



Checklist for YoungStar Policies Short-term Operational¹ Programs²

Includes YoungStar Optional Points

C.2.2 Employment Policies and Practices - program chooses six of eight activities

JOB DESCRIPTIONS

- Written Job descriptions-
 - o Where: _____ Page number: _____
- Job descriptions are based upon responsibilities of the job (and linked to items on staff evaluation; see EVALUATION PROCEDURES below).
- Each position has a different written description. (i.e., Teaching staff /Director/Assistant Director)
 - o Position: _____
 - o Position: _____
 - o Position: _____
 - o Position: _____
- Written procedure describing how the program gives staff job description upon hire.

HIRING PRACTICES

- Written Hiring process.
 - o Where: _____ Page number: _____
- Written Process used for recruiting employees
 - o Who is responsible? _____
- Written Process used for interviewing employees
 - o Who is responsible? _____
- Written Process used for selecting employees
 - o Who is responsible? _____
- Information on what the interviewer may not ask, so as not to discriminate against the job candidate, is available as it applies to the Equal Employment Opportunity (EEO) law.
 - o Where: _____
 - o Program ensures this information is reviewed by people involved in interviewing process.

¹Short-term Operational programs are not eligible through typical YoungStar rating for 4 or 5 Star except through accreditation.

²Includes Licensed Day Camp, School-age and Group programs that operate 14 consecutive weeks or fewer

PERSONNEL POLICIES

- Written Personnel policies.
 - Available to staff while at center. Located where: _____
 - Written policy which states that personnel policies are made available to staff upon hire.

If program has staff expectations, they may be included in the Personnel Policies. (Can be in a separate document or part of the job description or personnel policies.)

- Which document(s): _____

SALARY/BENEFITS SCHEDULES

- Written Salary scale/schedule is written down.
 - Where: _____ Page number: _____
 - Outlines staff roles and responsibilities; can be found under job descriptions and/or personnel policies. Where: _____ Page number: _____
 - Salary scale uses at least three factors when differentiating between salary schedules encompassing educational qualifications, specialized training, and/or years of experience related to the age group served.
 - Written policy which states that salary and benefits schedules are made available to staff upon hire.
 - Salary and benefits schedules are made available to staff while at the center. Location: _____
 - Written policy that documents annual process for increasing salary and benefits.

EVALUATION PROCEDURE

- Written policy that documents annual process for evaluations.
 - Where: _____ Page number: _____
 - A written performance appraisal process is available to all staff while at the center. Location: _____
 - Policy details how staff have input into appraisal process.
- Appraisal process is different for each role; evaluation is tied to specific responsibilities outlined in each job description. (i.e., Teaching staff /Director/Assistant Director)
 - Position: _____ Evaluation tied to job description: Y N
 - Position: _____ Evaluation tied to job description: Y N
 - Position: _____ Evaluation tied to job description: Y N
 - Position: _____ Evaluation tied to job description: Y N

- If program has not been open one year:* 100% of staff who have been working for 90 days or more have a written appraisal on file.
- OR**
- If program has been open at least one year:* all staff who have been working for 90 days or more have a written appraisal on file and all employees who have been there one year have an annual performance appraisal on file.
- Appraisals are kept in a confidential manner: Y N
- Performance appraisals include a self-evaluation for staff to complete: Y N
- Program has a written performance appraisal from the board of directors or owner on file for the Director/Site Supervisor (alternative for programs that don't have a board or other supervisor for the Director is to have the Director fill out a self-evaluation): Y N

STAFF DISCIPLINARY POLICIES

- Written Staff disciplinary process.
 - o Where: _____ Page number: _____
 - o Written staff disciplinary policy is available to all staff while at the center.
 - o Location: _____
 - o Written policy outlines behaviors that are subject to disciplinary action.
 - o Written policy outlines consequences of unacceptable behaviors.
 - o Policy outlines when violations are repeated the consequences become more severe.
 - o Written policy outlines what happens when a violation occurs.
 - o Policy outlines the timeline of notification.
 - o Policy outlines how notification of violation will be given.
 - o Policy outlines how notification of consequence is given.
 - o Policy includes confidentiality clause which states this notification is done in private between the employee and the person they report to.

GRIEVANCE PROCEDURES

- Written Grievance procedures
 - o Where: _____ Page number: _____
 - o Written grievance procedure is available to all staff while at the center.
 - o Location: _____
- Grievance procedures explain the steps to be completed by staff.
 - o Policy explains who the person with grievance needs to notify.

- Policy explains how the person with grievance needs to report it. (Does it need to be in writing?)
- Policy explains how the grievance will be evaluated. (Will the board vote? Who is responsible for the final decision? Is there an appeal process?)

PROGRAM POLICIES

- Written program policies are available to all center staff and families.
 - Location: _____

D.1.1 Program supports healthy nutrition and/or physical activity policies and practices – Required for 3 Star

- Written policy addresses children’s allergies AND dietary restrictions
 - Which document: _____ Page number: _____
 - Document is on-site Location: _____
- Written procedures address children’s allergies AND dietary restrictions
 - Which document: _____ Page number: _____
 - Document is on-site Location: _____
- Written policy addresses supplementing meals, snacks or beverages when brought from home.
 - Which document: _____ Page number: _____
 - Document is on-site Location: _____

OPTIONAL POINTS – these entries below support portions of indicators in YoungStar. Proof of policy does not ensure satisfactory completion of entire indicator.

B.2.2 Curriculum/Programming aligned with WMELS or SACF

- Program shares written information about SACF/WMELS in two ways.
 - Location: _____
 - Location: _____

B.3.1 Individual child portfolios

- Written policy in parent handbook describes portfolio process, including the regular practice of sending portfolios home, if this is the program’s practice.
 - Page number: _____
 - Verification of support of practice: _____

B.3.3 Developmental Screening Practices

- A statement about programs' developmental screening practices are written in the program policies.
 - o Which document? _____ Page number: _____

C.4.1 Staff Benefits: Access to health insurance with 25% contribution

- Written policy, conveniently located, states that the employer covers at least 25% of the monthly premiums for all full-time Lead Teachers/Group Leaders/Counselors/Director.
 - o Which document: _____ Page number: _____
 - o Location: _____

C.4.3 Staff Benefits: Paid Time Off (PTO)

- Written policy, conveniently located, states amount of Paid Time Off (PTO) Lead Teachers/Group Leaders/Counselors and Director earn.
 - o Which document: _____ Page number: _____
 - o Location: _____
 - o Program has written policy which states PTO will be pro-rated for part-time Lead Teachers/Group Leaders/Counselors, if applicable. **OR** This is not applicable to this program.
 - o This written policy states at least 18 days (or appropriate pro-rated amount) of PTO is available to Lead Teachers/Group Leaders/Counselors/Director during the first year of employment.

D.1.2 Program supports physical skill development and healthy physical activity

- Written policy that addresses how screen time is used
 - o Which document: _____ Page number: _____

NOTE: THE FOLLOWING IS SUGGESTED TO ADD TO SUPPORT INDICATOR (**NOT REQUIRED** to earn point)

B.1.3 Developmentally Appropriate Environments

- Program has a written philosophy on developmentally appropriate practices and environment in the employee handbook and the parent handbook.
 - o Employee handbook page: _____
 - o Parent handbook page: _____