



Maintaining Your Wisconsin Registry Program Profile

The education and training of early care and school-age educators is an important aspect of quality care that can measurably impact a child's experiences and development. Beginning at the 3 Star level, YoungStar participating programs must meet the staff education requirements included in the YoungStar rating criteria. YoungStar participating programs create a Wisconsin Registry Program Profile that contains training and education details of the staff working in their program. The information on the Program Profile helps to determine if staff education requirements are met and must be kept accurate at all times.

All information regarding **lead staff education** must be included in your Program Profile so it can be verified by the Wisconsin Registry.

If a provider has more than one individual listed in their Program Profile for a classroom, the training (but not the education) of both individuals will be counted towards the following YoungStar high-quality practices when reviewed during formal ratings: Social Emotional and Inclusion Training and Strengthening Families in Early Care and Education. For example, if a second teacher in a classroom, or support provider in a Family Child Care Program, has taken the Pyramid Model Training but the Lead Teacher/Provider has not, the provider would be given credit for that classroom or program having met the requirement for Pyramid training.

Staffing of Family Child Care Programs

In most Family Child Care programs, the role of Lead Teacher and Administrator is filled by the same person. If this is the case, then that person should be listed in both roles (Licensee/Owner and Primary Family Provider) in the Program Profile.

If more than one individual works at a Family Child Care Program, the person who is with the children the majority of the time the provider is open (between 6 AM and 6 PM) is to be listed as the Primary Family Provider on the Wisconsin Registry Program Profile. YoungStar will only consider the educational qualifications of the Primary Family Provider.

- For example, if a provider is open 6 AM to 6 PM and Lucinda works from 6 AM – 8 AM and then again from 3:30 PM – 6 PM, a total of 25 hours per week and Jong works 32.5 hours per week (8:00 AM – 3:30 PM) with the group of children, Jong should be listed as the Primary Family Provider for the program. In this case, since Lucinda also works directly with children, she can be listed as “Other Teacher” in the program and her completed trainings will be considered within YoungStar.

Staffing of Group and School-Age Care Programs

- Director of Record or Site Supervisor

Program managers/administrators play an important role in the quality of care that children receive. Therefore, the educational qualifications of the Program Director or Site Supervisor are counted toward the provider's overall YoungStar rating. An individual assigned to this role in the Wisconsin Registry Program Profile must:

- Meet the licensing requirements to be the Program Director or Site Supervisor
- Be on site weekly for at least 25% of the total number of hours they work for the provider per week (up to 40 hours)
- Be responsible for:
 1. Supervising the planning and implementation of curriculum
 2. Supervising staff
 3. Staff meetings and orientation
 4. Continuing education for the staff

The person serving as the Director or Site Supervisor may step in to help with Lead Teacher or Group Leader responsibilities if/when:

- A staff member is ill
- Staff require a break or meal
- There is special programming
- An activity requires more adults to be in the room
- There is an emergency

- Alternative Options for Director of Record or Site Supervisor:¹

- **Centralized administration:** If the program is administrated outside the center, the provider may ask for a variation from the typical YoungStar staffing requirements. Responsibilities 1 and 2 (listed above) must be performed by a person who is on-site at the center for at least 25% of the total number of hours they work for the provider. Responsibilities 3 and 4 may be performed by a person or persons who are located off-site.

In these cases, the provider has two options:

- **Option 1:** List a person from the administrative office who is responsible for 3 and/or 4 as the Director.
- **Option 2:** List the person who is on-site performing responsibilities 1 and 2 as the Director. If the program wants to choose this option and the person listed as the Director is also a Lead Teacher, the **rules for Dual-Role (below) must be followed.**

¹ In either of these cases, the following rule still applies: A person can only be associated in the Wisconsin Registry's Program Profile with one program at a time. This means a person who has responsibilities for more than one program must choose one organization profile with which to be affiliated.

- **Dual-role:** Group providers licensed for 30 or fewer children or school-age or licensed day camp providers licensed for 50 or fewer may, in the following limited circumstances, have a Director/Site Supervisor who also is listed as a Lead Teacher/Group Leader in the Program Profile:²
 - To be eligible to earn a **3 Star rating:** The person in the dual-role has 25% of the time the program is open³ devoted to the responsibilities of the Director **AND** child to staff ratios must follow licensing requirements for licensed group centers. The dual-role Director must also meet the educational qualifications for a 3 Star rating. For example, if the provider is open 40 hours per week, the person in the dual-role would have to be in the Director role for 10 hours per week.
 - To be eligible to earn a **4 Star rating:** The person in the dual-role has 37.5% of the time the provider is open devoted to the responsibilities of the Director **AND** child to staff ratios must follow licensing requirements for licensed group centers. The dual-role Director must also meet the educational qualifications for a 4 Star rating. For example, if the provider is open 40 hours per week, the person in the dual-role would have to be in the Director role for 15 hours per week.
 - To be eligible to earn a **5 Star rating:** A full-time dedicated Director must be in place, who meets the educational qualifications for a 5 Star rating.

- Lead Teachers or Group Leaders

Every classroom or group that is open at least 25% of the time (up to 40 hours) the provider accepts children needs to be listed on the Program Profile. For example, if the provider is open 40 hours per week, any classroom that is open for 10 hours per week would need to be on the Program Profile. To be qualified to be listed in the Program Profile, an individual needs to be in the assigned classroom for at least 50% of the time that the classroom is open (up to 40 hours per week). The individual could be listed as any of the following in the Program Profile: Other Teacher, Teacher, Assistant Teacher or Assistant School-Age Teacher.

