



# **Afterschool Licensed Program 1 and 2 STARS EASY Application**

**STARS is Vermont's Step Ahead Recognition System for Child Care, Early Education, and Afterschool Programs, and is a quality initiative of The Child Development Division, The Department for Children and Families, The Agency of Human Services, and The Department of Education**



## Overview of the Afterschool Licensed Program

### 1 and 2 STARS EASY Application

#### Who should use this application?

Afterschool Licensed Programs who would like to achieve One or Two STARS only. This would be an ideal application for a program that is new to STARS.

The full STARS application contains 5 arenas. This application contains two arenas because these are the ones most programs start with. Applicants can use the full application and be recognized for achievements in other arenas if they choose to.

#### This STARS application contains:

1. Application cover page
2. Background and statistical information pages

#### And the following arenas of action:

1. Regulatory History (1-3 possible points)
5. Administration (1-3 possible points)

**The points from the two arenas are added together to determine the star level.**

#### Total Number of Points

1 to 4 points  
5 to 8 points

#### Star Level

One Star Program  
Two Star Program



**The full STARS application contains:**

The following arenas of action:

1. Regulatory History (1-3 possible points)
2. Staff Qualifications and Annual Professional Development (1-3 possible points)
3. Families and Community (1-3 possible points)
4. Program Practices (1-5 possible points)
5. Administration (1-3 possible points)

The points from all five arenas are added together to determine the star level.

<u>Total Number of Points</u>	<u>Star Level</u>
1 to 4 points	One Star Program
5 to 8 points	Two Star Program
9 to 11 points	Three Star Program
12 to 14 points	Four Star Program
15 to 17 points	Five Star Program

**STARS recognizes accomplishments and activities that go above and beyond state regulation  
Thank you for participating in this quality initiative!**

# General Guidance for the Afterschool Licensed Program 1 and 2 STARS EASY Application

## This application is only for Afterschool Licensed Programs

Organizations that operate multiple licensed sites or programs will need to submit an application for each licensed site or program

### New STARS applicants:

Welcome to STARS and congratulations on your achievements thus far.

To enter your program into the STARS system, complete and submit this application according to your current program practices and achievements. Once the application process is complete you will receive a three-year STARS certificate. Each year an annual report form is required. You can add points annually as additional achievements and activities become part of your program.

### Renewals or Annual Reports:

The STARS process is meant to be ongoing. Planning program improvements and implementing them over time as well as keeping records of current activities and practices will make the process most effective.

### Submitting the STARS Application:

- The application materials can be grouped by arena.
- **Clearly identify** the documents supporting each arena. Use the boxes in the application to check what has been achieved and to indicate that appropriate documentation is included.
- Binders or other special presentation materials are *not* necessary or recommended.

**Applications should be signed and submitted with all supporting documents to:**

**STARS  
Mary Johnson Children's Center  
81 Water Street  
Middlebury, VT 05753**

*Make sure to keep a copy for your records*

For assistance with or questions about this application please contact the STARS coordinators at (802) 398-2037 or [stars@mjcvt.org](mailto:stars@mjcvt.org)

For general questions, contact: **Jan Walker** or **Manuela Fonseca**  
**1-800-649-2642** or **(802)828-3850**  
**Child Development Division** or **Department of Education**

To learn more about STARS, please visit [www.dcf.vermont.gov/cdd/stars](http://www.dcf.vermont.gov/cdd/stars)



## Application Cover Page for Afterschool Licensed Programs

My current STARS certificate number is: \_\_\_\_\_ or  This is my first STARS application and I do not yet have a STARS certificate number.

Program name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Position (owner, director, coordinator, principal, etc.): \_\_\_\_\_

Director, owner, or principal name (if not above): \_\_\_\_\_

Mailing address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email: \_\_\_\_\_

License Certificate Number (required): \_\_\_\_\_ Date first licensed \_\_\_\_\_

**For each arena, indicate the number of points you are requesting.**

Arena	Number of points you are requesting	Reviewer confirmed
1. Compliance History		
5. Administration		
<b>Total points you are requesting:</b>		

1 - 4 points = One Star
5 - 8 points = Two Stars

Star Level Requested	Reviewer Confirmed

**Sign and date on the line below. A STARS representative will sign and return this form when the application review is completed. You will be contacted if there are questions or missing documentation.**

\_\_\_\_\_  
**Signature of program representative      Date**

\_\_\_\_\_  
**Signature of STARS representative      Date**



## Background and Statistical Information

Program name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Position (owner, director, coordinator, principal, etc.) \_\_\_\_\_

Other contact name: \_\_\_\_\_ Position: \_\_\_\_\_

Director, owner or principal name (if not above): \_\_\_\_\_

Mailing address: Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Licensed Certificate Number (required): \_\_\_\_\_ Date first licensed: \_\_\_\_\_

Town where facility is located: \_\_\_\_\_ County: \_\_\_\_\_

### Program information

1. Program affiliation (please check if any apply to your program):

- Public school afterschool     Private afterschool     Private not-for-profit     Religious program
- Waldorf     One of Multi-site public     One of Multi-site private     Montessori
- Head Start/Early Head Start     Other \_\_\_\_\_

2. Business entity:

- Independent/sole proprietor     C corporation, S corporation or LLC
- Not for profit corporation - 501(c)(3)     Partnership or LLP
- Public school

3. Type of program offered during regular operation

- Full day only (over 5 hours)     Full and part day
- Part day only     Other (explain) \_\_\_\_\_

4. Days and hours of operation (indicate the days and times that the program is open, regardless of whether there are children in attendance).

