



# Standards of Quality Verification Checklist

Please contact your Quality Coach for assistance completing this form.

Name of Program: \_\_\_\_\_ County: \_\_\_\_\_

Program Physical Address: \_\_\_\_\_

Program Mailing Address: \_\_\_\_\_

Site Director Name: \_\_\_\_\_ Provider Type:  Type I  Type II  Certified Quality Coach: \_\_\_\_\_

Site Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Site Director Email: \_\_\_\_\_ Certificate/License #: \_\_\_\_\_

**PROVIDERS:**

Have you submitted documentation for all required standards?  
 YES  NO

Have you submitted a staff roster?  
 YES  NO

Would you like an Environmental Rating Scale (ERS) visit if your program qualifies for Levels 3-5, or if you could achieve a higher rating with a new ERS visit?  
 YES  NO

CLASSROOM & INSTRUCTIONAL QUALITY points submitted:	
STAFF QUALIFICATIONS points submitted:	
FAMILY & COMMUNITY ENGAGEMENT points submitted:	
ADMINISTRATIVE & LEADERSHIP points submitted:	

**FOR OFFICIAL USE ONLY:**

Documentation for all required standards accepted?  
 YES  NO

Staff roster accepted?  
 YES  NO

ERS visit needed?  
 YES  NO

CLASSROOM & INSTRUCTIONAL QUALITY points verified:	
STAFF QUALIFICATIONS points verified:	
FAMILY & COMMUNITY ENGAGEMENT points verified:	
ADMINISTRATIVE & LEADERSHIP points verified:	



## REQUIRED STANDARDS OF QUALITY

Submission for the following standards are **REQUIRED** for a Level 2 Rating or higher.

<b>DOMAIN A</b>			
<b>Classroom &amp; Instructional Quality</b>			
Domain #	Standard	Documentation	Points
<b>A1R</b> <input type="checkbox"/>	50% of teaching staff have professional learning activities in developmental screening	<input type="checkbox"/> <i>This standard can be verified through ECE-TRIS.</i>  <i>Submit any records that cannot be located in that system.</i>	Required-0 points
<b>A2R</b> <input type="checkbox"/>	Completes an environmental self-assessment using a valid and reliable tool appropriate for the ages/settings of children served.	<i>Submit a copy of a completed self-assessment or an environmental rating tool score sheet.</i>	Required-0 points
<b>A3R</b> <input type="checkbox"/>	Participates in an environmental observation on a valid and reliable tool: <ul style="list-style-type: none"> <li>• <b>Not required for Level 2</b></li> <li>• No minimum for Level 3</li> <li>• Minimum of 4.0 at Level 4</li> <li>• Minimum of 5.0 at Level 5</li> </ul>	<i>Date of last ERS visit:</i> <i>ERS score:</i> <i>Are you currently awaiting an ERS visit? <input type="checkbox"/> Yes <input type="checkbox"/> No</i>  <i>No documentation is needed. Only scores from an official ERS visit conducted by an All STARS rater are allowable. ERS visit must be current within 6 months.</i>	Required-0 points

<b>DOMAIN B</b>			
<b>Staff Qualifications and Professional Development</b>			
Domain #	Standard	Documentation	Points
<b>B1R</b> <input type="checkbox"/>	Program/Site administrator/Director receives 10 hours of professional learning in curriculum, instructional practices or teaching and learning; OR have an approved early childhood credential or degree.	<input type="checkbox"/> <i>This standard can be verified through ECE-TRIS.</i>  <i>Submit any records that cannot be located in that system.</i>	Required-0 points
<b>B2R</b> <input type="checkbox"/>	50% of teaching staff receive 10 hours of professional learning in curriculum, instructional practices or teaching and learning; OR have an approved early childhood credential or degree.	<input type="checkbox"/> <i>This standard can be verified through ECE-TRIS.</i>  <i>Submit any records that cannot be located in that system.</i>	Required-0 points

### STANDARDS OF QUALITY

Choose from the following standards to compile the points needed for a Level 3 Rating or higher.

