director, or the person responsible for the on-site operation of the center, receives eighteen (18) clock hours annually of early care and education training approved by the cabinet or its designee; and

(12) Provide documentation demonstrating that standardized personnel evaluations are conducted annually.

Section 5. Level 3 Quality Rating Certificate Requirements. A licensed child care center participating in STARS and holding a Level 3 quality rating certificate shall:

(1) Post prominently in each classroom and maintain the following staff-to-child ratios and group size:

Age	Ratio	Group Size
Birth - 1 year	1 staff for 4 children	8
1 to 2 years	1 staff for 5 children	10
2 to 3 years	1 staff for 8 children	16
3 to 4 years	1 staff for 11 children	22
4 to 6 years	1 staff for 12 children	24
6 to 12 years	1 staff for 14 children	28

(2) Meet the requirements of Sections 2(3) and 3(2)(a)2 and 3, (b), (c) and (f) through (h) of this administrative regulation;

(3) Coordinate at least three (3) annual activities involving parental or family participation;

(4) Document a procedure for use of parental or family feedback;

(5) Achieve an overall average score of at least four point five (4.5) on the environment assessment portion of the STARS rating visit;

(6) Review and sign the "DCC-403, STARS for KIDS NOW-Level 3 Standards Checklist" during the STARS rating visit;

(7)(a) Meet the requirements of Section 4(2), (4), (9), (10), and (12) of this administrative regulation; and

(b) Ensure that at least fifty (50) percent of staff, including substitutes, who have direct supervisory authority over a child have completed one (1) of the following:

1. A Commonwealth Child Care Credential;
2. A Child Development Associate's Credential;

3. A Montessori Certificate; or
4. An associate or higher level of education in:
 - a. Interdisciplinary early childhood education;
 - b. Early childhood special education;
 - c. Early childhood education;
 - d. Early childhood development;
 - e. Elementary education for teaching kindergarten through fourth grade, if the employee cares for school-age children; or
 - f. A related degree approved by the Early Childhood Development Authority;
- (8) Ensure that at least fifty (50) percent of staff, including substitutes, who have direct supervisory authority over a child are certified in infant and child:
 - (a) Cardiopulmonary resuscitation; and
 - (b) First aid;
- (9) Ensure that the center's director, or the person responsible for the on-site operation of the center;
 - (a) Annually receives twenty-four (24) clock hours of early care and education training approved by the cabinet or its designee; and
 - (b) Has one (1) of the following:
 1. A Child Development Associate's Credential;
 2. A Director's Credential or an equivalent credential approved by the Early Childhood Development Authority;
 3. A Montessori Certificate; or
 4. An associate degree or higher level of education in:
 - a. Interdisciplinary early childhood education;
 - b. Early childhood special education;
 - c. Early childhood education;
 - d. Early childhood development;
 - e. Elementary education for teaching kindergarten through fourth grade, if the director works primarily with school-age children; or
 - f. A related degree approved by the Early Childhood Development Authority;
- (10) Ensure that one (1) of the following is present in the center at least seventy-five (75) percent of the center's daily hours of operation:
 - (a) The center's director;
 - (b) A person responsible for the center's operation;
 - (c) An employee qualified as a child development associate; or
 - (d) An employee with a higher level of education, as described in subsection (7)(b)3 or 4 of this section;
- (11) Provide at least six (6) days paid leave per year to each employee who:
 - (a) Works at least thirty-seven and one-half (37.5) hours per week in the center; and
 - (b) Has been employed in the center less than one (1) year;
- (12) Provide paid leave in an amount prorated according to the standard established in subsection (11) of this section for each employee who:
 - (a) Works less than thirty-seven and one-half (37.5) hours per week in the center; and
 - (b) Has been employed in the center less than one (1) year;
- (13) Provide at least eleven (11) days paid leave per year to each employee who:
 - (a) Works at least thirty-seven and one-half (37.5) hours per week in the center; and
 - (b) Has been employed in the center for at least one (1) year;
- (14) Provide paid leave in an amount prorated according to the standard established in subsection (13) of this section for each teaching employee who:
 - (a) Works less than thirty-seven and one-half (37.5) hours per week in the center; and
 - (b) Has been employed in the center for at least one (1) year; and
- (15) If year-round child care services are not offered, provide paid leave in an

amount prorated according to the standards established in subsections (11) and (13) of this section.

Section 6. Level 4 Quality Rating Certificate Requirements. A licensed child-care center participating in STARS and holding a Level 4 quality rating certificate shall:

(1) Post prominently in each classroom and maintain the staff-to-child ratios and group size recommended by the National Association for the Education of Young Children, located at www.NAEYC.org;

(2) Meet the requirements of Sections 2(3), 3(2)(a), (b), (c) and (f) through (h), and 5(6) of this administrative regulation;

(3) Coordinate at least four (4) annual activities involving parental or family participation;

(4) Meet the requirements of Section 4(2), (4), (9), (10), and (12) of this administrative regulation;

(5) Meet the requirements of Section 5(4), (7), (8), and (10) through (15) of this administrative regulation;

(6) Achieve an overall average score of at least six (6) on the environment assessment portion of the STARS rating visit;

(7) Review and sign the "DCC-404, STARS for KIDS NOW-Level 4 Standards Checklist" during the STARS rating visit;

(8) Be accredited by:

(a) The National Association for the Education of Young Children (NAEYC);

(b) The National Early Childhood Program Accreditation (NECPA);

(c) The National After School Association (NAA);

(d) The Southern Association of Colleges and Schools (SACS);

(e) The National Accreditation Commission for Early Care and Education Programs;

(f) The Association of Christian Schools International Preschool Accreditation Program;

(g) The Council on Accreditation; or

(h) An organization approved by the Early Childhood Development Authority;

(9) Ensure that at least one (1) employee who has a Child Development Associate's Credential or higher level of education, as described in Section 5(7)(b)2 through 3 of this administrative regulation, is present in each classroom during all hours of operation; and

(10) Ensure that the center's director or employee who is designated responsible for the center's on-site operation as required by 922 KAR 2:110:

(a) Meets the standards recommended by the organization by which the center is accredited;

(b) Annually receives twenty-four (24) clock hours of early care and education training; and

(c) Has completed the Director's Credential or an equivalent credential approved by the Early Childhood Development Authority.

Section 7. STARS for KIDS NOW Achievement Awards. To the extent that funds are available, the cabinet shall pay achievement awards to qualified STARS for KIDS NOW participants.

(1) A STARS achievement award shall be awarded to a Type I center:

(a) The first time the center achieves a STARS level, according to the following chart:

	Level 1	Level 2	Level 3	Level 4
Participant's enrollment is 50 children or less	\$200	\$500	\$1,700	\$3,000
Participant's enrollment is 51 to 100 children	\$200	\$750	\$2,200	\$4,000
Participant's enrollment is more than 100 children	\$200	\$1,000	\$2,700	\$5,000

; and

(b) The first time and each subsequent time a center achieves a higher STARS level, for each STARS level up to and including all STARS level ratings achieved at that time.

(2) A Type I child-care center that continues to be a STARS rated Level 3 or 4 provider shall be eligible for an annual achievement award during the month of the anniversary date based upon the following chart:

Number of children	Level 3	Level 4
50 or less children	\$850	\$1,500
51 to 100 children	\$1,100	\$2,000
More than 100 children	\$1,350	\$2,500

Section 8. Quality incentive award. To the extent funds are available, the cabinet shall pay quality incentive awards to qualified STARS for KIDS NOW participants.

(1) A Level 1 STARS rated Type I center shall not be eligible to receive a quality incentive award.