Open from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm (indicate times and circle am or pm)

Days regularly open: Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun \_\_\_

Other description (such as summer hours or services on school vacations) \_\_\_\_\_

5. The program is best described as

- Open year round     Open during school year only
- Open in summer only     Other (please explain) \_\_\_\_\_

6. Number of people employed by program: \_\_\_\_\_ over 30 hrs/week    \_\_\_\_\_ under 30 hrs/week

**Enrollment information**

1. Total number of children enrolled in program/cared for (full and part time): \_\_\_\_\_
2. Typical number of children attending on a given day (full and part day): \_\_\_\_\_
3. In the chart below, enter the number of children enrolled, both full and part time, in the indicated categories.  
*Some children will fall into more than one category.*

	Kindergarten	School age
Current number of children whose families pay the regular or advertised rates/fees (receiving no other support)		
Current number of children enrolled through a public preschool partnership or because the program is a public school managed preschool		
Current number of children funded through scholarships, including the Vermont Child Care Financial Assistance Program <i>Describe type of scholarship:</i>		
Current number of children with special needs**		

*\*\* Children with special needs are those with a diagnosed or defined developmental, behavioral, medical, or other special need for which there is a formal treatment plan*

\* \* \* \* \*

**I certify that the information contained in this full application is true and correct. I understand that if any information contained in this full application for the STARS program is found to be incorrect, that this application shall be voided and any certificate awarded shall be rescinded.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mentor's Signature  
(Optional)

\_\_\_\_\_  
Agency Mentor Represents

\_\_\_\_\_  
Date



## I. Regulatory History Arena for Afterschool Licensed Programs

Check one of the statements below and, if the second statement is checked, indicate the number of points requested

*No points requested* The program is in compliance with all CDD licensing regulations pertaining to regulatory history and no points are being requested for this arena.

\_\_\_\_\_ (*# of points*) The program is in compliance and the number of points requested in the Regulatory History Arena of STARS reflects the program’s documented history and that it meets the required criteria as described in the information and chart below.

**IMPORTANT:** The program must have a visit from a CDD licensing specialist within two years of the date of the STARS application. Licensing will be notified by the STARS Coordinators that the program needs a visit. The licensing specialist will perform a standard drop-in visit. The length of time the program has been under operation is determined by the opening date of the current regulatory number.

Point Level	Standard	Evidence to meet the Regulatory History Standards	What to submit for verification
<i>Not rated/ In compliance</i>	The program is in compliance with CDD regulations and within the past 12 months has not had any substantiated violations resulting in a Parent Notification Letter and has not had any substantiated violations of the same nature or exhibited a general pattern of non-compliance.	<p>Program has had no serious violations within the past 12 months and is in full compliance with the regulations. Any previous violations have been corrected to the satisfaction of the Child Development Division (CDD)</p> <p>The program has been in operation under CDD regulations for fewer than 12 months</p> <p>STARS Coordinators review status to confirm compliance</p> <p>There is no need for the applicant to submit additional evidence, however if your program has not been visited within the last 2 years the STARS coordinators will request a licensing visit for you.</p>	<p><input type="checkbox"/> Signed Application</p> <p>STARS Coordinator must confirm with CDD that the program has not had a serious violation in the last 12 months.</p>