<b>DOMAIN A</b>			
<b>Classroom &amp; Instructional Quality</b>			
<b>Domain #</b>	<b>Standard</b>	<b>Documentation</b>	<b>Points</b>
<b>A4</b> <input type="checkbox"/>	Ensures developmental screening within 90 days of enrollment and referral (if needed) within 30 days of screening for all enrolled children		2 points
<b>A5</b> <input type="checkbox"/>	Implements curriculum that aligns with Kentucky Early Learning Standards (KYELS)		2 points
<b>A6</b> <input type="checkbox"/>	Implements specialized supplemental curriculum		1 point
<b>A7</b> <input type="checkbox"/>	Kentucky Early Learning Standards are incorporated in lesson plans		2 points
<b>A8</b> <input type="checkbox"/>	Staff support Individualized Family Service Plan (IFSP) and/or Individualized Education Program (IEP) goals of individual children		2 points
<b>A9</b> <input type="checkbox"/>	Staff conduct ongoing curriculum-based assessment to inform instruction		2 points
<b>A10</b> <input type="checkbox"/>	Assessment results are used to inform individual and group instruction		2 points
<b>A11</b> <input type="checkbox"/>	Instructional assessment findings are shared with families		2 points
<b>A12</b> <input type="checkbox"/>	National accreditation acknowledged by state approved organization		1 point
<b>A13</b> <input type="checkbox"/>	Maintains National Association for the Education of Young Children (NAEYC) staff-to-child- ratios and group size requirements <ul style="list-style-type: none"> <li>• Meets for infants</li> <li>• Meets for toddlers</li> <li>• Meets for preschoolers</li> </ul>		Up to 4 points: Infants = 2 points Toddlers = 1 point Preschoolers = 1 points
<b>A minimum of 8 points are required in this domain for Levels 3-5</b>			<b>Total</b>  _____/20

<b>DOMAIN B</b>			
<b>Staff Qualifications and Professional Development</b>			
<b>Domain #</b>	<b>Standard</b>	<b>Documentation</b>	<b>Points</b>
<b>B3</b> <input type="checkbox"/>	Program/Site administrator achieves the Kentucky Director Credential OR holds an administrator certificate in a field not related to early childhood and the equivalent of 3 credit hours in child development or at least 5 years full-time related experience in early childhood field	<input type="checkbox"/> <i>This standard can be verified through ECE-TRIS.</i>  <i>Submit any records that cannot be located in that system.</i>	1 point
<b>B4</b> <input type="checkbox"/>	Program/Site administrator achieves appropriate credential as outlined in the Kentucky Career Lattice. <ul style="list-style-type: none"> <li>• Level 2 or above on the KY Career Lattice</li> <li>• Level 3 or above on the KY Career Lattice</li> <li>• Level 4 or above on the KY Career Lattice</li> </ul>	<input type="checkbox"/> <i>This standard can be verified through ECE-TRIS.</i>  <i>Submit any records that cannot be located in that system.</i>	Up to 3 points: Level 2 = 1 point Level 3 = 2 points Level 4 = 3 points
<b>B5</b> <input type="checkbox"/>	50% of teaching staff participate in professional learning activities related to curriculum-based assessment	<input type="checkbox"/> <i>This standard can be verified through ECE-TRIS.</i>  <i>Submit any records that cannot be located in that system.</i>	1 point
<b>B6</b> <input type="checkbox"/>	Teaching staff complete appropriate credentials <ul style="list-style-type: none"> <li>• 50% achieve Level 1 or above on the KY Career Lattice</li> <li>• 40% achieve Level 2 or above on the KY Career Lattice</li> <li>• 30% achieve Level 3 or above on the KY Career Lattice</li> <li>• 20% achieve Level 4 or above on the KY Career Lattice</li> </ul>	<input type="checkbox"/> <i>This standard can be verified through ECE-TRIS.</i>  <i>Submit any records that cannot be located in that system.</i>	Up to 4 points, with one point per level met. Level 1: 1 point Level 2: 1 point Level 3: 1 point Level 4: 1 point
<b>B7</b> <input type="checkbox"/>	Individual Professional Development (PD) plan aligns with state identified professional core knowledge and competencies		1 point
<b>A minimum of 2 points are required in this domain for Levels 3-5</b>			<b>Total</b>  _____/10