(2) Quality incentive awards shall be calculated and paid on the percentage of children served by the Child Care Assistance Program, as described in 922 KAR 2:160, to the qualified center.

(3) A quality incentive award shall be calculated and paid based on the center's STARS rating level and the percentage of CCAP subsidized children, compared to the total number of children served during the month the quality rating certificate was issued. The product of this equation shall be the monthly amount of the quality incentive award.

(4) The following chart shall be used when calculating the amount of a quality incentive award:

Participant's enrollment percentage	Amount per month per child under age three (3)			Amount per month per child age three (3) and over		
	Level 2	Level 3	Level 4	Level 2	Level 3	Level 4
1 - 10%	\$8	\$12	\$15	\$7	\$11	\$14
11 - 25%	\$9	\$13	\$16	\$8	\$12	\$15
26 - 50%	\$10	\$14	\$17	\$9	\$13	\$16
51 - 75%	\$11	\$15	\$18	\$10	\$14	\$17
76% or more	\$12	\$16	\$19	\$11	\$15	\$18

(5) A Quality incentive award shall be paid to a qualified center at least annually, and the quality incentive award shall be recalculated annually to the center.

Section 9. Enhancement Awards. To the extent funds are available, the cabinet shall pay enhancement awards to qualified STARS for KIDS NOW participants.

(1) A Level 4 Type I child-care center shall be eligible for an enhancement award if the child-care center:

(a) Completes the DCC-404E, STARS for KIDS NOW-Level 4 Enhanced Standards Checklist, ensuring that health insurance is available to each employee of the center;

(b) Pays at least fifty (50) percent of the cost of a single health insurance plan for each employee who works at least thirty-seven and one-half (37.5) hours per week in the center; and

(c) Pays the cost of a single health insurance plan in an amount no less than a percentage prorated according to the standard set forth in subsection (1)(b) of this section, for each employee who works less than thirty-seven and one-half (37.5) hours per week in the center.

(2) The annual enhancement award shall be:

(a) Only for Type I Level 4 child-care centers;

(b) Paid during the month of the anniversary date; and

(c) Based upon the following chart:

50 or less children	\$1,500
51 to 100 children	\$2,000
More than 100 children	\$2,500

Section 10. Interim Report. (1) Except during a renewal year, a Level 2, 3, or 4 center shall complete and submit to the cabinet or its designee prior to the anniversary date a:

(a) DCC-413, STARS for KIDS NOW Interim Report Standards Documentation; and

(b) DCC-414, STARS for KIDS NOW Interim Report Staff Training Documentation, for each staff person, including the director.

(2) The cabinet or its designee shall notify a participating center of requirements in subsection (1) of this section at least ninety (90) calendar days prior to the anniversary date.

Section 11. Renewal of a Quality Rating Certificate. (1) The cabinet or its designee shall notify a participating center at least ninety (90) calendar days before expiration of the center's quality rating certificate.

(2) A center shall submit a DCC-401 and DCC-405 to the cabinet or its designee for a quality rating visit at least sixty (60) calendar days prior to expiration of the quality rating certificate.

(3) A quality rating certificate shall be renewed by a quality rating visit every:

- (a) Year for a Level 1 rated center;
- (b) Two (2) years for a Level 2 rated center;
- (c) Three (3) years for a Level 3 rated center; and
- (d) Four (4) years for a Level 4 rated center.

Section 12. Conditions Requiring Reevaluation. (1) Reevaluation of a center's quality rating certificate and associated level shall be conducted if the:

- (a) Location of a licensed child care center changes;
- (b) Participant requests a reevaluation in accordance with Section 2(4) of this administrative regulation;
- (c) Cabinet or its designee determines a need to reassess the participating center's STARS participation or level rating due to reports or findings concerning a reduction in the center's quality of care and services; or
- (d) Center fails to return the DCC-413 or DCC-414.

(2) A decrease in level rating due to a re-evaluation shall reduce the basis of awards specified in sections 7, 8, and 9 of this administrative regulation.

Section 13. Conditions Requiring Revocation. (1) A participant's quality rating certificate shall be revoked for:

- (a) Immediate closure pursuant to KRS 13B.125 and 199.896(4);
 - (b) Denial of relicensure;
 - (c) A pending suspension or revocation action taken against the child care center's license;
 - (d) 1. Failure to comply with payment of a civil penalty levied against the center; or
2. Failure to make payment arrangements for a civil penalty within sixty (60) days and comply with that arrangement; if:
 - a. The center waived the right to appeal the civil penalty; or
 - b. The civil penalty has been upheld on appeal;
 - (e) Failure to comply with the requirements of 922 KAR 2:160;
 - (f) Two (2) or more civil penalties levied against the center in a twelve (12) month period; or
 - (g) A change in ownership.
- (2) Upon revocation of a quality rating certificate, payment shall cease for:
- (a) A quality incentive award;
 - (b) An enhancement award; or
 - (c) An annual achievement award.

Section 14. Quality Rating Certificate. A quality rating certificate shall be returned to the cabinet if the:

- (1) Certificate is revoked;
- (2) Certificate is not renewed; or
- (3) Center voluntarily withdraws from the STARS Program.

Section 15. Appeals. (1) If the cabinet or its designee determines that a participant does not meet the rating level standards for which the center is certified, a center shall:

- (a) Accept a lower rating level; or
- (b) Request an administrative hearing in accordance with 922 KAR 1:320, Section 2(11).

(2) Payment of an award in Sections 7, 8, or 9 of this administrative regulation shall be held in abeyance pending resolution of appeal of a reduced rating level.

(3) If denial, suspension, or revocation of a child care center's license is reversed upon appeal, the:

- (a) Center may reapply for participation in the STARS Program; or
- (b) Cabinet may reinstate the center at the STARS level the center was rated prior to the licensure issue if the:
 - 1. Center submits a request for reinstatement; and
 - 2. Center's STARS quality rating certificate and licensure has not expired.

Section 16. Incorporation by Reference. (1) The following material is incorporated by reference:

- (a) "DCC-400, Level 1 Rating Certificate Application", edition 9/06;
- (b) "DCC-401, STARS for KIDS NOW-Level 1 Standards Checklist", edition 1/08;
- (c) "DCC-402, STARS for KIDS NOW-Level 2 Standards Checklist", edition 1/08;
- (d) "DCC-403, STARS for KIDS NOW-Level 3 Standards Checklist", edition 1/08;
- (e) "DCC-404, STARS for KIDS NOW-Level 4 Standards Checklist", edition 9/06;
- (f) "DCC-404E, STARS for KIDS NOW-Level 4 Enhanced Standards Checklist", edition 01/08;
- (g) "DCC-405, STARS for KIDS NOW-Rating Visit Request Form", edition 9/06;
- (h) "DCC-413, STARS for KIDS NOW Interim Report Standards Documentation", edition 01/08; and
- (i) "DCC-414, STARS for KIDS NOW Interim Report Staff Training Documentation", edition 01/08.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department for Community Based Services, 275 East Main Street, Frankfort, Kentucky 40621, Monday through Friday, 8 a.m. to 4:30 p.m. (27 Ky.R. 3482; Am. 28 Ky.R. 409; eff. 8-15-2001; 2746; 29 Ky.R. 733; eff. 8-21-02; 33 Ky.R. 641; 1592; 1835; eff. 12-11-06; 34 Ky.R. 1284; 2543; eff. 8-18-2008.)

