Checklist for YoungStar Policies
Group Child Care and School-Age Programs
Includes YoungStar Optional Points

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

JOB DESCRIPTIONS – required for 4 and 5 Stars

☐ Written Job descriptions.
  • 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)
  • Position: __________
  • Position: __________
  • Position: __________
  • Position: __________
  • Position: __________

☐ Written procedure describing how the program gives staff job description upon hire.

HIRING PRACTICES – required for 4 and 5 Stars

☐ Written hiring process.
  • Where: ___________  Page number: _________

☐ Written process for recruiting employees
  • Who is responsible? _______________

☐ Written process for interviewing employees.
  • Who is responsible? _______________

☐ Written process for selecting employees.
  • 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.
Personnel ensures this information is reviewed by people involved in interviewing process.

**PERSONNEL POLICIES – required for 4 and 5 Stars**

- 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 – required for 4 and 5 Stars**

- Written Salary scale/schedule
  - 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 – required for 4 and 5 Stars**

- 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

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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 – required for 4 and 5 Stars

Written Staff disciplinary process.

Where: _______________ Page number: __________

Written staff disciplinary policy is available to all staff while at the center.

Location: ________________

Written policy outlines behaviors that are subject to disciplinary action.

Written policy outlines consequences of unacceptable behaviors.

Policy outlines when violations are repeated the consequences become more severe.

Written policy outlines what happens when a violation occurs.

Policy outlines the timeline of notification.

Policy outlines how notification of violation will be given.

Policy outlines how notification of consequence is given.

Policy includes confidentiality clause which states this notification is done in private between the employee and the person they report to.

GRIEVANCE PROCEDURES – required for 4 and 5 Stars

Written Grievance procedures.

Where: _______________ Page number: __________

Written grievance procedure is available to all staff while at the center.
Grievance procedures explain the steps to be completed by staff.

- 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 – required for 4 and 5 Stars**

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

**STAFF EXPECTATIONS – required for 4 and 5 Stars**

- Written Staff expectations are written down. (Can be in a separate document or part of the job description, personnel policies, and/or performance appraisal.)
  - Which document(s): ________________
- Written staff expectations available to all center staff.
  - Location: ________________

*Signed and dated document(s) verifying receipt and review of at least 6 of the 8 selected policies.

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

**B.1.3 Developmentally Appropriate Practices**

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

**B.2.2 Curriculum/Programming aligned with WMELS or SACF**

- Program shares written information about WMELS to families 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.
B.3.3 Developmental Screening Practices

☐ A statement about programs’ developmental screening practices is 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.

C.5.1-5 Family Engagement – required for 3, 4 and 5 Stars

C. 5.1 Family Engagement: Parents given philosophy, orientation and resources

☐ Written policy states program’s philosophy

  o Which document: ________________________  Page number: __________
  o Location: ______________________________

☐ Written procedure explains orientation process of new families

  o Which document: ________________________  Page number: __________
  o Location: ______________________________

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☐ Written policy encourages families to observe program
  ☐ Which document: ____________________ Page number: __________
  ☐ Location: __________________________
  ☐ Encourages family observation prior to enrollment
  ☐ Encourages family observation while enrolled

C.5.2 Family Engagement: Families provide input on program policies and procedures

☐ Written policy explains how program will gather families’ input on the program’s policies and procedures
  ☐ Which document: ____________________ Page number: __________

C.5.3 Family Engagement: Annual parent conferences

☐ Written policy states that individual parent conferences are offered at least once two times per year when convenient for families’ schedules
  ☐ Which document: ____________________ Page number: __________

C.5.5 Family Engagement: Family outreach, education, and social opportunities

☐ Written policy in parent handbook publicizes family outreach/educational/social events
  ☐ At least two events are noted per calendar year.

D.1.1 Program supports healthy nutrition and/or physical activity policies and practices – Required for 3, 4 and 5 Star

☐ Written policy and procedures address 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: ________________

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

☐ Written policy that addresses how screen time is used
  ☐ Which document: ____________________ Page number: __________