

Attachment A: Accreditation Crosswalk with Keystone STARS Standards – FAMILY

Crosswalk of Keystone STARS Standards and Applying Accreditation Standards

Nationally accrediting organizations will provide a crosswalk of their respective accreditation standards with applicable Keystone STARS Standards **on the template provided**. Refer to Family or Center (includes school-age) standards. The completed crosswalk will demonstrate how the accreditation standards address the categories defined in Keystone STARS. Additionally, the crosswalk may be used to illustrate how the accreditation standards might address additional areas of high quality early care and education. The most recent copies of the standards with footnotes and clarifications, as well as the worksheets which contain additional clarifications can be found at: <http://www.pakeys.org/pages/starsDocs.aspx>

A: Complete the columns for each standard as specified below:

The attached template includes 4 columns:

1. **STARS Performance Standard** Column – identifies the Keystone STARS Family Performance Standards. The STARS Performance Standards build upon one another as programs move up in the STAR Levels; therefore, the template provided is summative of the Keystone STARS standards (there are STAR 1 standards included in the STAR 2 standards and so forth). These standards are italicized with the STAR level in parentheses;
2. **Required Verification in Keystone STARS** Column- identifies materials used to document successful compliance in the Keystone STARS Program;
3. **Correlative Standard** Column – Applying Accrediting Body should use this column to document whether there is a correlative accrediting body standard. Please paste the standard in its entirety in the text box; and
4. **Verification Methodology** Column- Applying Accrediting Body should use this column to document what materials and methodologies are used to document achievement and/or compliance of the provider.

Standards are identified by the following:

- Standards **bolded and underlined**:
 - Bolded and underlined standards are standards that accredited programs **must** demonstrate meeting. Accreditation programs should list correlative standards, but the accredited program will still need to produce sources of evidence to demonstrate compliance.
- Standards **shaded in gray**:
 - Standards that are specific to the Keystone STARS Quality program work in Pennsylvania. Entries or correlative standard are not required, but applicants are strongly encouraged to identify if there is a standard or process that matches up with the intent of the standard. For example a number of the professional development requirements are meant as mechanisms to prepare programs for participation and understanding the Keystone STARS system, elements or requirements. Note: If a standard is bold, underlined AND shaded, treat the standard as a bolded and underlined standard as specified in the bullet above.
- Standards not bolded, underlined or shaded:
 - Entries or correlative standard are not required, but applicants are strongly encouraged to identify if there is a standard or process that matches up with the intent of the standard. For example a number of the professional development requirements are meant as mechanisms to prepare programs for participation and understanding the Keystone STARS system, elements or requirements.

B: Highlight in yellow:

1. Rows where the accreditation standard **does not meet** the Keystone STARS standard (*there are disparate or substantially different standards and the Keystone STARS standard is higher*).
2. Rows where the accreditation program **does not have** a similar standard (*there is no correlative accreditation standard*).
3. At the bottom of the template, list areas covered in the accreditation which do not have a correlative Keystone STARS standard.

Note about Environment Rating Scales – the ERS scales are used to assess classrooms within the Keystone STARS program. Accreditation programs should demonstrate in that section how unique classrooms within the program are assessed. Nationally accredited programs in Keystone STARS are assessed annually with the ERS in accordance with program policy.

Please refer to the Accreditation Protocol Policy for additional requirements regarding submission of application for recognition of national accrediting institutions.

| STARS Performance Standard | Verification Required in Keystone STARS | Correlative Standard: enter the correlative standard in this column. If there is not one, please leave the box blank and highlight the row in YELLOW . | Verification Methodology in Accrediting Program |
|---|---|---|---|
| Primary Staff Person/Owner Operator Qualifications | | | |
| 1. Level I on the Career Lattice (STAR 1) | <input type="checkbox"/> Certificates, transcripts, diplomas, course descriptions are sufficient to determine Career Lattice levels meeting the current standard | Correlative Standard: | Verification Methodology: |
| <u>2. Complete professional development on the Pennsylvania Core Knowledge Competencies for Early Childhood and School Age Professionals (CKC)/ Pennsylvania Big Ideas Framework (Big Ideas) and Individual Professional Development Plan for Early Childhood and School-Age Professionals (IPDP) and FCCERS. (STAR 1)</u> | <input type="checkbox"/> CKC/Big Ideas/IPDP Complete <input type="checkbox"/> FCCERS Complete | Correlative Standard: | Verification Methodology: |
| 3. Current pediatric first aid certification. (STAR 1) | <input type="checkbox"/> First Aid cards or professional development certificates indicate current certification in STARS approved pediatric first aid (universal first aid is acceptable until it expires for existing staff members). | Correlative Standard: | |