922 KAR 2:210. STARS for KIDS NOW Program for Type II licensed and certified family child-care homes.

RELATES TO: KRS Chapter 13B, 199.894, 199.8941, 199.8943, 199.896(4), 199.8982, 199.990, 42 U.S.C. 601-619, 45 C.F.R. 98

STATUTORY AUTHORITY: KRS 194A.050(1), 199.8941(1), 199.8943(2)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 194A.050(1) requires the Secretary of the Cabinet for Health and Family Services to promulgate administrative regulations necessary under applicable state laws to protect, develop, and maintain the health, personal dignity, integrity, and sufficiency of the individual citizens of the Commonwealth. KRS 199.8943(2) requires the Cabinet for Health and Family Services to promulgate an administrative regulation that implements a voluntary quality-based graduated child care rating system for family child-care homes; agency time frames for review of quality ratings; an appeals process under KRS Chapter 13B; and a process for the reevaluation of quality ratings. KRS 199.8941(1) requires the Early Childhood Development Authority to develop a program of monetary incentives tied to participation in a quality rating system. This administrative regulation establishes criteria for implementation of the voluntary quality rating system for Type II licensed child-care centers and certified family child-care homes and establishes the amount of each monetary incentive awarded to a participant in the STARS for KIDS NOW Quality Rating Program.

Section 1. Definitions. (1) "Anniversary date" means the approval date on a STARS for KIDS NOW quality rating certificate.

(2) "Assistant" means a person:

(a) Who meets the requirements listed in 922 KAR 2:100, Sections 2(4) and 9(7), (8), (9); and

(b) Who works either paid or unpaid.

(3) "Commonwealth Child Care Credential" means a certificate of completion of sixty (60) clock hours of instruction from a state agency-approved organization in accordance with 922 KAR 2:250.

(4) "Environment assessment" means one (1) of four (4) rating scales designed to assess the process quality in an early childhood or school age care group, and consists of the following items to evaluate:

(a) Physical environment;

(b) Basic care;

(c) Curriculum;

(d) Interaction;

(e) Schedule and program structure; and

(f) Parent and staff education.

(5) "Family child-care home" means a certified family child-care home as defined by KRS 199.8982 and KRS 199.894(5).

(6) "Parental or family participation" means a Type II center or family child-care home's provision of information or inclusion of a parent or custodian in the Type II center or family child-care home's activities, such as:

(a) Distribution of a newsletter;

(b) Distribution of a program calendar;

(c) A conference between the Type II center or family child-care home and a parent or custodian; or

(d) Other activity designed to engage a parent or custodian in the program's activities.

(7) "STARS for KIDS NOW Program" or "STARS" means the voluntary quality-based graduated childcare rating system established by KRS 199.8943(1).

(8) "Type II child-care center" means the primary residence of the licensee in which child care is regularly provided for at least seven (7), but not more than twelve (12)

children, including children related to the licensee.

Section 2. Application. (1) A Type II center or a family child-care home may:

(a) Apply to participate in the STARS program after six (6) months from the date of initial licensure or certification; and

(b) Achieve a quality rating certificate of Level 1 through Level 4.

(2) If an applicant seeks participation in STARS as a Level 1 quality rating certificate:

(a) The applicant shall complete a:

1. "DCC-400, Level 1 Rating Certificate Application"; and

2. "DCC-401, STARS for KIDS NOW-Level 1 Standards Check List"; and

(b) The cabinet or its designee shall verify on the DCC-401 the applicant's documented compliance with the Level 1 requirements described in Section 3 of this administrative regulation.

(3) If an applicant seeks a Level 2, 3, or 4 quality rating certificate, the:

(a) Applicant shall complete a DCC-401, and DCC-405, STARS for KIDS NOW Rating Visit Request Form"; and

(b) Cabinet or its designee:

1. Shall contact the applicant within fifteen (15) working days to schedule a STARS rating visit, upon receipt of a completed DCC-401 and DCC-405;

2. And the applicant shall agree to a two (2) week time period for the STARS rating visit to occur; and

3. Shall issue to an approved applicant, within sixty (60) calendar days from the date of the STARS rating visit, a quality rating certificate that shall:

a. Be valid for a period specified in Section 11(3) of this administrative regulation; and

b. Specify the rating level approved for the Type II center or family child-care home.

(4) For the purpose of redetermining the Type II center's or family child-care home's rating, a participant in the STARS Program may request, at least six (6) months after issuance of a quality rating certificate, another rating visit.

(5) A Type II center or family child-care home applying or participating in the STARS program shall:

(a) Not have an immediate closure, denial of relicensure or recertification, suspension, or revocation action against the Type II center's license or home's certificate; and

(b) Pay any civil penalty levied against the Type II center or family child-care home if the:

1. Right to appeal a civil penalty has been waived; or

2. Civil penalty has been upheld on appeal.

Section 3. Level 1 Quality Rating Certificate Requirements. (1) A Type II center or family child-care home:

(a) Shall not be allowed to hold a Level 1 quality rating certificate for more than two (2) years; and

(b) May reapply for participation six (6) months after expiration of the Level 1 quality rating certificate.

(2) A Type II center or family child-care home participating in STARS and holding a Level 1 quality rating certificate shall:

(a) Post prominently in the home, and maintain compliance with the:

1. Capacity requirements established in 922 KAR 2:100, Section 10, if the STARS participant is a family child-care home; or

2. Following staff-to-child ratios if the participant is a Type II center:

Type II center	
Age of Children	Ratio
Birth to 1 year	1:5
1 to 2 years	1:6
2 to 3 years	1:10
3 and older	1:12

(b)1. In the case of a family child-care home, comply with the requirements set forth in 922 KAR 2:100; or

2. In the case of a licensed Type II center, comply with the requirements established in:

- a. 922 KAR 2:090, Child care center licensure;
- b. 922 KAR 2:110, Child care facility provider requirements; and
- c. 922 KAR 2:120, Child care facility health and safety standards;

(c) Attend an overview of STARS prior to program participation;

(d) Agree to an environment assessment under the following conditions:

1. The Type II center or family child-care home shall conduct the environmental assessment within the first twelve (12) months of participation in the program, and may request assistance from the cabinet or its designee.;

2. The Type II center or family child-care home shall not be required to achieve a specific score on the environment assessment; and

3. Upon completion of the environment assessment during the second year of certification at a Level 1 quality rating, the Type II center or family child-care home shall develop a written plan for improved performance in each area identified by the environment assessment as needing improvement, and may request assistance from the cabinet or its designee;

(e) Post in a prominent area, the Type II center or family child-care home's:

1. Planned program of activities; and
2. Daily schedule;

(f) Coordinate at least one (1) annual activity involving parental or family participation;

(g) Maintain a written child care agreement with each child's parent or custodian, including the name of each person designated by the parent to pick up the child;

(h) Maintain a written description of services that includes:

1. Current rates for child care;
2. Hours of operation;
3. A plan for daily communication with each child's parent or custodian; and
4. Policy regarding:

- a. Late fees;
- b. Holidays;
- c. Vacation;
- d. Illness; and

e. How an arrangement shall be made for an individual, other than one (1) previously designated by the parent, to pick up a child;

(i) Comply with 922 KAR 2:160, Child Care Assistance Program (CCAP); and

(j) In the case of a:

1. Family child-care home, develop and implement a written plan for obtaining annual training required by KRS 199.8982(2); or

2. Type II center, develop and implement a written annual plan for obtaining training for each employee, including the licensee.

