



VERMONT
STARS

Annual Report

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 of Children and Families, the Agency of Human Services, and the Agency of Education.

Completing the annual report

Your STARS certificate is valid for three years. In the interim years, we ask for an annual report in order to provide us with a brief update on your program. This report is required to maintain your STARS status.

For programs that would like to increase their star level at this time, please complete the appropriate portions of the full application and submit those pages and any required documentation along with your annual report. The full application can be found online at: <http://dcf.vermont.gov/cdd/forms-stars>

Annual reports should be signed, submitted with all supporting documents, and mailed to: **STARS - MJCC, 81 Water Street, Middlebury, VT 05753**
Please keep a copy of your annual report for your records.

Need assistance or have questions?

Call the STARS coordinators at **(802) 398-2037** or email stars@mjccvt.org

To learn more about STARS please visit:

<http://dcf.vermont.gov/childcare/providers/stars>



Annual Report Cover Pages

Affirmation

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for the STARS program is found to be incorrect, that this report shall be voided and any certificate awarded shall be rescinded.

Signature of program representative

Date

Contact Information

Program Name (as it appears on CDD license)

License #

Contact Name

Position (director, coordinator, principal, etc.)

Director, owner or principal name (if not above)

Street/P.O. Box

City

Zip

Town where facility is located *(if different from above)*

County

Phone number(s)

Email (for STARS correspondence)

Current Points and Requested Points

Please list your current points in the appropriate column. If you would like to request additional points in a particular arena, you must complete that section of the full application and submit it along with the appropriate documentation. The full application can be found online at: <http://dcf.vermont.gov/cdd/forms-stars>.

Arena	Current Points	Requested Points
Staff Qualifications and Professional Dev. 1–3 points		
Families and Community 1–3 points		
Program Practices 1–5 points		
Administration 1–3 points		
TOTAL POINTS		

Star Level Requested

Based on the total points above, please use the information below to determine the appropriate star level to request.

STAR LEVEL REQUESTED:

STAR LEVEL

- 1 Star Program Regulated program in good standing*
- 2 Star Program 1 to 4 points total
- 3 Star Program 5 to 8 points total
- 4 Star Program 9 to 11 points total
- 5 Star Program 12 to 14 points total

* A program is in good standing when its license status is "licensed." The following license statuses are not in good standing: Denied or Withdrawn, Provisional, Intent to Suspend or Suspended, Intent to Revoke or Revoked.

Background and Statistical Information

Regulatory Status:

Licensed Center Licensed Home Registered Family Child Care Afterschool Program

Program Affiliation

NAEYC Head Start YMCA Waldorf Montessori

Religious NAFCC No affiliation Other _____

Business Entity

Independent/sole proprietor C Corporation, S Corporation or LLC

Not for profit corporation: 501 (c)(3) Partnership or LLP

Public school Other (explain) _____

Type of program offered during regular operation

Full day only (over 5 hours) Full and part day

Part day only Other (explain) _____

Days and Hours of Operation

Days regularly open: MON TUE WED THU FRI SAT SUN

Hours of operation: _____ to _____ (please indicate AM/PM)

Do you offer more than one session per day? YES NO

Do you offer additional hours on school vacations? YES NO

This program is best described as:

Open year round Open during school year only

Open in summer only Other (explain) _____

Enrollment and Funding Information

_____ Total number of children enrolled in program

_____ Typical number of children attending on a given day

In the chart below, enter the number of children enrolled, both full and part time, in the indicated categories. Some children will fall in more than one category.

	Infant (up to 23 mos.)	Toddler (24–35 mos.)	Preschool	Kindergarten	School Age (1 st grade – 15 years)
TOTAL # OF ENROLLED CHILDREN IN EACH AGE GROUP					
Current number of children with families paying regular tuition/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	N/A	N/A		N/A	N/A
Current number of children funded through scholarships					
Current number of children receiving Child Care Financial Assistance (subsidy)					
Current number of children receiving Head Start/Early Head Start funding					

Staff Qualifications and Annual Professional Development Arena

Programs will remain at the same point level unless they choose to increase their point level by completing the Staff Qualifications and Annual Professional Development section of the full application and include it, and any supporting documentation, with this annual report.

Families and Community Arena

To maintain *one* point in the Families and Community Arena:

- Provide a list of four networking activities from the past year, including the date, activity, name of the activity organizer or contact, and staff attendee. Professional networking activities are defined as activities where program staff had the opportunity to engage face-to-face with other professionals in the field to share ideas, information, and knowledge.

Professional Networking Activities

Date	Professional Networking Activity	Activity Contact Person	Name of staff attendee(s)

To maintain *two* or *three* points in the Families and Community Arena:

- Complete the networking activity chart above, and provide a list of three activities in which the program participated that supported maintaining connections with the community in support of families, children or the profession.

Community Support and Advocacy Activities

Date	Activity	Example	Evidence

To change point level, please complete the Families and Community Arena section of the full application and include it, and any supporting documentation, with this annual report.

Program Practices Arena

To maintain *one* point in the Program Practices Arena:

- Registered Family Child Care Programs, Early Childhood Licensed Programs, and Public School Pre-K Programs have completed an Environment Rating Scale (FCCERS, ECERS, ITERS) self-assessment in the past year. Afterschool Licensed programs have completed a Youth Program Quality Assessment (YPQA) or School Age Program Quality Assessment (SAPQA) self-assessment in the past year. Please list the assessment tool used and the date the self-assessment was performed.

_____ (Assessment Tool) _____ (Date)

To maintain *two, three, or four* points in the Program Practices Arena:

- The program has been evaluated by an approved assessor within the last three years.

_____ (Assessment Tool) _____ (Date)

- Submit an updated program improvement plan to report on your progress and revise action steps as necessary.

To change point level, please complete the Program Practices Arena section of the full application and include it, and any supporting documentation, with this annual report.

Administration Arena

If you are a Family Child Care Program with two or three points in this arena, please refer to the box below. All other programs will remain at the same point level, unless they choose to increase their point level by completing the Administration Arena section of the full application and including it, and any supporting documentation, with this annual report.

FAMILY CHILD CARE PROGRAMS ONLY:

To remain at the *two or three* point level:

- Provide a copy of a membership card or other documentation verifying membership in a professional organization.