<b>DOMAIN C</b>			
<b>Family and Community Engagement</b>			
<b>Domain #</b>	<b>Standard</b>	<b>Documentation</b>	<b>Points</b>
<b>C1</b> <input type="checkbox"/>	Program/Site administrator and 75% of staff complete professional learning activities related to strengthening family engagement	<input type="checkbox"/> <i>This standard can be verified through ECE-TRIS.</i>  <i>Submit any records that cannot be located in that system.</i>	2 points
<b>C2</b> <input type="checkbox"/>	Implements family engagement activities that promote children’s development and learning		Up to 2 points: One family engagement activity annually = 1 point  Three family engagement activities annually= 2 points
<b>C3</b> <input type="checkbox"/>	Two-way communication with families		2 points
<b>C4</b> <input type="checkbox"/>	Implements transition supports for children and families		2 points
<b>C5</b> <input type="checkbox"/>	Shares community resources with families		1 point
<b>C6</b> <input type="checkbox"/>	Builds partnerships with community agencies		1 point
<b><i>A minimum of 2 points are required in this domain for Levels 3-5</i></b>			<b>Total</b>  _____/10

<b>DOMAIN D</b>			
<b>Administrative and Leadership Practices</b>			
<b>Domain #</b>	<b>Standard</b>	<b>Documentation</b>	<b>Points</b>
<b>D1</b> <input type="checkbox"/>	Administrator/Director is a member of an Early Childhood professional organization		1 point
<b>D2</b> <input type="checkbox"/>	Teaching staff are provided weekly lesson planning time		2 points
<b>D3</b> <input type="checkbox"/>	Has a system for evaluating staff performance by monitoring and providing feedback for improvement		2 points
<b>D4</b> <input type="checkbox"/>	Implements a continuous quality improvement plan <ul style="list-style-type: none"> <li>• Seeks input from staff on the continuous quality improvement plan</li> <li>• Seeks input from families annually on the implementation of the continuous quality improvement plan</li> </ul>		Up to 2 points: Staff input = 1 point Family input = 1 point
<b>D5</b> <input type="checkbox"/>	Provides <ul style="list-style-type: none"> <li>• At least 11 days paid time off annually</li> <li>• Health insurance</li> <li>• Retirement</li> </ul>		Up to 3 points: 11 Days annual paid time off = 1 point Health insurance option = 1 point Retirement option = 1 point
<b>A minimum of 2 points are required in this domain for Levels 3-5</b>			<b>Total</b> _____/10

**Verification:**

I verify that the information provided is complete and accurate. I understand that the standards and documentation for a STARS rating must be adhered to and documented throughout the period the STARS rating is in effect.

Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>STAFF ROSTER (Required)</b>							
<b>Site Director Name</b>		<b>Highest Level of Education</b>				<b>Does site director have</b>	
		<b>HS/GED OR CCCC</b>	<b>CDA</b>	<b>AA</b>	<b>BS</b>	<b>MS/MA</b>	<b>Child supervision duties?</b>
<b>1</b>							

<b>Staff Name</b>		<b>Highest Level of Education</b>				<b>Does staff member have</b>	
		<b>HS/GED OR CCCC</b>	<b>CDA</b>	<b>AA</b>	<b>BS</b>	<b>MS/MA</b>	<b>Child supervision duties?</b>
<b>1</b>							
<b>2</b>							
<b>3</b>							
<b>4</b>							
<b>5</b>							
<b>6</b>							
<b>7</b>							
<b>8</b>							
<b>8</b>							
<b>10</b>							
<b>11</b>							
<b>12</b>							
<b>13</b>							
<b>14</b>							
<b>15</b>							
<b>16</b>							
<b>17</b>							

**Submit additional rosters as needed to include all child care staff**