Section 4. Level 2 Quality Rating Certificate Requirements. A Type II center or family child-care home participating in STARS and holding a Level 2 quality rating certificate shall:

- (1) Meet the requirements of Sections 2(3) and 3(2)(a) through (c), (e), and (g) through (j) of this administrative regulation;
- (2) Coordinate at least two (2) annual activities that involve parental or family participation;
- (3) Provide documentation of a written plan for parental or family involvement;
- (4) Achieve an average score of at least three (3) on the environment assessment portion of the STARS rating visit, except as required by subsections (6) and (7) of this section;
- (5) If the Type II center or family child-care home achieves an average score of three (3) on the environment rating scale portion of the STARS rating visit, develop a written plan for improved performance on subsequent environment assessment, and obtain assistance from the cabinet or its designee upon request;
- (6) Achieve an average score of at least four (4) on the environment assessment portion of the STARS rating visit by the fourth year of certification at a Level 2 quality rating;
- (7) Maintain an overall average score of four (4) on the environment assessment portion of the STARS rating visit for each year beyond the fourth year of certification at a Level 2 quality rating;
- (8) Review and sign the "DCC-402, STARS for KIDS NOW-Level 2 Standards Checklist" during the STARS rating visit;
- (9) Ensure that at least one (1) person on duty is certified in infant and child:
 - (a) Cardiopulmonary resuscitation; and
 - (b) First aid;
- (10) Meet the training requirement as follows:
 - (a) A family child-care home, complete nine (9) clock hours of early care and education training approved by the cabinet or its designee annually; or
 - (b) A Type II center shall have the licensee and each staff person annually complete fifteen (15) clock hours of early care and education training approved by the cabinet or its designee.
- (11) In the case of a Type II center, comply with the provisions of:
 - (a) 11 KAR 16:040, Early Childhood Development Scholarship Program recordkeeping requirements; and
 - (b) 11 KAR 16:060, Early Childhood Development Scholarship Program system of monetary incentives; and
- (12) Provide proof that a recordkeeping system is maintained, including:
 - (a) Documentation of child care business expenses; and
 - (b) Income from the business.

Section 5. Level 3 Quality Rating Certificate Requirements. A Type II center or family child-care home participating in STARS and holding a Level 3 quality rating certificate shall:

- (1) In the case of a:
 - (a) Family child-care home, have an assistant if the home cares for at least six (6) children and more than three (3) are infants or children under the age of twenty-four (24) months; or

(b) Type II center, meet the following staff-to-child ratios:

Age of Children	Ratio
Birth - 1 year	1:4
1 to 2 years	1:5
2 to 3 years	1:8
3 and older	1:12

(2) Meet the requirements of Sections 2(3) and 3(2)(b), (c), and (e), (g) through (j) of this administrative regulation;

(3) Coordinate at least three (3) annual activities involving parental or family participation;

(4) Achieve an average score of at least 4.5 on the environment assessment portion of the STARS rating visit;

(5) Achieve a score of at least five (5) on the environment assessment portion of the STARS rating visit pertaining to the use of television;

(6) Review and sign the "DCC-403, STARS for KIDS NOW-Level 3 Standards Checklist" during the STARS rating visit;

(7) Meet the requirements of Section 4(3), (9), (11), and (12) of this administrative regulation;

(8) Provide each parent or custodian with a:

(a) Written daily report for a child under two (2) years of age; and

(b) Handbook containing a description of Type II the center or family child-care home's policies; and

(9) Meet the training requirement as follows:

(a) A certified family child-care home operator shall:

1. Complete eighteen (18) clock hours of early care and education training approved by the cabinet or its designee annually; or

2. Complete nine (9) clock hours of early care and education training approved by the cabinet or its designee and have one of the following:

a. A Commonwealth Child Care Credential;

b. A Child Development Associates Credential;

c. A Director's Credential or an equivalent credential approved by the Early Childhood Development Authority;

d. A Montessori Certificate;

e. An associate degree or higher level of education in:

(i) Interdisciplinary early childhood education;

(ii) Early childhood special education;

(iii) Early childhood education;

(iv) Early child care and education;

(v) Elementary education for teaching kindergarten through fourth grade, if caring for school-age children; or

(vii) A related degree approved by the Early Childhood Development Authority;

3. By the fourth year of participation in the STARS Program, have obtained a Child Development Associate's Credential or higher level of education as specified in subparagraph 2b through e of this paragraph; and

4. Ensure that each assistant has:

a. Attended basic orientation training; and

b. Obtained six (6) hours of early care and education training approved by the cabinet or its designee annually.

(b) A Type II center shall:

1. Ensure that each staff person:

a. Completes eighteen (18) clock hours of early care and education training approved by the cabinet or its designee annually; or

- b.i. Has a higher level of education described in paragraph (a)2a through e of this subsection; and
- ii. Completes fifteen (15) clock hours of early care education training approved by the cabinet or its designee annually;
- 2. Ensure that the director:
 - a. Completes twenty-one (21) clock hours of early care and education training approved by the cabinet or its designee annually; or
 - b.i. Has a higher level of education as specified in paragraph (a)2a through e of this subsection; and
 - ii. Completes eighteen (18) clock hours of early care and education training approved by the cabinet or its designee annually; and
- 3. By the fourth year of participation in STARS, have obtained a Child Development Associate's Credential or higher level of education as specified in paragraph (a)2b through e of this subsection.

Section 6. Level 4 Quality Rating Certificate Requirements. A Type II center or family child-care home participating in STARS and holding a Level 4 quality rating certificate shall:

- (1) Not exceed nine (9) children if a certified family child-care home;
- (2) Meet the requirements of Section 3(2)(b) (c), (e), and (g) through (j) of this administrative regulation;
- (3) Coordinate at least four (4) annual activities involving parental or family participation;
- (4) Meet the requirements of Sections 2(3), 4(3), (9), (11), and (12) of this administrative regulation;
- (5) Meet the requirements of Section 5(1), (6), (8), and (9) of this administrative regulation;
- (6) Achieve an average score of at least 5.5 on the environment- assessment portion of the STARS rating visit;
- (7) Review and sign the "DCC-404, STARS for KIDS NOW-Level 4 Standards Checklist";
- (8) Be accredited by:
 - (a) The National Association for Family Child Care; or
 - (b) An organization approved by the Early Childhood Development Authority;
- (9) Show proof of membership in an early childhood professional organization that has national, multi-state, regional, or statewide affiliation; and
- (10) Meet the following relevant training requirement:
 - (a) A Type II center director or family child-care home operator shall:
 - 1. Have a higher level of education as specified in Section 5(9)(b)2 or 3 of this administrative regulation; and
 - 2. Complete the Director's Credential or an equivalent credential approved by the Early Childhood Development Authority; and
 - (b) Each staff person employed by a Type II center shall:
 - 1. Complete twenty-one (21) clock hours of early care and education training approved by the cabinet or its designee annually; or
 - 2. Have a higher level of education as specified in Section 5(9)(b)2 or 3 of this administrative regulation.

Section 7. STARS Achievement Awards. To the extent that funds are available, the cabinet shall pay achievement awards to qualified STARS participants.

(1) A STARS achievement award shall be awarded to a Type II center or family child-care home:

(a) The first time the Type II center or family child-care home achieves a STARS level, according to the following chart:

Level 1	Level 2	Level 3	Level 4
\$100	\$250	\$500	\$1,000

; and

(b) The first time and each subsequent time the Type II center or family child-care home achieves a higher STARS level for that center or house, for each STARS level up to and including the approved STARS level.

(2) A Level 3 or 4 Type II center or family child-care home that continues to be a STARS rated provider shall be eligible for an annual achievement award during the month of their anniversary date as follows:

- (a) \$250 per year for a Level 3; or
- (b) \$500 per year for a Level 4.

Section 8. Quality Incentive Awards. To the extent funds are available, the cabinet shall pay quality incentive awards to qualified STARS participants.

(1) A Level 1 STARS rated Type II center or family child-care home shall not be eligible to receive a quality incentive award.

(2) A quality incentive award shall be calculated and paid for each child served by the Child Care Assistance Program as described in 922 KAR 2:160.