## I. Regulatory History Arena for Afterschool Licensed Programs

Point Level	Standard	Evidence to meet the Regulatory History Standards	What to submit for verification
<b>1 Point</b>	The program is in compliance with CDD regulations and within the past 12 months has not had any substantiated violations resulting in a Parental Notification Letter and has not had any substantiated violations of the same nature or exhibited a general pattern of non-compliance.	<p>Program has had no serious violations within the past 12 months and is in full compliance with the regulations. See also guidance in the “In Compliance” section.</p> <p>Any previous violations have been corrected to the satisfaction of the Child Development Division (CDD)</p> <p>The program has been in operation under CDD regulations and the same license number for 12 – 35 months</p> <p>A licensing specialist has visited the program within the past two years</p>	<p><input type="checkbox"/> Signed application with date of last licensing visit within the last two years</p> <p>STARS Coordinator must confirm with CDD that:</p> <ul style="list-style-type: none"> <li>➤ The program has been in operation between 12 and 35 months</li> <li>➤ No serious regulatory violations have occurred in the last 12 months</li> <li>➤ There is not a pattern of non-compliance.</li> </ul>
<b>2 Points</b>	The program is in compliance with CDD regulations and within the past 36 months has not had any substantiated violations resulting in a Parent Notification Letter and has not had any substantiated violations of the same nature or exhibited a general pattern of non-compliance.	<p>Program has had no serious violations within the past 36 months and is in full compliance with the regulations. Any previous violations have been corrected to the satisfaction of the Child Development Division (CDD)</p> <p>The program has been in operation under CDD regulations and the same license number for 36 - 59 months</p> <p>A licensing specialist has visited the program within the past two years</p>	<p><input type="checkbox"/> Signed application with date of last licensing visit within the last two years</p> <p>STARS Coordinator must confirm with CDD that:</p> <ul style="list-style-type: none"> <li>➤ The program has been in operation between 36 and 59 months</li> <li>➤ No serious regulatory violations have occurred during this time period</li> <li>➤ There is not a pattern of non-compliance.</li> </ul>
<b>3 Points</b>	The program is in compliance with CDD regulations and within the past 5 years has not had any substantiated violations resulting in a Parent Notification Letter and has not had any substantiated violations of the same nature or exhibited a general pattern of non-compliance.	<p>Program has had no serious violations within the past 60 months and is in full compliance with the regulations. Any previous violations have been corrected to the satisfaction of the Child Development Division (CDD).</p> <p>The program has been in operation under CDD regulations for 60 months (5 years) or longer</p> <p>A licensing specialist has visited the program within the past two years</p>	<p><input type="checkbox"/> Signed application with date of last licensing visit within the last two years</p> <p>STARS Coordinator must confirm with CDD that:</p> <ul style="list-style-type: none"> <li>➤ The program has been in operation 60 months (5 years) or longer</li> <li>➤ No serious regulatory violations have occurred during this time period</li> <li>➤ There is not a pattern of non-compliance</li> </ul>

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date of most recent licensing visit: \_\_\_\_\_

***\*Applications without a signature will not be processed\****

## V. Administration for Afterschool Licensed Programs

Check one of the statements below and, if the second statement is checked, indicate the number of points requested

No points requested The program is in compliance with all CDD licensing regulations pertaining to Administration Practices and no points are being requested for this arena.

\_\_\_\_\_ (# of points) The program is in compliance and the number of points requested in the administration arena of STARS is based on the program’s activities and practices as indicated by the boxes checked in the grid below.

**Clearly label all Administration documentation and attach to this section of the application.**

Point Level	Standard	Evidence to Meet Administration Standards	What to submit for verification
<b><i>Not Rated/In compliance</i></b>	Licensed afterschool programs demonstrate a strong foundation for maintaining an experience well-trained and professional staff. This includes clear policies about fair labor practices, a structure to support appropriate professional growth and a commitment to fair compensation.	Child Development Division Licensing is the source of evidence to affirm compliance	<input type="checkbox"/> Check “in compliance” on application  No need for applicant to submit additional evidence
<b><i>1 point</i></b>	The program has an employee handbook detailing how professional development is supported and how Individual Professional Development Plans are incorporated into staff supervision. Staff members have opportunities to refine their skills through a system of regular feedback and guidance. Also, the program’s employee handbook details policies on hiring and firing, benefits, advancement, grievance, sexual harassment and reporting on child abuse or neglect.	Program administrator/staff should review the employee handbook to ensure it is up to date and addresses the standard	<input type="checkbox"/> Policy demonstrating administrative support for development and implementing IPDP’s  <input type="checkbox"/> Copy of contract verifying benefits and salary scale

## V. Administration for Afterschool Licensed Programs

<b>2 points</b>	<p>The program adheres to all standards for one point (listed above), plus staff members working five hours or more per shift have paid breaks within the scheduled work day.</p> <p>Staff members responsible for planning curriculum are given at least one hour per week of paid planning time.</p> <p>Also, all program staff members receive at least two of the following benefits: paid vacation, sick, personal or professional days.</p>	<p>The program adheres to all standards for 1 point (listed above) plus staff members working five hours or more per shift have paid breaks within the scheduled work day.</p> <p>Staff members responsible for planning curriculum have at least one hour of paid planning time per week.</p> <p>Staff receive at least two of the following benefits</p> <ul style="list-style-type: none"> <li>• paid vacation</li> <li>• paid sick days</li> <li>• paid personal time</li> <li>• paid professional time</li> </ul>	<p><input type="checkbox"/> Submissions for the 1 point level that also verify benefits for the 2 point level.</p> <p><input type="checkbox"/> Written policy on staff breaks</p>
<b>3 points</b>	<p>The program adheres to all standards for two points (above) plus staff members are provided with written policies addressing a salary system that recognizes professional achievement. The median adjusted pay for all employees is at least 85% of Vermont’s livable wage for a “single person without employer paid health benefits”.</p>	<p>The program adheres to all standards at the one and two point level plus staff members are provided with written policies addressing a salary system that recognizes professional achievement</p> <p>*The median income for all employees is at least 85% of Vermont’s livable wage for a “single person without employer paid health benefits”</p>	<p><input type="checkbox"/> Written policies for 1 and 2 points (above)</p> <p><input type="checkbox"/> Copy of salary system</p> <p><input type="checkbox"/> Worksheet or other documentation the wage is at least 85% of the livable wage*</p>

**\*If the program meets the wage standard with salary alone, the wage worksheet is unnecessary. If the program does not meet the standard with wages, complete the wage worksheet on identifying health or dependent care benefits.**



