



8 Tips for Providers to Successfully Reapply for YoungStar

**Reapplying*

Tip #1: Completing the reapplication process.

Providers that are already participating in YoungStar are required to re-apply every two (2) years. A renewal contract is **automatically mailed** to your program approximately 4 months (or 120 days) before your anniversary month. In order to continue receiving YoungStar services and be eligible for Wisconsin Shares authorizations, make sure your completed renewal contract is received by your local YoungStar office by the first day of your anniversary month (your anniversary month is the month your first rating was active in YoungStar).

Please understand that your ability to accept Wisconsin Shares Subsidy payments is tied to your participation and rating in YoungStar. If you fail to renew your YoungStar contract in the specified time frame, you will no longer be eligible for Wisconsin Shares authorizations and families participating in the Wisconsin Shares program will need to find alternative care for their children. In order to reduce the possibility of this occurring, parents of children in the Wisconsin Shares program will be **notified 30 days prior to your anniversary month** that you have not yet returned your YoungStar Contract Renewal. This notification also alerts parents in case you have decided not to continue participating in the YoungStar program. If the YoungStar Contract Renewal is still not received one week prior to your anniversary month, parents will be notified that their Wisconsin Shares authorizations to your program will be ending.

If you lost your contract renewal, never received one, or if you have a question or need assistance, please contact your [local YoungStar office](#).

**Educational Qualifications*

Tip #2: Updating and Confirming Teacher/Provider Qualifications on The Registry

Wisconsin child care providers and programs can prepare for Wisconsin's YoungStar quality rating and improvement system by completing the following professional development documentation activities:

Actions for Group Child Care

- Ensure that all Lead Teachers and the Center Director qualifications are current and accurately reflected in The Registry Career Level assigned.

Actions for School Age Care

- Ensure that all Lead Teachers and Group Leader qualifications are current and accurately reflected in The Registry Career Level assigned.

Actions for Day Camp Programs

- Ensure that all Lead Day Camp Counselors and Day Camp Director qualifications are current and accurately reflected in The Registry Career Level assigned.

Actions for Family Child Care Programs

- Ensure that the Primary Caregiver qualifications are current and accurately reflected by The Registry Career Level assigned.
- If the owner is not the Primary Caregiver/Teacher, then the qualifications of the Primary Caregiver/Teacher are evaluated for purposes of YoungStar.

Information Available Online for All Programs

- The Registry Career Level information is available at: <https://www.the-registry.org/Membership/CareerLevels.aspx>

Tip #3: Administrators/Owners Update Your Registry Program Profile

Actions for Group Child Care, School Age and Day Camp Programs

- Review and update the licensed group center's Registry Program Profile within The Registry database.
- All current Lead Teachers should be identified as "YoungStar Lead Teachers" in the Program Profile and attached to a specific classroom.
- When assigning a Lead Teacher to a classroom please consider the teachers' formal education; training history; years of experience; and relationships with the children in their care.

Actions for Family Child Care Programs

- Review and update the certified or licensed family child care program's Registry Program Profile within The Registry database.
- The person who spends the greatest percentage of time caring for children will have their information entered into the database rather than the information of the owner if the owner is not the Primary Teacher/Caregiver.

Information Available Online for All Programs

- The Registry Program Profile information is available at: <http://www.the-registry.org/ProgramProfile/Overview.aspx>

**Professional Development Planning*

Tip #4: Educational Qualifications Can Make All of the Difference in Your Program's Rating: Know Where You Stand

Actions for Group Child Care, School Age and Day Camp Programs

- Each Program Director/Administrator should review how their qualifications measure up with rating levels within YoungStar. Professional development planning should occur for the Director/Administrator.
- Individual professional development planning should occur for all Lead Teachers within a program and professional goals for the individual lead teacher should be identified.

- While YoungStar emphasizes qualifications of Lead Teachers and Directors, given the rate of turnover in the child care industry, the most strategic professional development plans consider the needs of **ALL** staff.
- The Program Director/Administrator should clearly understand each individual Lead Teachers educational background, and content training experience.
- An overall professional development goal for the program should be identified to determine where professional development funding should be targeted related to quality improvement.
- T.E.A.C.H. Early Childhood® Wisconsin Scholarship options should be explored for staff interested in completion of credit-based instruction.

