



YoungStar Contract – Family Provider

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

The YoungStar Quality Rating and Improvement System is designed to improve the overall quality of child care in Wisconsin.

Programs that receive Wisconsin Shares Child Care Subsidy are required to participate in YoungStar. Completion of the information included within this contract is a requirement for participation in YoungStar. This contract is for a one (1) year period, which may be renewed.

Complete this form and return to your local YoungStar office as determined at:

<http://www.dcf.wisconsin.gov/youngstar/providers.htm>

Please check applicable type of regulation of program:

I am licensed under DCF 250

I am certified under DCF 202

I am in the process of being licensed under DCF 250 or certified under DCF 202

(IF YOU ARE IN THE PROCESS OF BEING LICENSED OR CERTIFIED, PLEASE SEE NOTE ON PAGE 4 OF THIS DOCUMENT)

Today's Date (mm/dd/yyyy)

Program Name

Facility Number (if known)

Provider Number (if known)

Location Number (if known)

Name – Family Child Care Program Owner

Name – Child Care On-Site Provider (if different from Owner)

Address – Child Care Program (Street, City, Zip Code)

County/Tribe – Child Care Program

Telephone Number

Cell Phone Number

Fax Number

Email

Number of Children Currently Enrolled

Age Range of Children Served

My program receives funding from Head Start and/or from a public school to provide 3-year-old kindergarten (3-K) or 4-year-old kindergarten (4K) for some portion of my programming.

All participating regulated programs will receive a minimum of 1 Star, but in order to obtain 2 Stars or more, programs must be in compliance with licensing or certification rules or regulated by a Public School Board. Programs that demonstrate quality practices will earn more points toward a higher star rating. Child care program will have access to the following services and resources upon receipt of this completed form:

- Explanation of quality rating
- Technical assistance and / or coaching sessions to work on collaborative quality improvement change plans with defined steps for program enhancement
- YoungStar quality rating to be posted on the Department of Children and Families Regulated Child Care and YoungStar Public Search website: <http://childcarefinder.wisconsin.gov/>

- A clearly-defined process for addressing significant questions about a child care rating
- Access to research-informed materials and evidence-based practices
- Telephone and email availability to answer questions and respond to concerns
- Financial micro-grant resources, as available, to programs receiving and actively participating in technical assistance with verified and current quality improvement plans to purchase materials, resources, and professional development opportunities that have been identified to achieve quality improvement goals
- Ongoing access to training, technical assistance and support opportunities from local training and technical assistance providers including Child Care Resource and Referral agencies, Wisconsin Early Childhood Association, Cooperative Educational Services Agencies and higher education facilitated by the local YoungStar offices through collaborative efforts and regional networking opportunities

Child Care Program commits to the following:

- Sign this form, which constitutes a contract between the provider and the Department of Children and Families indicating that the child care program is aware of child care attendance reporting requirements, Wisconsin State Statutes and Administrative Rules and Operations Memos governing child care, and will meet and follow all Wisconsin Shares attendance reporting requirements, refrain from making any misrepresentations of his/her YoungStar rating, and ensure that attendance is reported accurately and timely
- Be willing to provide care for children for which Wisconsin Shares Child Care Subsidy Program reimbursement is made
- Accurately represent the YoungStar rating received
- Review of and compliance with policies laid out in Wisconsin Statutes 49.155 and DCF 201 Child Care Administration Rules
- Provide accurate and timely information on The Registry Organizational Account (also known as a Program Profile): <https://www.the-registry.org/ProgramProfile.aspx>. Up-to-date YoungStar Primary Family Provider and classroom information must be identified in The Registry Organizational Account. This information is used for accurate YoungStar rating determination. Head Start, 3K and 4K classrooms, should not be included in the Registry Organizational Account and will not be evaluated for YoungStar at this time. If the family child care provider staff changes, the provider must update the Registry Organizational Account immediately. Any changes made to educational or classroom information in the Organizational Account will automatically affect the program's YoungStar rating and the program's Wisconsin Shares reimbursement level will change accordingly. If you need help creating or maintaining your Organizational Account, see the information on the last page of this form. **Programs that want to earn star ratings higher than a 2 Star must participate in The Registry and create and maintain an Organizational Account.**
- Provide accurate information and authentic documentation of items requested for rating