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|--|--|---|---|
| 4. Completes the Family Child Care Home STARS Orientation within 90 days of Enrollment in STARS. (STAR 1) | <input type="checkbox"/> STARS Orientation Complete OR <input type="checkbox"/> N/A | Correlative Standard: | Verification Methodology: |
| 5. Level II or above on the Career Lattice. (STAR 2) | <input type="checkbox"/> Certificates, transcripts, diplomas, course descriptions are sufficient to determine Career Lattice levels meeting the current standard | Correlative Standard: | Verification Methodology: |
| <u>6. Complete professional development on Continuous Quality Improvement (CQI), and the Learning Standards. (STAR 2)</u> | Director's Initials: <input type="checkbox"/> CQI Complete <input type="checkbox"/> Learning Standards Complete | Correlative Standard: | Verification Methodology: |

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|---|--|---|---|
| <u>7. Attend child abuse mandated reporter professional development that reflects the most current laws in Pennsylvania. (STAR 2)</u> | <input type="checkbox"/> Completed <input type="checkbox"/> (If prior to June, 2007) Signed copy of the updates to the Child Protective Services law | Correlative Standard: | Verification Methodology: |
| 8. Level III or above on the Career Lattice. (STAR 3) | <input type="checkbox"/> Certificates, transcripts, diplomas, course descriptions are sufficient to determine Career Lattice levels meeting the current standard | Correlative Standard: | Verification Methodology: |
| <u>9. Complete Family Child Care Home STARS Orientation Part 2. (STAR 3)</u> | <input type="checkbox"/> Family Child Care Home STARS Orientation Part 2 complete <input type="checkbox"/> N/A | Correlative Standard: | Verification Methodology: |

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|---|--|---|---|
| <p>10. Level IV or above on the Career Lattice by 7/1/2014. (STAR 4) <i>(The Career Lattice can be found in the Keystone STAR 4 Standards document.)</i></p> | <p><input type="checkbox"/> Certificates, transcripts, diplomas, course descriptions are sufficient to determine Career Lattice levels meeting the current standard</p> <p>OR (for Renewals only)</p> <p><input type="checkbox"/> Action plan for new director</p> | <p>Correlative Standard:</p> | <p>Verification Methodology:</p> |

| STARS Performance Standard | Verification Required in Keystone STARS | Correlative Standard: enter the correlative standard in this column. If there is not one, please leave the box blank and highlight the row in YELLOW . | Verification Methodology in Accrediting Program |
|---|--|---|---|
| Primary Staff Person/Owner Operator Development | | | |
| 1. Completion of Family Child Care Home Provider Self-Evaluation provided by DHS in the self-study packet. (STAR 1) | <input type="checkbox"/> Completed OR <input type="checkbox"/> N/A | Correlative Standard: | Verification Methodology: |
| 2. All staff must have two hours of health and safety professional development annually. (STAR 1) | <input type="checkbox"/> Documentation of STARS approved professional development including information such as course title, hours, instructor signature and date | Correlative Standard: | Verification Methodology: |
| 3. Annual professional development plan is developed based on needs identified in the Individual Professional Development Plan (IPDP) documented on the professional development plan in the IPDP. (STAR 2) | <input type="checkbox"/> Self-assessment <input type="checkbox"/> Professional Development History <input type="checkbox"/> Annual Professional Development Plan | Correlative Standard: | Verification Methodology: |

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|--|--|---|---|
| 4. 12 annual clock hours of professional development based on the IPDP. (STAR 2) | <input type="checkbox"/> STARS approved professional development certificates that include the date, course title, hours, and instructor signature <input type="checkbox"/> Professional development is partially based on the IPDP | Correlative Standard: | Verification Methodology: |
| 5. 3 annual clock hours in management, professionalism, supervision, leadership and/or administration. (STAR 2) | <input type="checkbox"/> Documentation of STARS approved professional development including information such as course title, hours, instructor signature and date | Correlative Standard: | Verification Methodology: |
| 6. All staff must attend at least two hours of professional development annually on child observation and/or inclusive practices. (STAR 2) | <input type="checkbox"/> Documentation of STARS approved professional development including information such as course title, hours, instructor signature and date | Correlative Standard: | Verification Methodology: |