(3) The following chart shall be used when calculating the amount of a quality incentive award:

STARS Level	Amount per month per child under age three (3)	Amount per month per child age three (3) and over
Level 2	\$10	\$9
Level 3	\$14	\$13
Level 4	\$17	\$16

(4) A quality incentive award shall be paid to a qualified STARS participant annually.

Section 9. Enhancement Award. To the extent funds are available, the cabinet shall pay enhancement awards to qualified STARS participants.

(1) A Level 4 Type II center or family child-care home shall be eligible for an annual enhancement award of \$500 during the month of its anniversary date if the Type II center or family child-care home:

- (a) Achieves an average score above 5.5 (five and five-tenths) on the environment assessment; and
- (b) Completes the DCC-404E, STARS for KIDS NOW-Level 4 Enhanced Standards Checklist.

Section 10. Interim Report. (1) Except during a renewal year, a STARS level 2, 3, or 4 Type II center or family child-care home shall complete and submit to the cabinet or its designee prior to the anniversary date a:

- (a) DCC-413, STARS for KIDS NOW Interim Report Standards Documentation; and
- (b) DCC-414, STARS for KIDS NOW Interim Report Staff Training Documentation, for each staff person.

(2) The cabinet or its designee shall notify a participating Type II licensed or certified family child-care home of requirements in subsection (1) of this section at least ninety (90) calendar days prior to the anniversary date.

Section 11. Renewal of a Quality Rating Certificate. (1) The cabinet or its designee shall notify a participating Type II center or family child-care home at least ninety (90) calendar days before expiration of the center or home's quality rating certificate.

(2) A participating Type II center or family child-care home shall submit a DCC-405 written request to the cabinet or its designee for a quality rating visit at least sixty (60) calendar days prior to expiration of the quality rating certificate.

(3) A quality rating certificate shall be renewed by a quality rating visit:

- (a) Annually for a Level 1 rated Type II center or family child-care home;
 - (b) Every two (2) years for a Level 2 rated Type II center or family child-care home;
 - (c) Every three (3) years for a Level 3 rated Type II center or family child-care home;
- and
- (d) Every four (4) years for a Level 4 rated Type II center or family child-care home.

Section 12. Conditions Requiring Reevaluation. (1) Reevaluation of a participating Type II center or family child-care home's quality rating certificate and associated level shall be conducted if the:

- (a) Location of the Type II center or family child-care home changes;
- (b) Type II center or family child-care home requests a reevaluation in accordance with Section 2(4) of this administrative regulation;
- (c) Cabinet or its designee determines a need to reassess the Type II center or the family child-care home's STARS participation or quality rating certificate level due to reports or findings related to a reduction in the Type II center or family child-care home's quality of care or services; or
- (d) Type II center or family child-care home fails to complete requirements in Section 10(1) of this administrative regulation.

(2) A decrease in level rating due to a re-evaluation shall reduce the basis of awards in Sections 7, 8, and 9 of this administrative regulation.

Section 13. Conditions Requiring Revocation. (1) A Type II center or family child-care home's quality rating certificate shall be revoked for:

- (a) Closure pursuant to KRS 13B.125, 199.896(4), or 199.8982(1)(f);
- (b) Denial of recertification or relicensure;
- (c) A pending suspension or revocation action taken against the Type II center or family child-care home's certificate or license to operate;
- (d) Failure to comply with the requirements of 922 KAR 2:160;
- (e) Failure to:
 - 1. Comply with payment of a civil penalty levied against the Type II center or family child-care home, if:
 - a. The Type II center or family child-care home waived the right to appeal the civil penalty; or
 - b. The civil penalty has been upheld on appeal; or
 - 2. Make payment arrangements for a civil penalty within sixty (60) days and comply with that arrangement; if:
 - a. The Type II center or family child-care home waived the right to appeal the civil

penalty; or

b. The civil penalty has been upheld on appeal;

(f) Two (2) or more civil penalties levied against the Type II center or family child-care home in the previous twelve (12) months, in accordance with KRS 199.990; or

(g) A change in ownership.

(2) Upon revocation of a quality rating certificate, payment shall cease for:

(a) A quality incentive award;

(b) An enhancement award; and

(c) An annual achievement award.

Section 14. Quality Rating Certificate. A quality rating certificate shall be returned to the cabinet or its designee if:

(1) The certificate is revoked;

(2) The certificate is not renewed; or

(3) The Type II center or family child-care home voluntarily withdraws from the STARS.

Section 15. Appeals. (1) If the cabinet or its designee determines that a participating Type II center or family child-care home does not meet the rating level standards for which it is certified, the Type II center or family child-care home shall:

(a) Accept a lower rating level; or

(b) Request an administrative hearing in accordance with 922 KAR 1:320, Section 2(11).

(2) Payment of an award in Section 7, 8, or 9 shall be held in abeyance pending resolution of appeal of a reduced quality rating certificate level.

(3) If denial, suspension, or revocation of a Type II center or family child-care home's certificate or license to operate is reversed upon appeal, the:

(a) Type II center or family child-care home may reapply for participation in the STARS program; or

(b) Cabinet may reinstate a Type II center or the family child-care home's STARS quality rating certificate and associated level if the:

1. Type II center or family child-care home submits a request for reinstatement; and

2. Type II center's or family child-care home's STARS quality rating certificate and licensure has not expired.

Section 16. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) "DCC-400, Level 1 Rating Certificate Application", edition 9/06;

(b) "DCC-401, STARS for KIDS NOW-Level 1 Standards Checklist", edition 1/08;

(c) "DCC-402, STARS for KIDS NOW-Level 2 Standards Checklist", edition 1/08;

(d) "DCC-403, STARS for KIDS NOW-Level 3 Standards Checklist", edition 1/08;

(e) "DCC-404, STARS for KIDS NOW-Level 4 Standards Checklist", edition 1/08;

(f) "DCC-404E, STARS for KIDS NOW-Level 4 Enhanced Standards Checklist", edition 01/08;

(g) "DCC-405, STARS for KIDS NOW-Rating Visit Request Form", edition 07/06.

(h) "DCC-413, STARS for KIDS NOW Interim Report Standards Documentation", edition 01/08; and

(i) "DCC-414, STARS for KIDS NOW Interim Report Staff Training Documentation", edition 01/08.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department for Community Based Services, 275 East Main Street, Frankfort, Kentucky 40621, Monday through Friday, 8 a.m. to 4:30 p.m. (28 Ky.R. 2753; Am. 29 Ky.R. 467; eff. 8-12-2002; 33 Ky.R. 646; 1414; 1597; eff. 12-11-06; 34 Ky.R. 1290; 2547; eff. 6-18-2008.)

Kentucky Additional Notes

ITERS-R

ITERS-R Additional Notes

Modification Dates: 2/5/2008

6/5/2008: Items 8, 9

10/23/2008: Items 7, 9, 16, 22

6/25/2009: Removed Item 32

General Notes:

In addition to the examples used to help determine *much of the day* listed on page 7 of the spiral bound ITERS another example may include a provider holding a child for long periods of time for no reason.

Books, pictures, and/or materials that show violence in a graphic or frightening way, glorify violence or promote aggressive behavior are considered inappropriate. The presence of weapons in books, pictures and/or materials is no longer an automatic discount; however the caregiver must maintain a proper balance. *Example: If toy soldier figures are only shown as people who use weapons to kill, and this is not balanced with other materials that show the wide range of soldiers' roles, credit cannot be given.*

Indicators #33, #34, #35, #39 are non-scored items.