Actions for Family Child Care Programs

- Individual professional development planning should occur for the Owner/Teacher or the Primary Provider of child care services in a family child care program.
- The Teacher/Provider should understand how their educational background and content training experience relate to YoungStar quality indicators.
- An overall professional development plan should be identified to determine where professional development funding should be targeted related to quality enhancement.
- T.E.A.C.H. Early Childhood® Wisconsin Scholarship options should be explored for staffing interested in completion of credit-based instruction.

Information Available Online for All Programs

- T.E.A.C.H. Scholarship information is available at:
<https://wisconsinearlychildhood.org/programs/t-e-a-c-h/>
- Information regarding what credit-based instruction is available can be obtained from the websites of individual institutions of higher education and also is available in a geographic representation at the Wisconsin Early Childhood Association website:
<https://wisconsinearlychildhood.org/programs/t-e-a-c-h/wisconsin-universities-and-colleges/>
- Become familiar with the current educational qualifications and competencies of teaching staff and identify opportunities for on-going professional development needs of the program staff utilizing the Professional Development Planning Tool available through the Wisconsin Early Childhood Association: <https://wisconsinearlychildhood.org/programs/t-e-a-c-h/apply-for-a-t-e-a-c-h-scholarship/>

**Program Quality Self-Assessment*

Tip #5: Take Time to Review Your Program and Plan Your Quality Improvement Journey through a self-assessment and quality improvement plan

Actions for Group Child Care, School Age and Day Camp Programs

- Complete a self-assessment that evaluates educational qualifications of staff and administration, business practices, environments and curriculum, and how your agency promotes child health and well-being.
- To perform a self-assessment, you may use a variety of self-assessment tools, including but not limited to the following:
 - Optional Self-Assessment Tool for YoungStar
 - Creative Curriculum for Preschool Implementation Checklist

- Creative Curriculum for Infants/Toddlers/Twos – Implementation Planning Tool
- Program Administration Scale
- Early Childhood Environment Rating Scales (ITERS – R, ECERS-R, and SACERS-U)
- HighScope Preschool Program Quality Assessment (PQA)
- NAEYC Accreditation Self-Assessment Observable Criteria Tool
- NAC self-assessment
- City of Madison self-assessment
- Visit <https://dcf.wisconsin.gov/youngstar/providers/resources> under the Self-Assessment category to find examples.
- In collaboration with staff, identify areas of strength and areas where program improvement is needed. Develop a concrete, specific, and “doable” quality improvement plan. Set goals, timelines, assign responsibility, and identify a way to check in on progress toward achieving action steps.
- Visit <https://dcf.wisconsin.gov/youngstar/providers/resources> under the Quality Improvement Plan (QIP) category for examples.

Actions for Family Child Care Programs

- As above, except the Family Child Care self-assessment tools include, but not limited to:
 - Self-assessment Tool for YoungStar (optional)
 - Business Administration Scale
 - Early Childhood Environment Rating Scale (FCCERS)
 - NAFCC Accreditation Self Study

**Learn about Relevant Training and Technical Assistance Opportunities in Your Area*

Tip #6: Trainings Available Near You

Actions for Group, School Age, Day Camp and Family Child Care Programs

- Be a good consumer of training and technical assistance services. Many services available at low or no cost to child care providers who are part of YoungStar. Anyone who promises quick fixes and an easy journey doesn’t understand quality improvement in early care and education. Buyers beware!
- Ask trainers and technical assistants how they are related to the YoungStar Consortium; how they are related to The Registry; and how the professional development opportunities they are providing are related to YoungStar.

Information Available On-line for Group, School Age, Day Camp and Family Providers

- Department of Children and Families YoungStar trainings:
<https://supportingfamilies.together.org/early-care-education-professionals/sharpen-your-professional-skills/>
- Department of Children and Families YoungStar Child Care Finder page:
<http://childcarefinder.wisconsin.gov>
- The Registry Training Calendar:
<https://the-registry.org/myregistry/default.aspx>

- The Wisconsin Early Childhood Association:
<http://wisconsinearlychildhood.org/conference/>
- Supporting Families Together Association (SFTA) and Child Care Resource and Referral Agencies (CCR&Rs): <http://supportingfamilies.together.org/families/find-child-care/> or call **1-888-713-KIDS** for information about other opportunities in your area.
- Wisconsin Early Childhood Collaborating Partners – Wisconsin Model Early Learning Standards Training opportunities:
<http://www.collaboratingpartners.com/wmels/trainings/training-opportunities/>
- Wisconsin Child Care Administrators Association:
<http://www.wccaa.org/home>
- Wisconsin Family Child Care Association:
<http://www.wisconsinfamilychildcare.org/>
- Wisconsin Afterschool Association:
<http://waaweb.org>