| STARS Performance Standard | Verification Required in Keystone STARS | Correlative Standard: enter the correlative standard in this column. If there is not one, please leave the box blank and highlight the row in YELLOW . | Verification Methodology in Accrediting Program |
|---|--|---|---|
| 7. Annually participate in 1 professional growth and development activity. (STAR 3) | <input type="checkbox"/> Evidence of one approved professional development activities within the last year Activity: | Correlative Standard: | Verification Methodology: |
| 8. 18 annual clock hours of professional development based on IPDP. (STAR 3) | <input type="checkbox"/> STARS approved professional development certificates that include the date, course title, hours, and instructor signature <input type="checkbox"/> Professional development is partially based on the IPDP | Correlative Standard: | Verification Methodology: |
| 9. All staff must attend at least two hours of professional development annually on curriculum, program or child assessment. (STAR 3) | <input type="checkbox"/> Documentation of STARS approved professional development including information such as course title, hours, instructor signature and date | Correlative Standard: | Verification Methodology: |
| <u>10. Annually participate in 2 professional growth and development activities. (STAR 4)</u> | <input type="checkbox"/> Evidence of two approved professional development activities within the last year Activities: | Correlative Standard: | Verification Methodology: |

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|--|--|---|---|
| <u>11. 24 annual clock hours of professional development based on the Big Ideas and IPDP. (STAR 4)</u> | <input type="checkbox"/> STARS approved professional development certificates that include the date, course title, hours, and instructor signature <input type="checkbox"/> Professional development is partially based on the IPDP | Correlative Standard: | Verification Methodology: |
| Secondary Staff/Substitutes and Assistants Qualifications | | | |
| 1. Current pediatric first aid certification. (STAR 1) | <input type="checkbox"/> First Aid cards or professional development certificates indicate current certification in STARS approved pediatric first aid (universal first aid is acceptable until it expires for existing staff members) | Correlative Standard: | Verification Methodology: |

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|---|---|---|---|
| 2. High School Diploma or Generalized Education Development (GED) certification. (STAR 2) | <input type="checkbox"/> Copy of diploma or certificate is on file | Correlative Standard: | Verification Methodology: |
| Secondary Staff/Substitutes and Assistants Development | | | |
| 1. 6 annual clock hours of professional development, based on the Big Ideas and IPDP, taken by each staff member. (STAR 1) | <input type="checkbox"/> STARS approved professional development certificates that include the date, course title, hours, and instructor signature <input type="checkbox"/> Professional development is partially based on the IPDP | Correlative Standard: | Verification Methodology: |
| 2. Annual professional development plan is developed based on needs identified in the Big Ideas and Individual Professional Development Plan (IPDP). (STAR 2) | All staff have an IPDP that includes a complete: <ul style="list-style-type: none"> <input type="checkbox"/> Self-assessment <input type="checkbox"/> Professional Development History <input type="checkbox"/> Annual Professional Development Plan <input type="checkbox"/> Current, dated plan with signature <input type="checkbox"/> K7 Event | Correlative Standard: | Verification Methodology: |

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|---|--|---|---|
| 3. All staff must have two hours of health and safety professional development annually. (STAR 2) | <input type="checkbox"/> STARS approved professional development certificates that include the date, course title, hours (at least two), and instructor signature demonstrating professional development in health and safety for all staff who have been employed for more than one year | Correlative Standard: | Verification Methodology: |
| 4. All staff must attend at least two hours of professional development annually on child observation, inclusive practices and/or ERS. (STAR 2) | <input type="checkbox"/> STARS approved professional development certificates that include the date, course title, hours (at least two), and instructor signature demonstrating professional development in one of the topic areas for all staff who have been employed for more than one year | Correlative Standard: | Verification Methodology: |
| 5. 9 annual clock hours of professional development, based on the Big Ideas and IPDP, taken by each staff member. (STAR 3) | <input type="checkbox"/> STARS approved professional development certificates that include the date, course title, hours, and instructor signature <input type="checkbox"/> Professional development is partially based on the IPDP | Correlative Standard: | Verification Methodology: |