Item	Indicator	Clarification	Source	Date of Public Posting
#1 Indoor space	5.2	To receive credit the air circulation system must be circulating fresh air.	KY Additional Note Workgroup	
#1 Indoor space	7.2	To receive credit, control of ventilation must be specific to room being observed.	KY Additional Note Workgroup	
#3 Provision for relaxation and comfort	5.2	If credit is not given for 5.1 because no cozy area is present, then credit cannot be given for 5.2.	KY Additional Note Workgroup	
#7 Meals and snacks	1.1	Each child in attendance during scheduled meal/snack time must be served a whole meal pattern, unified servings, and age appropriate quantities.	USDA Regulation 7CFR 226.20	11/6/2008
#7 Meals and snacks	3.5	To receive credit, food allergies must be confidentially* posted in all areas where food is handled (prep areas, eating and serving areas). *To receive credit for confidential, federal Health Insurance Portability and Accountability Act (HIPAA) guidelines must be followed.	KY Additional Note Workgroup	
#8 Nap	1.1	To receive credit for this indicator, cots, other equipment, and furnishings used for nap must be spaced 12 inches apart to allow free and space movement by a person.	KY Licensing & Regulation 922 KAR 2:120 (6) (5)	7/1/2008
#8 Nap	1.1	To receive credit for appropriate provisions, an individual cot, crib, baby bed or 2-inch thick waterproof mat shall be provided.	KY Licensing & Regulation 922 KAR 2:120 (6) (1)	7/1/2008

#8 Nap	3.2	Cribs and mats must be placed no less than 36 inches apart regardless of whether or not a solid barrier is present.	KY Additional Note Workgroup	
#9 Diapering/ toileting	General Note	Diapering procedures/diapering checks apply to pull-ups.	KY Additional Note Workgroup	11/6/2008
#9 Diapering/ toileting	1.1	When a child is diapered the child shall be placed on a surface that is padded. The pad must have a minimum of ½ inch thickness.	KY Additional Note Workgroup	7/1/2008
#12 Helping children understand language	5.1	To receive credit, there should be no long periods of silence. A long period of silence is defined as 3 minutes or longer.	KY Additional Note Workgroup	
#13 Helping children use language	5.2	To receive credit for many, at least 3 examples must be observed throughout the observation.	KY Additional Note Workgroup	
#14 Using books	5.2	Books depicting realistic illustrations of people can be counted as picture books.	KY Additional Note Workgroup	
#16 Active physical play	General Note	For outdoor space to be considered appropriate/safe, play space located less than 50 yards from an active roadway/driveway must be protected by guardrails, bollards or natural protective barriers.	KY Additional Note Workgroup	
#16 Active physical play	General Note	To receive credit for “appropriate stationary gross motor equipment,” equipment must meet manufactures recommendation and the US Consumer Product Safety Commission’s Public Playground Safety Guidelines.	KY Additional Note Workgroup	11/6/2008
#16 Active physical play	3.2	To earn credit for appropriate indoor/outdoor space, program must meet KY state child care regulations 922 KAR 2:120, Section 4.	KY Licensing and Regulation 922 KAR 2:120 Section 4.	11/6/2008
#18 Music and movement	5.3	To receive credit, all children must have the opportunity to experience music daily.	KY Additional Note Workgroup	
#22 Nature/ science	5.2	To receive credit for living animals indoors, programs must abide by Kentucky state child care regulation 922 KAR 2:120, Section 13.	KY Licensing and Regulation 922 KAR 2:120 Section 13	11/6/2008
#24 Promoting acceptance of diversity	General Note	Diversity in materials must be obvious to children in group.	KY Additional Note Workgroup	
#25 Supervision of play and learning	5.3	To receive credit, interest or appreciation should be provided regularly. Regularly is defined as every 3 minutes.	KY Additional Note Workgroup	

ECERS-R Additional Notes

Modification Dates: 2/5/2008

7/1/2008: Items 11, 12

10/23/2008: Items 7,8,10,12, 25, 30

6/25/2009: Removed Item 37

General Notes:

Items 38 through 43 are non-scored items.

Any substitute for bleach/water solution must be an Environmental Protection Agency (EPA) registered sanitizer, be used in accordance with manufacturer’s directions, and minimize the possibility of contamination from blood-borne pathogens such as the Hepatitis B virus, HIV, or Hepatitis C.

Books, pictures and/or materials that show violence in a graphic or frightening way, glorify violence or promote aggressive behavior are considered inappropriate. The presence of weapons in books, pictures and/or materials is no longer an automatic discount; however the caregiver must maintain a proper balance. *Example: If toy soldier figures are only shown as people who use weapons to kill, and this is not balanced with other materials that show the wide range of soldiers’ roles, credit cannot be given.*

Item	Indicator #	Clarification	Source	Date of Public Posting
#2 Furniture for routine, care, play, and learning	3.1	To receive credit for this indicator each child should have a place to put his/her things where it isn’t crowded (so things are not crammed in a space) and where children’s personal possessions don’t touch.	Author’s email (5/8/06)	
#7 Space for gross motor play	General Note	To earn credit for appropriate indoor/outdoor space, program must meet KY state child care regulations 922 KAR 2:120, Section 4.	KY Licensing and Regulation 922 KAR 2:120 Section 4.	11/6/2008
#7 Space for gross motor play	1.2	For outdoor space to be considered appropriate/safe, play space located less than 50 yards from an active roadway/driveway must be protected by guardrails, bollards, or natural protective barriers.	KY Additional Note Workgroup	
# 8 Gross motor equipment	General Note	To receive credit for “appropriate stationary gross motor equipment”, equipment must meet manufactures recommendation and the US Consumer Product Safety Commission’s Public Playground Safety Guidelines.	KY Additional Note Workgroup	11/6/2008
#10 Meals/snacks	1.1	Each child in attendance during scheduled meal/snack time must be served a whole meal pattern, unified servings, and age appropriate quantities.	USDA Regulation 7CFR 226.20	11/6/2008

Item	Indicator #	Clarification	Source	Date of Public Posting
#10 Meals/Snacks	3.5	To receive credit, food allergies must be confidentially* posted in all areas where food is handled (prep areas, eating, and serving areas). * To receive credit for confidential, federal Health Insurance Portability and Accountability Act (HIPPA) guidelines must be followed.	KY Additional Note Workgroup	
#11 Nap/Rest	1.2	To receive credit for this indicator, cots, other equipment, and furnishings used for nap must be spaced 12 inches apart to allow free and safe movement by a person.	KY Licensing & Regulation 922 KAR 2:120 (6) (5)	7/1/2008
#11 Nap/Rest	1.2	To receive credit for appropriate provisions, an individual cot or 2 inch thick waterproof mat shall be provided.	KY Licensing & Regulation 922 KAR 2:120 (6) (1)	7/1/2008
#11 Nap/Rest	3.2	Cots and mats must be placed no less than 18 inches apart regardless of whether or not a solid barrier is present.	KY Additional Note Workgroup	7/1/2008
#11 Nap/Rest	3.3	Ratios and group sizes must be met at all times, according to 922 KAR 2:120(1)(1). KAR supersedes "All About ECERS" statements on page 107 regarding nap time child/staff ratios.	KY Additional Note Workgroup	
#11 Nap/Rest	5.3	Cots and mats must be placed no less than 3 feet apart regardless of whether or not a solid barrier is present.	KY Additional Note Workgroup	7/1/2008
#12 Toileting/diapering	General Note	Diapering procedures/diapering checks apply to pull-ups.	KY Additional Note Workgroup	11/06/09
#12 Toileting/Diapering	1.1	When a child is diapered the child shall be placed on a surface that is padded. The pad must have a minimum of ½ inch thickness.	KY Additional Note Workgroup	7/1/2008
#14 Safety practices	1.1	Diaper tables must have at least a 6" raised edge all the way around with the exception of a small opening allowing access from stairs, for those children who are able to use the steps to climb onto the table.	Author's email 3/5/2007	
#24 Dramatic play	5.3	Enough props for meaningful play means 3 or more items per theme.	KY Additional Note Workgroup	
#25 Nature/Science	General Note	To receive credit for living animals indoors, programs must abide by Kentucky state child care regulation 922 KAR 2:120, Section 13.	KY Licensing and Regulation 922 KAR 2:120 Section 13	11/6/2008
#30 General supervision of children (other than gross motor)	5.1	To receive credit for this indicator a child must be in the staff person's scope of vision and range of voice allowing for visual and audible supervision. Supervision in regard to restroom use requires that staff must see a child enter and exit the restroom. If multiple children (2 or more) use the same restroom at one time, staff must be present inside the restroom.	KY Additional Note Workgroup	11/6/2008

SACERS Kentucky Additional Notes

Modification Dates: 2/5/2008

7/1/2008: Item 31

10/23/2008: Items 2, 8, 18, 19, 26, 31

6/25/2009: General Notes and Items 2, 6, 21, 24

General Notes:

Non-scored items for STARS Rating Visits include 12, 14, 41, 42 and 43.