**Familiarize Yourself with the Tools YoungStar Raters and Technical Consultants will be Using*

Tip #7: Before requesting and submitting an application for a Formal Rating Observation, be sure to familiarize yourself and your staff with the subscales and items within the Environment Rating Scales (ERS) tools

Actions for Licensed Group Child Care, School-Age and Day Camp Programs

- The Early Childhood Environment Rating Scale-Revised (ECERS-R), the Infant Toddler Environment Rating Scale-Revised (ITERS-R), and the School-Age Care Environment Rating Scale (SACERS-U) are suitable for use in evaluating inclusive and culturally-diverse group-based child care programs. The scales have proven to be a reliable and valid ways of determining the quality of a program.
- The Environment Rating Scales, in general, are used to assess the following in group child care programs:
 - Arrangement of space-both indoors and outdoors,
 - Materials and activities offered to the children,
 - Supervision and interactions (including language) that occur in the classroom, and
 - Schedule of the day, including routines and activities.
- The Program Administration Scale views the classroom environment through a combination of interviews, document review, and observation. This scale measures the overall quality of administrative practices of early care and education programs and serves as a useful guide to improve programs.
- Review the Evaluation Criteria that will be used to evaluate group, family and day camp providers: <https://dcf.wisconsin.gov/youngstar/providers/point-detail>

Actions for Family Child Care

- The Family Child Care Environment Rating Scale-Revised (FCCERS-R) is suitable for use in evaluating inclusive and culturally-diverse family child care programs. The scale has proven to be a reliable and valid ways of determining the quality of a program.
- The FCCERS-R is used to assess the following in family child care programs:
 - Arrangement of space both indoors and outdoors,
 - Materials and activities offered to the children,
 - Supervision and interactions (including language) that occur in the classroom, and
 - Schedule of the day, including routines and activities.
- The Business Administration Scale views the classroom environment through a combination of data collection from many sources including interviews, document review, and observation. This scale measures the overall quality of business practices of family child care programs and serves as a useful guide to improve programs.
- Review the Evaluation Criteria that will be used to evaluate family providers:
<https://dcf.wisconsin.gov/files/youngstar/pdf/evaluation-criteria/2016-eval-criteria/2016-ys-evaluation-criteria-family.pdf>

Information Available Online for All Programs

- Information regarding the Environment Rating Scales is available at:
<https://www.ersi.info//index.html> and <http://ers.fpg.unc.edu/>
- Information regarding the Program Administration Scale is available at:
<http://cecl.nl.edu/evaluation/pas.htm>
- Information regarding the Business Administration Scale for family child care providers is available at: <http://cecl.nl.edu/evaluation/bas.htm>
- Information regarding family child care business practices can be found at:
<http://tomcopelandblog.com/>

Tip #8: Learn All You Can About YoungStar

Actions for Group, School-Age, Day Camp, and Family Child Care Programs

- The Department of Children and Families has a wide range of resources for the early care and education workforce related to YoungStar
 - For general information go to:
 - <https://dcf.wisconsin.gov/youngstar/providers>
 - For information about how points are earned for group programs go to:
 - <https://dcf.wisconsin.gov/youngstar/providers/point-detail>
 - For information about how points are earned for family programs go to:
 - <https://dcf.wisconsin.gov/files/youngstar/pdf/point-detail/2016-point-detail/point-detail-family-2016.pdf>
 - For information about how points are earned for school-age programs go to:
 - <https://dcf.wisconsin.gov/files/youngstar/pdf/point-detail/2016-point-detail/point-detail-schoolage-2016.pdf>

- For information about how points are earned for day camp programs go to:
 - <https://dcf.wisconsin.gov/files/youngstar/pdf/point-detail/2016-point-detail/point-detail-daycamp-2016.pdf>

Please call your YoungStar Regional Office for support in completing your applications or if you have any questions:

1-888-713-KIDS. To find your YoungStar Regional Office, see the map at the following web site:

<https://dcf.wisconsin.gov/youngstar/program/localoffice>