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|--|--|---|---|
| 6. All staff must attend at least two hours of professional development annually on curriculum, program or child assessment. (STAR 3) | <input type="checkbox"/> STARS approved professional development certificates that include the date, course title, hours (at least two), and instructor signature demonstrating professional development in one of the topic areas for all staff who have been employed for more than one year | Correlative Standard: | Verification Methodology: |
| <u>7. 12 annual clock hours of professional development based on the Big Ideas and IPDP, taken by each staff member. (STAR 4)</u> | <input type="checkbox"/> STARS approved professional development certificates totaling 12 hours that include the date, course title, hours, and instructor signature for all staff who have been employed for more than one year | Correlative Standard: | Verification Methodology: |
| 8. Annually, participate in 1 professional growth and development activity. (STAR 4) | <input type="checkbox"/> Evidence of approved professional development activity within the last year for each staff member employed for more than one year <input type="checkbox"/> Staff are aware of group memberships Other (please explain): | Correlative Standard: | Verification Methodology: |

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|--|---|---|---|
| Child Observation / Curriculum / Assessment | | | |
| 1. Site obtains and maintains copies of the appropriate Learning Standards for all age groups in the program. (STAR 1) | <input type="checkbox"/> Standards are on site <input type="checkbox"/> Standards onsite reflect all age groups that are served by the program <input type="checkbox"/> There is evidence that standards are accessible for staff to review | Correlative Standard: | Verification Methodology: |
| 2. Learning Standards are used as a resource for program planning. (STAR 2) | <input type="checkbox"/> Lesson plans reflect broad learning areas <input type="checkbox"/> Learning Standards are included on lesson plans <input type="checkbox"/> Verified during staff interview | Correlative Standard: | Verification Methodology: |

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|--|---|---|---|
| 3. Provider selects an OCDEL approved assessment tool. (STAR 2) | <input type="checkbox"/> OCDEL approved assessment tool | Correlative Standard: | Verification Methodology: |
| 4. A developmentally appropriate screening of the child is completed and shared with family within 45 days of program entry (STAR 2) | <input type="checkbox"/> There is evidence that demonstrates that screening was completed within 45 days of program entry (90 days for school-age) <input type="checkbox"/> There is evidence that demonstrates that screening was completed within 45 days of classroom change for children who transition to another classroom within the program (90 days for school-age) <input type="checkbox"/> Documentation of attempt to share screening with parent <input type="checkbox"/> There is evidence that screenings are completed according to the timeline specified in the standard | Correlative Standard: | Verification Methodology: |

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|--|--|---|---|
| <p><u>5. All demographic information, including child, program and staff information, is recorded timely and accuracy is maintained in the Early Learning Network (ELN). (STAR 2)</u></p> | <p><input type="checkbox"/> All demographic information is recorded in the ELS</p> <p>OR</p> <p><input type="checkbox"/> Recorded on paper until the program is able to enter the information online</p> | <p>Correlative Standard:</p> | <p>Verification Methodology:</p> |
| <p><u>6. Based on ongoing child observations, developmentally appropriate authentic assessments of the child are completed and reported electronically into an OCDEL approved assessment tool following the tool's specified timeframes. (STAR 3)</u></p> | <p><input type="checkbox"/> Assessments are completed</p> <p><input type="checkbox"/> Reported electronically into an OCDEL approved assessment tool</p> <p><input type="checkbox"/> Within timeframes</p> | <p>Correlative Standard:</p> | <p>Verification Methodology:</p> |

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|---|--|---|---|
| 7. Results from the authentic assessments are used for curriculum, individual child planning, and referral to community resources. (STAR 3) | <input type="checkbox"/> Program has a written curriculum <input type="checkbox"/> Provides examples of classroom planning that were developed or adapted using the information gained through individual & group developmental authentic assessment. <input type="checkbox"/> Documentation of referral process <input type="checkbox"/> Verified during staff interview | Correlative Standard: | Verification Methodology: |
| 8. Implement a learning curriculum that incorporates the Learning Standards, including a written curriculum statement. (STAR 3) | <input type="checkbox"/> Curriculum statement contained in Policy and Procedure Manual <input type="checkbox"/> Lesson plans identify Early learning Standards <input type="checkbox"/> Facility has written, identifiable curriculum | Correlative Standard: | Verification Methodology: |

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|---|---|---|---|
| 9. Program crosswalks curriculum and assessment tools to the Learning Standards. (STAR 4) | <input type="checkbox"/> Facility's curriculum and assessment tools are cross-walked to the Key Learning Areas of the Learning Standards OR <input type="checkbox"/> Curricula is in use that has been cross-walked previously. | Correlative Standard: | Verification Methodology: |
| Environment Rating | | | |
| 1. Complete the Keystone STARS Family Child Care Home Learning Environment Checklist. (STAR 1) | <input type="checkbox"/> Score sheet of completed ERS self-assessment for each classroom <input type="checkbox"/> Score sheet is filled out completely and scored <input type="checkbox"/> There is evidence that the assessment was completed by a staff person with the appropriate Environmental Rating Scale professional development | Correlative Standard: | Verification Methodology: |
| 2. Provider attests that TV, video or DVD watching is limited to no more than 5 hours per week, is developmentally appropriate and supervised. (STAR 1) | <input type="checkbox"/> Attestation form completed | Correlative Standard: | Verification Methodology: |