Books, pictures, and/or materials that show violence in a graphic or frightening way, glorify violence or promote aggressive behavior are considered inappropriate. The presence of weapons in books, pictures, and/or materials is no longer an automatic discount; however, the caregiver must maintain a proper balance. *Example: If toy soldier figures are only shown as people who use weapons to kill, and this is not balanced with other materials that show the wide range of soldiers' roles, credit cannot be given.*

The term "some" means at least 2, the term "many" means at least 3, and the term "variety" means at least 3 different, unless indicator specifies differently.

Score 44, 47 and 48 only if there is a child in the program with an identified/diagnosed disability. A child with an identified/diagnosed disability is one who has completed a formal assessment and is receiving (or is eligible for) early intervention services. Item 44 should be scored wither or not the child is present. To score item 47 and 48, the child must be present. Items 45, 46 and 49 are always scored NA.

Item	Indicator #	Clarification	Source	Date of Public Posting
#1 Indoor space	1.1	Number of children equals number of children present.	KY Additional Note Workgroup	
#2 Space for gross motor activities	General Note	1.2 and 3.2 can be scored "NA" if there is no outdoor space. Modify score sheet, if necessary, to accommodate "NA" on these indicators.	KY Additional Note Workgroup	
#2 Space for gross motor activities	1.1, 3.1, 5.1	To receive credit for the indoor/outdoor space, it must be safe from foreseeable hazards.	KY Additional Note Workgroup	8/7/2009
#3 Space for privacy	General Note	Small group size is defined as 10% of children present, but not to exceed 5.	KY Additional Note Workgroup	
#6 Furnishings for learning and recreational activities	7.1	To receive credit for "regularly", one learning furnishing and one recreational furnishing must be accessible at least once per month.	KY Additional Note Workgroup	8/7/2009
#8 Furnishings for gross motor activities	General Note	To receive credit for "appropriate stationary gross motor equipment", equipment must meet manufacturer's recommendation and the US Consumer Product Safety Commission's Public Playground Safety Guidelines.	KY Additional Note Workgroup	11/6/2008

Item	Indicator #	Clarification	Source	Date of Public Posting
#13 Health practices	General Note	To receive credit, food allergies must be confidentially* posted in all areas where food is handled (prep areas, eating, and serving areas). To receive credit for confidential, federal Health Insurance Portability and Accountability Act (HIPAA) guidelines must be followed.	KY Additional Note Workgroup	
#15 Safety practice	General Note	For outdoor space to be considered appropriate/safe, play space located less than 50 yards from an active roadway/driveway must be protected by guardrails, bollards, or natural protective barriers.	KY Additional Note Workgroup	
#15 Safety practice	1.3	To receive credit, a corded land-line telephone must be accessible for emergencies during the school age hours of operation.	KY Additional Note Workgroup	
#16 Attendance	5.2	Frequently is defined as a minimum of 1 daily check within one hour prior to arrival of school-age program.	KY Additional Note Workgroup	
#18 Meals/snacks	General Note	Author's term "sanitize" is in reference to the process of washing surfaces with soap and water to remove soil and then sprayed with bleach and water solution (mixed daily) that is allowed to stay on the surface for at least 10 seconds, ideally 2 minutes; or an EPA-registered sanitizer used according to manufacturer's guidelines.	KY Additional Note Workgroup	
#18 Meals/snacks	1.1	Each child in attendance during scheduled meal/snack time must be served a whole meal pattern, unified servings, and age appropriate quantities.	USDA Regulation 7CFR 226.20	11/6/2008
#19 Personal hygiene	General Note	Diapering procedures/diapering checks apply to pull-ups.	KY Additional Note Workgroup	11/6/2008
#19 Personal hygiene	1.2	Add toilet paper to indicator requirement.	KY Additional Note Workgroup	
#19 Personal hygiene	3.2	Add toilet paper to indicator requirement.	KY Additional Note Workgroup	
#19 Personal hygiene	3.3	If toilet paper and/or paper towels are not in/on dispenser, do not give credit.	KY Additional Note Workgroup	
#21 Music and movement	5.1	To receive credit, any music available for free choice must be appropriate, in that the music contains no violent and/or sexually explicit material or language. This includes CD/Cassette covers and related posters.	KY Additional Note Workgroup	8/7/2009
#24 Language/reading activities	3.2	Age-appropriate definition includes content that is not violent, sexually explicit, or biased towards any group.	KY Additional Note Workgroup	

Item	Indicator #	Clarification	Source	Date of Public Posting
#24 Language/reading activities	5.1	To receive credit for many, there must be at least one book per child, with a minimum of 20 books.	KY Additional Note Workgroup	8/7/2009
#26 Science/nature activities	General Note	To receive credit for living animals indoors, programs must abide by Kentucky state child care regulation 922 KAR 2:120, Section 13.	KY Licensing and Regulation 922 KAR 2:120 Section 13	11/6/2008
#27 Cultural awareness	1.2	Staff overtly discriminate and/or separate children based on gender, ethnicity, culture, race, body type, etc.	KY Additional Note Workgroup	
#31 Staff supervision of children	5.1	To receive credit for this indicator a child must be in the staff person's scope of vision and range of voice allowing for visual and audible supervision. Supervision in regard to restroom use requires that staff must see a child enter and exit the restroom. If multiple children (2 or more) use the same restroom at one time, staff must be present inside the restroom.	KY Additional Note Workgroup	11/6/2008
#36 Relationship between program staff and classroom teachers	5.1	Regularly means at least weekly.	KY Additional Note Workgroup	
#40 Use of community resources	5.1	Regularly means at least 4 times a year.	KY Additional Note Workgroup	

FDCRS

Modification Dates: 2/5/08

7/1/2008: General Notes, Items 4, 9, 10, 26

10/23/2008: General Notes, Items 3, 5, 8, 9, 10, 17, 24

6/25/2009: General Notes, Items 1, 14a, 14b

General Notes:

See Author’s General Note for Clarification: The term “accessible” requires that children can reach and use materials by themselves for at least one hour daily. Strike-through the rest of the “Author’s Additional Notes for Clarification”

Author’s term “sanitize” is in reference to the process of washing surfaces with soap and water to remove soil and then spraying it with bleach and water solution (mixed daily) that is allowed to stay on the surface for at least 10 seconds, ideally 2 minutes; or an EPA-registered sanitizer used according to manufacturer’s guidelines.