- Any person listed in the Program Profile must meet the licensing requirements to be in the position.
- The person who is teaching for the greatest number of hours **between 6 AM and 6 PM** in a given classroom should be listed as the Lead Teacher or Group Leader on the Wisconsin Registry Program Profile. For example, if the program is open 7 AM to 6 PM and Kira works 25

² Day camps are not eligible for the dual-role option for 4 or 5 Stars because they are not eligible for a 4 or 5 Star rating through the typical YoungStar rating process. They may only earn 4 or 5 Stars by being accredited through the American Camp Association.

³ "The time the program is open" means the number of hours the program accepts children for care. If a program had additional hours where staff are present, but no children are in care, these hours do not count toward the time the program is open.

hours per week and Jamal works 35 hours per week in a given classroom, Jamal should be listed as the Lead Teacher or Group Leader for the classroom.

- If two or more people work an equal number of hours between the hours of 6 AM and 6 PM, either person can be listed as the Lead Teacher or Group Leader on the Wisconsin Registry Program Profile. For example, if Aisha and Cheyenne both work 8 hours per day in the program (from 7 AM to 3 PM), either could be listed as the Lead Teacher or Group Leader in the Program Profile for that classroom.
- To calculate the number of hours a staff person works, only hours between 6 AM and 6 PM will count. For example, a program is open 24 hours per day. In the Bumblebee classroom, Callie works from 7 AM to 3 PM and Lorena works from 3 PM to 11 PM. Callie has to be listed as the Lead Teacher in the Program Profile because even though both she and Lorena work 8 hours per day, only 3 of Lorena's hours are before 6 PM. Therefore, Callie has more hours between 6 AM and 6 PM.

Verification of Staffing

Before a rating can be approved, your assigned YoungStar Coach will need to visit each classroom, group, or Family Child care provider at least once to confirm that the person listed as the Lead Teacher or Group Leader in the Program Profile is teaching in that classroom, group, or Family Child Care center. If a YoungStar Coach **does not see** each Lead Teacher in the classroom in which they are listed in the Wisconsin Registry Program Profile, a Technical Rating will not be completed, and the provider will be ineligible for a Formal Rating until the information can be verified. Further proof may be required in the form of time sheets or pay stubs.

Staff Changes and Grace Period

A programs staff education and training will be verified through the Program Profile at the time of their initial or renewal rating and again a year after (on the staff education verification date). This will be the only time during the year that your YoungStar rating can drop due to staffing changes. If, at the time of rating or staff education verification date, a provider does not meet the staff education requirements, a 90-day grace period will be applied. At the end of the grace period, the staff education will be verified and the resulting rating will become active the first of the following month. At any time, if your Program Profile shows that you meet the staff qualifications, your rating will increase accordingly the following month.

The following steps must be followed by YoungStar participating programs:

- 1) Create a Wisconsin Registry Program Profile
A Program Profile is a collection of information entered by family child care, group child care, school-age and day camp providers detailing the staffing of their program. To learn more, see the following document: <https://wiregistry.org/wp-content/uploads/Creating-a-Program-Profile.pdf>

- 2) Become an individual Wisconsin Registry member
Each staff person who will be assigned a position on the Program Profile must become an individual Wisconsin Registry member with a [Wisconsin Registry Career Level](#). Resources on how to become a Registry member can be found here: <https://wiregistry.org/individuals/membership/>
 - a. While not required, YoungStar recommends that providers have Wisconsin Registry Career Levels for all staff, not just Lead Staff. This practice will allow the provider to transfer employees more seamlessly between classrooms if an employee happens to leave.

 - b. A person can only be associated in the Wisconsin Registry Program Profile with one provider at a time. This means a person who works for more than one provider must choose one organization profile with which to be affiliated.

- 3) Complete the “Classroom Tab” within the Program Profile
Keep in mind that any employee entered in the Program Profile **must** first meet the DCF regulation requirements for the position they are listed as having.

If you want help in creating or updating a Program Profile, contact the Child Care Information Center at: 1-800-362-7353

Keeping your Program Profile Up to Date

If your program encounters a change in staffing, it is the responsibility of the Director/Site Supervisor or Primary Family Provider to record that change in their Program Profile as soon as possible. Even though your Program Profile will only be verified and confirmed on an annual basis for YoungStar, it is still required that programs keep their Program Profiles up to date with any staff changes. The information contained within the Program Profile allows YoungStar to better understand the makeup and needs of the child care workforce, as well as will continue to determine if or when a program would have the ability to move up in star level.



Wisconsin's Child Care Quality Rating & Improvement System

Wisconsin Registry Career Level Processing Delay

Entering a new employee or updating an existing staff member's Career Level may take time to process. Additional time to process **completed applications** and make necessary updates to the Program Profile may be given. **A completed application means that all materials for a Wisconsin Registry Career Level have been received by the Wisconsin Registry and all necessary fees have been paid.** After the Wisconsin Registry processes the Career Level, the employee should immediately be placed into the Program Profile by the program. Once the Program Profile is updated, the provider should notify their YoungStar coach to complete the rating. If changes are not made in a timely manner, or the result of the updates does not meet requirements, the lower rating will be accepted.