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|---|--|---|---|
| 3. A FCCERS-R self-assessment and Reflection Tool completed (STAR 2) | <input type="checkbox"/> FCCERS-R self-assessment complete <input type="checkbox"/> Reflection Tool complete | Correlative Standard: | Verification Methodology: |
| 4. A written Improvement Plan is developed to address any score below a 3.0 on the FCCERS-R. (STAR 2) | There is a written improvement plan including: <input type="checkbox"/> Improvements <input type="checkbox"/> Subscale Indicator <input type="checkbox"/> Person responsible <input type="checkbox"/> Target dates | Correlative Standard: | Verification Methodology: |
| 5. A FCCERS-R assessment by a STARS ERS assessor must average a score of 4.25 (STAR 3) | <input type="checkbox"/> Summary report from Keystone STARS ERS Assessor indicates an average facility score for all sampled classrooms is at least a 4.25 | Correlative Standard: | Verification Methodology: |
| 6. A written Improvement Plan is developed to address any ERS subscale score below a 3.5. (STAR 3) | There is a written improvement plan including: <input type="checkbox"/> Improvements <input type="checkbox"/> Subscale Indicator <input type="checkbox"/> Person responsible <input type="checkbox"/> Target dates | Correlative Standard: | Verification Methodology: |
| <u>7. A FCCERS-R assessment by a STARS ERS assessor must average a score of 5.25 (STAR 4)</u> | <input type="checkbox"/> Summary report from Keystone STARS ERS Assessor indicates an average facility score for all sampled classrooms is at least a 5.25 | | |

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|--|--|---|---|
| <p><u>8. A written Improvement Plan is developed to address any ERS subscale score below a 4.25. (STAR 4)</u></p> | <p>There is a written improvement plan including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Improvements <input type="checkbox"/> Subscale Indicator <input type="checkbox"/> Person responsible <input type="checkbox"/> Target dates | <p>Correlative Standard:</p> | <p>Verification Methodology:</p> |
| <p><i>Community Resources / Family Involvement</i></p> | | | |
| <p>1. At enrollment, families are provided with information regarding public, social and community services. (STAR 1)</p> | <p><input type="checkbox"/> Copy of the information given to parent</p> | <p>Correlative Standard:</p> | <p>Verification Methodology:</p> |
| <p>2. The program collects child-centered information at enrollment to facilitate responsive care that is mindful of the needs of individual children and families. A family meeting is offered within 45 days of enrollment to encourage program-family partnerships and share initial observations and goals for the child. (STAR 1)</p> | <p><input type="checkbox"/> Meeting notice, statement within enrollment packet and/or in the parent handbook offering a meeting within 45 days of enrollment</p> <p><input type="checkbox"/> There is evidence that child-centered questions are asked at enrollment (in addition to certification requirements)</p> | <p>Correlative Standard:</p> | <p>Verification Methodology:</p> |

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|---|--|---|---|
| 3. Families are verbally informed of substitutes' and assistants' credentials and schedules. (STAR 1) | <input type="checkbox"/> There is evidence that demonstrates that families were informed of substitutes' and assistances' credentials and schedules | Correlative Standard: | Verification Methodology: |
| 4. At minimum of once per year, written information on topics including health and human services, wellness, nutrition and fitness, and/or child development is given and explained to families and staff. (STAR 2) | <input type="checkbox"/> Explanation given to families describing the purpose for sharing the information <input type="checkbox"/> Samples of information distributed at least once per year <input type="checkbox"/> Evidence that staff are informed about the topic being distributed | Correlative Standard: | Verification Methodology: |
| 5. If applicable to the child, provider requests from families copies of child's IEP or IFSP, written plans, and/or special needs assessments completed by professionals to inform developmentally appropriate practice. (STAR 2) | <input type="checkbox"/> Asked of all parents as part of the enrollment process and/ or <input type="checkbox"/> Page in the parent handbook requests plans | Correlative Standard: | Verification Methodology: |