Books, pictures and/or materials that show violence in a graphic or frightening way, glorify violence or promote aggressive behavior are considered inappropriate. The presence of weapons in books, pictures and/or materials is no longer an automatic discount; however the caregiver must maintain a proper balance. *Example: If toy soldier figures are only shown as people who use weapons to kill, and this is not balanced with other materials that show the wide range of soldiers’ roles, credit cannot be given.*

“Some” means at least 2, “many” means at least 3, and “variety” means at least 3 different, unless indicator specifies differently.

Indicators #30, 31, 32, 33 are non-scored indicators.

Indicators #34, 36, 37, 38, and 39 of the Special Needs Section are always scored NA.

FDCRS Kentucky Additional Notes

Item	Indicator #	Clarification	Source	Date of Public Posting
#1 Space and furnishings	3.4	If the provider's child stores her coat in her room, for example, and the other children have a space in the hallway to store their coats, then there is a place to store children's own things. Do not count space children are not allowed to access/use.	KY Additional Note Workgroup	8/7/2009
#1 Space and furnishings	3.4	To receive credit, “place to store children’s own things” must be individualized and not shared space.	KY Additional Note Workgroup	
#3 Child-related display	3.1	To receive credit, “some” means more than one picture (NOT PER CHILD).	KY Additional Note Workgroup	

Item	Indicator #	Clarification	Source	Date of Public Posting
#3 Child-related display	3.1	To receive credit, “children’s artwork” must be displayed in an area children use much of the day.	KY Additional Note Workgroup	11/6/2008
#4 Indoor space arrangement	3.2	Often means that children’s play is restricted for more than half the observation.	KY Additional Note Workgroup	7/1/2008
#4 Indoor space arrangement	5.1	To receive credit, there must be enough space for the highest number of children allowed to attend at once.	KY Additional Note Workgroup	
#5 Active physical play	General Note	To earn credit for appropriate indoor/outdoor space, program must meet KY State Child Care Regulations 922 KAR 2:120. Section 4.	KY Additional Note Workgroup	11/6/2008
#5 Active physical play	General Note	To receive credit for “safe outdoor physical play,” equipment must meet manufacturer’s recommendation and/or the US Consumer Product Safety Commission’s Public Playground Safety Guidelines.	KY Additional Note Workgroup	11/6/2008
#8 Meals and snacks	1.5	Each child in attendance during scheduled meal/snack time must be served a whole meal pattern, unified servings, and age appropriate quantities.	USDA Regulation 7CFR 226.20	11/6/2008
#9 Nap/rest	General Note	Nap/rest must meet the requirements of 922 KAR 2:100. Section 33. In addition, adequate spacing equals 12 inches apart between mats, cots, cribs and playpens. All equipment should be used to meet the manufacturer’s specifications. No sleeping bags or homemade pallets can be used for rest-time or sleeping.	KY Additional Note Workgroup	11/6/2008
#9 Nap/rest	3.3	To receive credit, sleeping surfaces must be able to be sanitized.	KY Additional Note Workgroup	
#9 Nap/rest	3.4	To receive credit, provider must physically and visibly check on sleeping children at least every 3 minutes.	KY Additional Note Workgroup	7/1/2008
#10 Diapering/toileting	General Note	Diapering procedures/diapering checks apply to pull-ups.	KY Additional Note Workgroup	11/6/2008
#10 Diapering/toileting	1.2	Quilted vinyl changing pads are not sanitary due to stitching which is too difficult to sanitize thoroughly. Changing pad must be appropriate for the size of the child being changed and must have a minimum of ½ inch thickness.	KY Additional Note Workgroup	7/1/2008

Item	Indicator #	Clarification	Source	Date of Public Posting
#10 Diapering/toileting	3.3	To receive credit, diapers must be opened and checked visually at least every 2 hours.	Caring for Our Children (Standard 3.013)	
#13 Safety	3.4	To receive credit, current Certification Certificate must be posted.	KY Additional Note Workgroup	
#14a Informal use of language (infants/toddlers)	5.2	To receive credit, eye contact must be observed at least once with each child during the observation.	KY Additional Note Workgroup	8/7/2009
#14a Informal use of language (infants/toddlers)	7.2	To receive credit, at least 2 instances must be observed.	KY Additional Note Workgroup	
#14b Informal use of language (2 years and older)	5.3	To receive credit, at least 1 example of listening and 1 example of asking questions must be observed.	KY Additional Note Workgroup	8/7/2009
#15a Helping children understand language (infants/toddlers)	5.2	To receive credit, many means the caregiver names at least 4 objects.	KY Additional Note Workgroup	
#15b Helping children understand language (2 years and older)	5.3	To receive credit, “planned activity” is not required to be on a lesson plan.	KY Additional Note Workgroup	
#16 Helping children use language	3.1	To score a yes, “few” means less than 3 materials.	KY Additional Note Workgroup	
#16 Helping children use language	5.1	To receive credit, “many” means at least 3 different materials per age group.	KY Additional Note Workgroup	
#16 Helping children use language	7.1	To receive credit, must be able to see on lesson plan.	KY Additional Note Workgroup	

Item	Indicator #	Clarification	Source	Date of Public Posting
#17 Helping children reason (using concepts)	1.2	“Inappropriate teaching of school skill” means concepts are introduced before children are developmentally ready or by using teaching methods that lack concrete experiences (i.e. drills with worksheets, rote recitation). If these methods are used exclusively and for a long period of time, and children experience failure, then do not give credit.	KY Additional Note Workgroup	
#17 Helping children reason (using concepts)	5.3	To receive credit for “nature/science/cooking activity”, for living animals indoors, programs must abide by Kentucky state child care regulation 922 KAR 2:100. Section 14.	KY Additional Note Workgroup	11/6/2008
#18 Eye Hand Coordination	5.2	To receive credit, this indicator must have some variety within the 8 materials required for each age group.	KY Additional Note Workgroup	
#20 Music and movement	7.2	To receive credit, “variety” means at least 3 different kinds of props and 3 different types of instruments.	KY Additional Note Workgroup	
#21 Sand and water play	General Note	In addition to sand, other fine-grained materials that can easily be used for digging and pouring, such as bird seed, can be counted. Cornmeal is no longer an acceptable substitution for children under 6 years of age.	KY Additional Note Workgroup	
#21 Sand and water play	5.2	To receive credit, “variety” means at least 3 different types of toys to use with sand and water.	KY Additional Note Workgroup	
#23 Blocks	5.1	To receive credit, “variety” means at least 3 different types of blocks are accessible.	KY Additional Note Workgroup	
#24	3.1	To receive credit, a child 12 months of age or less is in proximity of television viewing, they must be engaged in other activities. If a child 12 months of age or less is place to view television then credit can’t be given for this indicator	KY Additional Note Workgroup	
#25 Schedule of daily activities	General Note	Living schedule (actual sequence of events), not just what is posted, determines observation.	KY Additional Note Workgroup	
#25 Schedule of daily activities	3.1	To receive credit, diapers must be opened and visually checked every 2 hours.	Caring for Our Children (Standard 3.013)	

Item	Indicator #	Clarification	Source	Date of Public Posting
#26 Supervision indoors and outdoors	1.3	To receive credit, provider must NEVER leave house with children inside and NEVER leave children outside regardless of age.	KY Additional Note Workgroup	7/1/2008
#26 Supervision indoors and outdoors	3.1	If a provider must leave the group (i.e. restroom break), time away cannot exceed 3 minutes. The children must be engaged in low-risk activities.	KY Additional Note Workgroup	7/1/2008
#28 Discipline	5.1	To receive credit, Time-Out must NEVER be used to discipline Infants and Toddlers.	Caring for Our Children Standard 2.039 (Ed. 2002)	
#28 Discipline	5.5	Change the words “rewards and punishments” to “guidance and discipline practices.”	KY Additional Note Workgroup	