Programs Receiving Technical Consultation commit to:

- Build a Quality Improvement Plan based on the technical assistance received and / or observation findings and desired areas for improvement
- Provide time for technical assistance, rating observation and / or coaching sessions including consultation with the provider, if requested. Programs must actively engage in technical consultation to be eligible for micro-grants
- Intentionally and actively participate in quality efforts to improve program quality
- Operate the regulated child care program for a minimum of one (1) year from the date the Provider is rated for the first time in order to receive micro-grant resources and quality improvement technical assistance supports. The Provider agrees to notify their local YoungStar office within 30 days of closing and pay back the amount of all items and services purchased through the YoungStar micro-grants if the program closes within one year of being rated for the first time.
- Keep communication flowing about needs, interests, barriers, and scheduling issues when technical assistance is requested

Accountability and Reporting:

Individual child care programs will work with local YoungStar offices. Local YoungStar office staff are mandatory reporters for concerns of child abuse and neglect, just as child care program staff are mandatory reporters. In the event that there is a practice that is in place that endangers children and is observed by a consultant while the consultant is on-site, the consultant will draw the provider's attention to the issue and will also be required to report this issue to the appropriate authorities.

I request the following support from the local YoungStar office (choose one of the three options below):

- A. I do not wish to have any technical assistance and do not want a Technical Consultant to come visit my program. **I understand that by selecting this option, my program CANNOT earn more than a 2 Star rating and WILL NOT be eligible for a micro-grant.**
- B. I would like a Technical Consultant to visit my program and rate it. I understand that by selecting this option, my program can earn a rating of up to 5 Stars.
- Additionally, I would like someone to provide one-on-one technical assistance to help me get ready for this rating and/or to help me improve my program.
- C. My program is accredited by the National Association for Family Child Care (NAFCC) or the City of Madison/Satellite and I would like an automated rating of **4 or 5 Stars** based on this accreditation and my educational qualifications. I understand it is my responsibility to send proof of my accreditation to the Department of Children and Families on a timely basis to ensure my rating is correct. These may be faxed to 608-224-6178 or emailed to Bridget.Benson@wi.gov. A copy of the YoungStar accreditation policy can be found at: http://dcf.wisconsin.gov/youngstar/pdf/accreditation_policy.pdf
- Additionally, I would like someone to provide one-on-one technical assistance to help me improve my program.

Valid Accreditation Type	Valid Dates
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Head Start and 3-year-old kindergarten (3K) or 4-year-old kindergarten (4K) (check the box below if applicable)

- My program receives funding from Head Start and/or from a public school to provide 3-year-old kindergarten (3K) or 4-year-old kindergarten (4K) for some portion of my programming.

If you checked this box, please answer the following questions:

List the number of hours per day that are dedicated to Head Start: _____

List the number of hours per day that are dedicated to 3-K or 4-K: _____

List the average number of hours per day that are dedicated to child care: _____

If your program accepts Head Start or public school funding, but you cannot easily break out the hours above, please contact your local YoungStar office for assistance in completing this application.

NOTE: Stand-alone Head Start programs should choose the "Head Start and 3-year-old kindergarten (3K) or 4-year-old kindergarten (4K)" option. **Stand-alone Head Start programs with no deficiencies in their triennial review will receive a rating of 5 Stars and should send their YoungStar Contract to DCF YoungStar at 201 East Washington Avenue, Madison, WI 53708.** All other programs should return the Contract to their local YoungStar office. For programs that provide child care in combination with Head Start services or public school-funded three-year-old/four-year-old kindergarten, eligibility for technical assistance and YoungStar rating will be determined on a case-by-case basis. YoungStar does not provide services to stand-alone Head Start programs or public school-funded three-year-old/four-year-old kindergarten classrooms.