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|---|--|---|---|
| 6. A written method whereby families and providers can exchange observations concerns and comments (e.g. daily log, notebook message center, family-teacher journal, take-home envelopes). (STAR 2) | <input type="checkbox"/> Sample of forms used <input type="checkbox"/> A consistent, written format is Used <input type="checkbox"/> Individual form covers infant/ toddlers daily routines and activities (naps, feeding, diaper changes, etc.) <input type="checkbox"/> Forms and/ or written procedures for sharing individual information for children who are of pre-school and/ or school-age <input type="checkbox"/> Confidentiality is observed | Correlative Standard: | Verification Methodology: |
| 7. A minimum of one family conference is offered per year to discuss the child's progress and behavioral, social, and physical needs. (STAR2) | <input type="checkbox"/> Dated copy of parent conference notice dated within the last 12 months is part of the child's records <input type="checkbox"/> There is evidence that a written report is given to families whether or not they attend a conference | Correlative Standard: | Verification Methodology: |
| 8. Families are provided with information/application for publicly funded child care/health insurance programs, and tax credit information (Earned Income Tax Credit, PA TAX BACK). (STAR 2) | <input type="checkbox"/> Sample of packet given to families that includes information/application for publicly funded child care/health insurance programs and information on tax credits | Correlative Standard: | Verification Methodology: |

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|---|---|---|---|
| 9. Families are given a written letter introducing substitutes and assistants, explaining their credentials and schedules. (STAR 2) | <input type="checkbox"/> Copy of letter introducing substitutes and assistants, explaining their credentials and schedules is part of the child's record | Correlative Standard: | Verification Methodology: |
| 10. A plan is written and implemented describing procedures to refer families to appropriate social, mental health, educational, wellness, and medical services. (STAR 3) | <input type="checkbox"/> There is a written plan describing procedure to refer parents in the staff's handbook | Correlative Standard: | Verification Methodology: |
| 11. A minimum of one opportunity is offered for family involvement (e.g. volunteer opportunities, family play nights, family corner, picnics, lending library, and monthly calendars). (STAR 3) | <input type="checkbox"/> There is evidence that demonstrates that a minimum of one opportunity is offered for family involvement | Correlative Standard: | Verification Methodology: |
| 12. A minimum of two family conferences are offered per year to discuss the child's progress and behavioral, social and physical needs. Authentic assessments of the child are shared with the family a minimum of two times per year. (STAR 3) | <input type="checkbox"/> Dated copy of parent conference notice dated within the last 12 months is part of the child's records <input type="checkbox"/> There is evidence that a written report is given to families whether or not they attend a conference | Correlative Standard: | Verification Methodology: |

| STARS Performance Standard | Verification Required in Keystone STARS | Correlative Standard: enter the correlative standard in this column. If there is not one, please leave the box blank and highlight the row in YELLOW . | Verification Methodology in Accrediting Program |
|--|--|---|---|
| <p>13. If applicable to the child, provider, in conjunction with families and service providers from public, social and community service organizations, implements activities appropriate to meet IEP or IFSP goals and/or special needs plans and objectives. (STAR 4)</p> | <p><input type="checkbox"/> IEP/ IFSP is on file <input type="checkbox"/> There is evidence that some goals are used in planning <input type="checkbox"/> There is a policy regarding implementing goals shared in the plan <input type="checkbox"/> There is evidence of ongoing communication regarding the plan during conference (at least semi-annually)</p> | <p>Correlative Standard:</p> | <p>Verification Methodology:</p> |
| <p>14. Program has policies that demonstrate engagement and partnership with families in program planning and decision-making. (STAR 4)</p> | <p><input type="checkbox"/> There is evidence that the program invites families to give input into program planning and decision-making</p> | <p>Correlative Standard:</p> | <p>Verification Methodology:</p> |
| <p>15. Families and school age children are asked, at least once per year, to evaluate the program's efforts to meet their needs (e.g. questionnaire, survey, suggestion box). (STAR 4)</p> | <p><input type="checkbox"/> Documentation of annual evaluation/review of program, including the format by which input is received from families and school age children</p> | <p>Correlative Standard:</p> | <p>Verification Methodology:</p> |

