



Registered Family Child Care 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 Registered Family Child Care Program

1 and 2 STARS EASY Application

Who should use this application? Registered Family Child Care Providers who would like to achieve One or Two STARS only. It would be ideal 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.

The 1 and 2 STARS EASY 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 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 regulations.
Thank you for participating in this quality initiative!**

Application Cover Page for Registered Family Child Care 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: _____

Mailing address: Street _____
 City _____ State _____ Zip code _____

Phone number(s): _____

Email: _____

Registration Certificate Number (required): _____ Date first registered _____

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		
Total points you are requesting:		

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: _____

Mailing address: Street _____

City _____ State _____ Zip code _____

Phone number(s): _____

Email: _____

Registration Certificate Number (required): _____ Date first registered: _____

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.

	Infant	Toddler	Preschool	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)



I. Regulatory History Arena for Registered Family Child Care 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 Registered Family Child Care Programs

Point Level	Standard	Evidence to meet the Regulatory History Standards	What to submit for verification
1 Point	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"> ➤ The program has been in operation between 12 and 35 months ➤ No serious regulatory violations have occurred in the last 12 months ➤ There is not a pattern of non-compliance.
2 Points	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"> ➤ The program has been in operation between 36 and 59 months ➤ No serious regulatory violations have occurred during this time period ➤ There is not a pattern of non-compliance.
3 Points	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"> ➤ The program has been in operation 60 months (5 years) or longer ➤ No serious regulatory violations have occurred during this time period ➤ There is not a pattern of non-compliance

Signature: _____ Title: _____

Date of most recent licensing visit: _____

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

V. Administration for Registered Family Child Care 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
<i>Not Rated/In compliance</i>	The registered program has a strong foundation for their home business. There is evidence that the program is financially sounds and there is a connection between the income and expenses.	The program meets CDD regulations related to business practices, policies, required certifications, permits, application, and reapplication materials. Any deficiencies have been remedied and any required corrective action has been completed to the satisfaction of the CDD.	<input type="checkbox"/> Check "in compliance" on application No need for applicant to submit additional evidence
<i>1 point</i>	The registered program has a strong foundation for their home business. There are clear policies specifying program practices. There is evidence that the program is financially sounds and there is a connection between the income and expenses.	The program has a written agreement or contract with parent/guardian signature. Program has a written statement that details the following three policies: <ul style="list-style-type: none"> • Children who are ill are excluded from care, policy is clear on when children are excluded • Payment for services • Daily routine 	<input type="checkbox"/> Written agreement or contract with policies included

V. Administration for Registered Family Child Care Programs

<p>2 points</p>	<p>The registered program has a strong foundation for their home business. There are clear policies specifying program practices.</p> <p>There is evidence that the program is financially sounds and there is a connection between the income and expenses.</p>	<p>The program adheres to all standards for 1 point (listed above) plus the program has clear policies for the registrant’s vacation, sick, holiday, and professional days.</p> <p>The registrant is a member of a professional organization relevant to early childhood or school age professionals. <i>Professional organizations provide resources, may have dues, and provide guidelines and expectations for the profession.</i></p>	<p><input type="checkbox"/> Written agreement or contract required for one point level</p> <p><input type="checkbox"/> Copy of contract specifying policies on program closures</p> <p><input type="checkbox"/> Copy of membership card or other documentation verifying membership in a professional organization</p>
<p>3 points</p>	<p>The registered program has a strong foundation for their home business. There are clear policies specifying program practices.</p> <p>There is evidence that the program is financially sounds and there is a connection between the income and expenses.</p>	<p>The program adheres to all standards at the one and two point level plus has a parent handbook written specifically for this program. The handbook includes the registrant’s program philosophy and guidance philosophy.</p> <p>The program carries liability insurance.</p> <p>The program operates a financially sound business with evidence of a budget.</p>	<p><input type="checkbox"/> Written agreement required for 1 and 2 points (above)</p> <p><input type="checkbox"/> Parent/guardian handbook with program guidance and philosophy</p> <p><input type="checkbox"/> Copy of cover page of liability insurance</p> <p><input type="checkbox"/> Independently authorized operations budget showing annual cash flow. This includes anticipated and actual expenditures and income for at least 3 months.</p>