As a YoungStar participant, I certify that my program:

- Is currently either licensed by the State of Wisconsin; certified within Wisconsin; or is in the process of becoming licensed by the State of Wisconsin or certified within Wisconsin.
- Has received information, understands YoungStar participant responsibilities and agrees to meet all YoungStar requirements.
- Is willing to provide services for children for which Wisconsin Shares Child Care Subsidy Program reimbursement is made.
- Agrees to comply with all requirements spelled out in the Child Care Authorization form, including: reporting actual hours of attendance for all authorized children in care; immediate notification that a child is no longer attending my program upon becoming aware of change in attendance; caring for no more children than regulation rules allows, including private pay and subsidized children.
- Agrees to accurately represent my YoungStar rating.

I, _____ agree to follow all Wisconsin Shares Child Care Subsidy Program attendance reporting requirements, including accurate and timely reporting, as indicated in Wisconsin State Statutes 49.155 and Administrative Rules DCF 201. I have read and agree to follow policies as indicated in the Wisconsin Shares Subsidy Policy Manual for Child Care Providers. As a child care program, I agree to record actual arrival and departure times and maintain these records in an accessible format for later possible review.

SIGNATURE – Authorized Representative for Child Care Program

Date Signed

PROVIDERS IN THE PROCESS OF BEING LICENSED OR CERTIFIED

If you are in the process of being licensed or certified, you should complete this Contract and return it to your local YoungStar office as soon as you know you want to care for children in the Wisconsin Shares child care subsidy program. You **CANNOT** receive Wisconsin Shares reimbursement for any care provided before this YoungStar Contract is returned to your local YoungStar office. You may return this contract to your local YoungStar office before you receive your license or certification. If you return this contract to your local YoungStar office before you receive your license or certification, you are responsible for contacting the local YoungStar office as soon as you receive your license or certification so you may begin YoungStar services and to ensure that Wisconsin Shares payments are received in a timely manner.

Additional information about Registry Organizational Account (also known as Program Profiles)

Every program that would like to earn more than 2 Stars in YoungStar must complete an Organizational Account through The Registry. Instructions for doing this are available online at <https://www.the-registry.org/ProgramProfile.aspx>

Providers must create a classroom for their program and designate the provider as the Primary Family Provider for the classroom. Providers must also designate the provider as the director of the program. **Do not add teachers who only teach during Head Start or publicly-funded 3 or 4K programming to your Organizational Account. Contact your local YoungStar office for additional clarification.** Programs that need help completing or updating their Organizational Account may call Bridget Benson at the Child Care Information Center at 1-800-362-7353.

YoungStar Appointment Cancellation Policy

Cancellation of or habitual absenteeism from scheduled YoungStar appointments prevents quality improvements, assessment, and ratings from being completed in a timely manner. Every participant in YoungStar who would like any form of onsite technical assistance (technical assistance, Technical Rating or Formal Rating with Observation) is required to sign a Technical Consultation Participation Agreement before beginning the process. The Agreement explains the rules around good faith participation in YoungStar technical assistance. The full Appointment Cancellation Policy is available at the website below: http://dcf.wisconsin.gov/youngstar/pdf/cancellation_policy.pdf

Additional Resources

Programs will be evaluated for YoungStar using the YoungStar Quality Indicators. These are available at: http://dcf.wisconsin.gov/youngstar/pdf/point_detail.pdf

The Department of Children and Families created and maintains a YoungStar Frequently Asked Questions document available at: <http://dcf.wisconsin.gov/youngstar/pdf/faq.pdf>

For Local YoungStar Office Use Only

Date Received	Initials	Complete?	Date Processed	Initials
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