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|---|--|---|---|
| <p>16. A minimum of two opportunities are offered for family involvement, one of which is to coordinate opportunity for family group information activity to: a) enhance knowledge and understanding of child development needs, or b) enhance health education knowledge. (STAR 4)</p> | <p><input type="checkbox"/> Documentation including agenda and educational material showing at least one parent activity was offered in addition to the other involvement opportunities in the past 12 months</p> | <p>Correlative Standard:</p> | <p>Verification Methodology:</p> |
| Transition | | | |
| <p>1. Program provides general information to families regarding transitioning children to another educational setting. (STAR 1)</p> | <p><input type="checkbox"/> Copy of information provided to parents regarding transitioning children to another classroom and/ or educational setting</p> <p><input type="checkbox"/> Evidence that information is provided prior to the move</p> <p><input type="checkbox"/> Information should at least identify the schedule, routines and expectations of the next setting</p> <p>School-age:</p> <p><input type="checkbox"/> As applicable, information for school-age children transitioning to self-care, other programs and between school and the program is included</p> | <p>Correlative Standard:</p> | <p>Verification Methodology:</p> |
| <p>2. Program transfers child records, at the request of the family, when the child transitions to another educational setting. (STAR 2)</p> | <p><input type="checkbox"/> Parent handbook states policy that children's records can be transferred</p> <p><input type="checkbox"/> Records are transferred at written request, which specifies which types of records may be transferred</p> | <p>Correlative Standard:</p> | <p>Verification Methodology:</p> |

| STARS Performance Standard | Verification Required in Keystone STARS | Correlative Standard: enter the correlative standard in this column. If there is not one, please leave the box blank and highlight the row in YELLOW . | Verification Methodology in Accrediting Program |
|--|---|---|---|
| 3. Program includes age-appropriate activities for children to prepare for transition. (STAR 2) | <input type="checkbox"/> Written sample, list of activities or lesson plans | Correlative Standard: | Verification Methodology: |
| 4. Families are offered a group meeting to provide information regarding a child's transition to another educational setting and to encourage families and their children to connect to the school setting by visiting. (STAR 3) | <input type="checkbox"/> Meeting is offered <input type="checkbox"/> Written information is provided <input type="checkbox"/> Children are given the opportunity to visit the next classroom | Correlative Standard: | Verification Methodology: |
| 5. Program creates, with input from families, a list of community/school stakeholders regarding child transition. (STAR 3) | <input type="checkbox"/> List of stakeholders including the local LEARN <input type="checkbox"/> Evidence or description of how parents were involved <input type="checkbox"/> Dated letter of introduction to all stakeholders inviting partnership around child transition between programs <input type="checkbox"/> Copy of the plan | Correlative Standard: | Verification Methodology: |
| 6. Program sends letter of introduction to appropriate community/school stakeholders outlining goal to partner in child transitioning efforts from child care to school setting. (STAR 4) | <input type="checkbox"/> Dated copy of the letter <input type="checkbox"/> List of stakeholders with a description of how parents were involved in the process of developing the list | Correlative Standard: | Verification Methodology: |
| 7. Program participates in community/school transition activities as available. (STAR 4) | <input type="checkbox"/> Attends school district events (can be director or owner) <input type="checkbox"/> Attends community events pertinent to children and families (can be director or owner) OR <input type="checkbox"/> Documents unsuccessful attempts to identify such events <input type="checkbox"/> Verified during staff interview | Correlative Standard: | Verification Methodology: |

| STARS Performance Standard | Verification Required in Keystone STARS | Correlative Standard: enter the correlative standard in this column. If there is not one, please leave the box blank and highlight the row in YELLOW . | Verification Methodology in Accrediting Program |
|--|---|---|---|
| Business Practices | | | |
| 1. Copies of inspection reports required by local ordinances such as fire, building and health inspections are posted where families can easily see them. (STAR 1) | <input type="checkbox"/> Inspection reports required by local ordinances are posted (see the attached Family Child Care Home Provider Attestation) | Correlative Standard: | Verification Methodology: |
| 2. Program develops and distributes a Family Handbook. (STAR 1) | <input type="checkbox"/> Parent Handbook provides general information about the program | Correlative Standard: | Verification Methodology: |
| 3. File appropriate tax forms (STAR 1) | <input type="checkbox"/> Documentation of filed tax forms | Correlative Standard: | Verification Methodology: |
| 4. Proof of liability insurance. (STAR 1) | <input type="checkbox"/> Copy of current liability insurance policy | Correlative Standard: | Verification Methodology: |
| 5. A financial record keeping system for revenue and expenses is in place. (STAR 2) | <input type="checkbox"/> Documentation of financial system includes comparison of expenses and revenue <input type="checkbox"/> System is operational during the current period of the designation visit | Correlative Standard: | Verification Methodology: |

