

**Show and Tell – Quality Site Visit Checklist.** Did you know that site visits and events offer great word-of-mouth marketing? Take every chance to “show and tell” families why choosing quality with Keystone STARS is important! These families will increase awareness about your Keystone STARS program when they talk about it with their friends.

What is quality?	How can you SHOW this?	What can you TELL about it?
<b>Safe and healthy surroundings</b>	<ul style="list-style-type: none"> <li>• Child care certification/registration displayed prominently</li> <li>• Emergency plans/alarms, fire extinguishers</li> <li>• Medications labeled and locked up</li> <li>• Diapering stations, hand washing procedures</li> <li>• Cleaning supplies locked up, procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Keystone STARS means that you already comply with all required health and safety standards from the PA Department of Human Services</li> <li>• Talk about the work do you do at your STARS level that goes above and beyond the minimum requirements</li> <li>• Talk about your staff:child ratios and how that helps you observe children and keep them safe</li> </ul>
<b>Staff trained in child development and/or early childhood education</b>	<ul style="list-style-type: none"> <li>• Certificates of first aid/CPR training</li> <li>• Diplomas, certificates, credentials of staff</li> <li>• Teachers interacting with children, observing their activities, and using developmentally-appropriate practices to help the child learn</li> </ul>	<ul style="list-style-type: none"> <li>• Research shows that the quality of the teacher is one of the most important factors in children’s success</li> <li>• Background checks for all staff members</li> <li>• Education and annual PD requirements for staff</li> <li>• Staff attending/furthering education</li> <li>• Awards and achievements received</li> </ul>
<b>Offers a variety of research-based “play” activities to help children learn</b>	<ul style="list-style-type: none"> <li>• Lesson plans aligned with PA Early Learning Standards</li> <li>• Children engaged in play (possibly with the teacher facilitating play) using clean, unbroken, age-appropriate toys</li> <li>• Signs at each play station that identify what skills the children are learning</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum aligned with the research-based PA Early Learning Standards</li> <li>• Point out social skills, such as children taking turns</li> <li>• Discuss what children are learning at each play station</li> <li>• Physical activity on playground builds gross motor skills and healthy exercise</li> </ul>
<b>Positive relationships with family involvement and engagement</b>	<ul style="list-style-type: none"> <li>• Handbooks and visual communication boards</li> <li>• Newsletters, daily update forms</li> <li>• Family events, meetings, conferences</li> <li>• Resources: papromiseforchildren.com</li> <li>• Resources from the community</li> </ul>	<ul style="list-style-type: none"> <li>• Open door policies</li> <li>• Volunteer opportunities</li> <li>• Family support and/or learning events</li> <li>• Identify any siblings in different classrooms (parents continue to trust your services as their families grow)</li> </ul>
<b>Observes children’s learning and monitors developmental milestones</b>	<ul style="list-style-type: none"> <li>• Daily activity sheets</li> <li>• Parent-teacher meetings</li> <li>• Progress / child outcomes reports</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers watch children at play and offer appropriate help at the learning/activity areas</li> <li>• Teachers watch children and note their learning progress and any delays or difficulties</li> </ul>

Show and Tell – Quality Site Visit Checklist. Use this worksheet to create your own site visit checklist. Share this with staff to create a custom checklist for each classroom!

<b>What is quality?</b>	<b>How do/can you SHOW this?</b>	<b>What do/can you TELL about it?</b>
<b>Safe and healthy surroundings</b>		
<b>Staff trained in child development and/or early childhood education</b>		
<b>Offers a variety of research-based “play” activities to help children learn</b>		
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