| STARS Performance Standard | Verification Required in Keystone STARS | Correlative Standard: enter the correlative standard in this column. If there is not one, please leave the box blank and highlight the row in YELLOW . | Verification Methodology in Accrediting Program |
|--|--|---|---|
| 6. Provider has a signed copy of an established professional Code of Ethics. (STAR 2) | <input type="checkbox"/> Written code <input type="checkbox"/> Verified during staff interview | Correlative Standard: | Verification Methodology: |
| 7. Program creates a projected one-year operating budget, including a statement of income and expenditures. (STAR 3) | <input type="checkbox"/> Program budget (can be hand-written) <input type="checkbox"/> Budget addresses the period of the designation visit | Correlative Standard: | Verification Methodology: |
| 8. Written job descriptions for substitutes and assistants, if applicable. (STAR 3) | <input type="checkbox"/> Written description of the duties and responsibilities for each staff person | Correlative Standard: | Verification Methodology: |
| 9. Review fire safety plan and emergency plan (including risk management) annually and update as necessary. (STAR 3) | <input type="checkbox"/> Copy of fire safety plan and dates of updates <input type="checkbox"/> Copy of emergency plan and dates of updates | Correlative Standard: | Verification Methodology: |

| STARS Performance Standard | Verification Required in Keystone STARS | Correlative Standard: enter the correlative standard in this column. If there is not one, please leave the box blank and highlight the row in YELLOW . | Verification Methodology in Accrediting Program |
|---|---|---|---|
| 10. Current business plan. (STAR 4) | <input type="checkbox"/> Copy of current business plan | Correlative Standard: | Verification Methodology: |
| 11. Policy and procedure manual that includes written health policies to cover topics per CFOC National Standards and found in published Model Child Care Health Policy booklet (ECELS/NAEYC/AAP) and is made available to staff at all times. (STAR 4) | <input type="checkbox"/> Policy and Procedure Manual includes written health policies to cover topics per CFOC National Standards and found in published Model Child Care Health Policy booklet (ECELS/NAEYC/AAP) <input type="checkbox"/> Availability of a policy and procedure manual verified during staff interview | Correlative Standard: | Verification Methodology: |
| Continuous Quality Improvement | | | |
| 1. Program uses documents for tracking illnesses and injuries, including plans of action to prevent further occurrences. (STAR 1) | <input type="checkbox"/> Documents for injury and illness tracking of children <input type="checkbox"/> Plans of action to address weaknesses | Correlative Standard: | Verification Methodology: |
| 2. Complete and provide the professional development plan in the Big Ideas and IPDP. (STAR 2) | <input type="checkbox"/> Professional Development (FPD) Plan Completed <input type="checkbox"/> Plan submitted to Regional Key | Correlative Standard: | Verification Methodology: |
| 3. System of site safety review including strategies for supervising children and corresponding plan of action are instituted. (STAR 2) | <input type="checkbox"/> Documentation of system of site safety review <input type="checkbox"/> Site safety review is conducted as often as recommended in the tool utilized <input type="checkbox"/> Plan of action to address issues | Correlative Standard: | Verification Methodology: |

| STARS Performance Standard | Verification Required in Keystone STARS | Correlative Standard: enter the correlative standard in this column. If there is not one, please leave the box blank and highlight the row in YELLOW . | Verification Methodology in Accrediting Program |
|--|---|---|---|
| <u>4. Provider develops a Continuous Quality Improvement Plan using multiple sources (STAR 3)</u> | <input type="checkbox"/> Includes timelines <input type="checkbox"/> Includes person(s) responsible for completion Source: Source: Source: | Correlative Standard: | Verification Methodology: |
| <i>Employee Compensation</i> | | | |
| 1. Providers make provisions for substitutes or designated qualified staff in emergency situations. (STAR 1) | <input type="checkbox"/> Documentation of procedures for use by substitutes and designated qualified staff during emergency situations | Correlative Standard: | Verification Methodology: |
| 2. List of all staff by positions, salary, and tenure. (STAR 2) | <input type="checkbox"/> Staff records grid completed <input type="checkbox"/> Salary range is included in personnel policies or given to staff (listed as minimum to maximum for each position) | Correlative Standard: | Verification Methodology: |
| 3. At least 1 employee benefit given to staff. (STAR 2) | <input type="checkbox"/> Policies or information regarding benefits that is given to staff <input type="checkbox"/> Verified during staff interview | Correlative Standard: | Verification Methodology: |