

YoungStar Rating Verification Document – Family Child Care 2021/2022

Each box in the “Indicator Met” section should be marked as “Yes” if met, “No” if not met, or “Not Attempted”. Complete each section and clearly document the evidence used to determine whether the indicator was met or not. **Once complete, upload ALL pages of this document as the “Technical Rating Score Sheet” or “Formal Rating Observation Score Sheet” under the “Forms and Documents” section in CMS.**

Program Self-Assessment and Quality Improvement Plan (REQUIRED for all ratings and to earn a micro-grant)

Indicator Met: Yes No Not Attempted

Self-assessment used: _____

Date of self-assessment: _____

Who completed the self-assessment: _____

Comments/areas for future work on self-assessment:

Date of Quality Improvement Plan: _____

Who completed the QIP? _____

List three goals that have been identified for quality improvement.

1. _____

2. _____

3. _____

Registry Profile verified by Technical Consultant Yes No Date: _____

Additional comments for rating purposes:

Developmentally Appropriate Environments

Indicator Met: Yes No Not Attempted

Item 1. Staff provide developmentally appropriate interactions and promote positive relationships.

Yes No **All the following must be observed:**

- All staff/staff and staff/child interactions must be positive or at least neutral
- Staff and children demonstrate enjoyment in being with each other
- Staff respond to children's needs promptly and appropriately
- Staff have developmentally appropriate expectations for children's behavior

At least two of these additional practices must be observed:

- Staff are near children when promoting positive interactions and learning opportunities
- Staff initiate language and literacy activities to support language development
- Staff have turn-taking conversations with most children and ask follow-up questions with a pleasant tone of voice
- Staff intentionally create opportunities for all children to engage in peer interaction in ways that are appropriate for each child
- Staff provide children with descriptive feedback for their efforts or accomplishments

Item 2. The environment is organized into interest centers or play areas to support children's meaningful play.

Yes No At least two play areas are identified (interest centers will also be considered)

1. _____

2. _____

Item 3. The following materials are developmentally appropriate and accessible to children.

Yes No **At least:**

- one book for each child present at any given time
- six different examples of fine motor materials
- six different examples of art materials (when all children are 24 months or older) N/A
- two sets of 10 – 20 blocks (when all children are 12 months or older) N/A
- five different examples of dramatic play materials
- five different examples of nature/science materials (when all children are 24 months or older) N/A
- six different examples of math materials

Note any materials that are missing:

Item 4: The materials are reflective of the WMELS five domains and/or the SACF nine content areas, different learning styles, and offer varied levels of difficulty.

List material(s) that reflect each domain/content area:

WMELS Health and Physical: _____
WMELS Social and Emotional: _____
WMELS Cognition and General Knowledge: _____
WMELS Language and Communication: _____
WMELS Approaches to Learning: _____

OR

SACF Language, Literacy and Numeracy: _____
SACF Arts and Culture: _____
SACF Global Learning: _____
SACF Health and Wellness: _____
SACF Media and Technology: _____
SACF Science, Technology, Engineering, and Math: _____
SACF Social/Emotional/Character Education: _____
SACF Environmental Learning: _____
SACF Service Learning: _____

List 3 materials/experiences offering varied levels of difficulty:
1. _____
2. _____
3. _____

Yes No Materials in interest centers are easily accessible.

Item 5: The daily schedule includes a minimum of 50 consecutive minutes of uninterrupted free choice.

Yes No If yes, how verified? _____

Additional comments for rating purposes:

Budgeting/Record-Keeping/Payment Agreement

Indicator Met: Yes No Not Attempted

Item 1: The program has a line-item budget for the current fiscal year, with projected and actual income and expenses

Yes No

At least one line item in the budget reflects a goal from the program's Quality Improvement Plan.

Yes No Line item: _____

Item 2: Budget is reviewed annually, and adjustments are made to future annual budgets as needed

Yes No

Yes No The program has a report of actual income and expenses divided into line-items for the previous fiscal year.

Yes No The program used the previous budget to inform the current budget.

Documentation provided: _____

Item 3: Record-Keeping practices are used that track income and expenses for each month

Yes No

Yes No Actual income and expenses are tracked monthly

Yes No There is written documentation of hours worked caring for children in the home

Yes No There is written documentation of additional business hours worked in the home when children are not present

N/A (the Provider does not live in the place where they provide care for children)

Documentation provided: _____

Item 4: Parent Payment Agreements are on file for families with a WI Shares authorization

Yes No N/A - There are no children enrolled currently receiving WI child care subsidy

The parent payment agreement form includes:

Yes No The provider's monthly or weekly child care price

Yes No The provider's days and hours of operation

Yes No Any discounts/scholarships available to parents, and any discounts/scholarships the parent is receiving

Yes No The parent's payment schedule

Yes No The provider's anticipated closure dates

Yes No Payment expectations for the child's anticipated and unanticipated absences, and payment expectations for the provider's closure dates

Yes No Parent procedures for termination of a child's enrollment

Yes No Provider procedures for termination of a child's enrollment

Yes No Program states that written parent payment agreements are kept on file for three years after the child's last day of attendance

Additional comments for rating purposes:

Family Engagement

3 Star Requirement Met: Yes No Not Attempted

4 and 5 Star Requirement Met: Yes No Not Attempted

3 Star programs demonstrate how they meet at least one practice from each of the four items

4 and 5 Star programs demonstrate how they meet at least two practices from each of the four items

Item 1: Communication (must have one for 3 stars, or two for 4 or 5 stars)

Yes No Respectful two-way exchange of information

Yes No Multiple ways to communicate are offered

Yes No Time is made to engage families in meaningful conversation

Documentation provided: _____

Item 2: Family Needs and Feedback (must have one for 3 stars, or two for 4 or 5 stars)

Yes No Family input guides program planning and policies

Yes No Program is adapted to meet the needs of children and families

Yes No Hiring practices of staff and volunteers reflect families' diverse backgrounds

Documentation provided: _____

Item 3: Collaborative Activities with Families (must have one for 3 stars, or two for 4 or 5 stars)

Yes No Families are encouraged to participate in activities

Yes No Opportunities exist for staff and families to learn from one another

Yes No Volunteer opportunities match families' strengths, interests, and skills

Documentation provided: _____

Item 4: Community Resources and Family Support (must have one for 3 stars, or two for 4 or 5 stars)

Yes No Families are connected to community resources

Yes No Support and planning around transitions is provided

Yes No Educational and developmental resources are available to families

Documentation provided: _____

Additional comments for rating purposes:

Healthy Nutrition and Physical Activity

Indicator Met: Yes No Not Attempted

Item 1: The program completed at least one of the following self-assessment(s) within the last 12 months:

Yes No

Go NAP SACC

- Child Nutrition
- Breastfeeding & Infant Feeding
- Infant & Child Physical Activity **and** Outdoor Play & Learning
- Farm to ECE

OSNAP

- Out-of-School Nutrition **and** Physical Activity
- Wisconsin Youth Garden

Date of self-assessment(s): _____

Item 2: The program completed a QIP identifying at least three goals with plans to meet each goal

Yes No

Nutrition and/or Physical Activity goals identified for quality improvement:

1. _____
2. _____
3. _____

Item 3: Programs allowing meals and snacks from home have a policy stating the program supplements meals, snacks, and beverages if they do not meet the CACFP guidelines.

Yes No N/A The program does **not** allow meals or snacks from home

Where is the policy located? _____

Item 4: Programs who have previously earned this indicator show evidence of progress on at least one goal

Yes No N/A The program has not previously earned this indicator

List a goal progress has been made on: _____

Additional comments for rating purposes:

3 Star Rating Verification: Family Child Care (Program Copy)

Anniversary Date of the Program: _____

Name of Program: _____

Provider and Location Numbers: _____

Name of Provider: _____

Name of Rater: _____ Date: _____

The Rater should clearly mark each box as “Y” if the indicator was met, “N” if it was not met, or “N/A” if it was not attempted. Both the Provider and Rater should initial and date each box.

Quality Indicator	Verification			
	Met? (Y, N, N/A)	Consultant Initials	Provider Initials	Date Verified
Self-Assessment and Quality Improvement Plan				
Education of Provider				
Provider		Registry Verified		
Learning Environment and Curriculum				
Developmentally Appropriate Environment				
Business and Professional Practices				
Budget/Record-Keeping/Payment Agreement				
Family Engagement				
Health and Well-Being				
Healthy Nutrition and Physical Activity				

The Consultant and Provider have reviewed the requirements for each of the indicators listed above and agree that this completed document accurately represents the indicators that were met, not met or not attempted by the Consultant. By signing below, the Provider verifies that all documentation and information used in this rating review is truthful and accurate.

Provider Signature: _____ Date: _____

Consultant Signature: _____ Date: _____

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3 Star Rating Verification: Family Child Care (Consultant Copy)

Anniversary Date of the Program: _____

Name of Program: _____

Provider and Location Numbers: _____

Name of Provider: _____

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Additional Requirements for 4 and 5 Star Ratings

Family Handbook and Contract

Indicator Met: Yes No Not Attempted

Item 1: The family handbook includes all the following policies/procedures:

Yes No

Yes No Vacation policy

Yes No Holiday policy

Yes No Provider time off, including how families are notified

Yes No Provider sick day, including how families are notified

Yes No Child absence, including:

How and when the family should notify the program

Circumstances requiring the family to pick an ill child up

Timeframe the family is expected to pick an ill child up within

Yes No Procedure for families to follow if they have questions

Yes No Signature page acknowledging receipt of family handbook (signed by the Parent/Guardian)

Item 2: The written family handbook including the program philosophy

Yes No

Item 3: The program contracts with families for at least 5 days of Provider paid time off and has a signed contract with each family on file at the program

Yes No

The contract for paid time off includes:

Yes No Number of paid days off (at least 5) each year

Yes No Reference to the location or page number of the paid time off policy if the policy is not listed on the contract

Yes No Dated signature of the Parent/Guardian, or the person financially responsible

Yes No Dated signature of the Provider

Additional comments for rating purposes:

Policies to Reduce Risk and Financial Planning

Indicator Met: Yes No Not Attempted

Item 1: At least three of the four following practices and/or policies to reduce risk are in place:

Yes No

Yes No Procedure to protect against children being released to anyone under the influence of alcohol or drugs

Yes No Procedure to protect against children being released to any person who does not have an appropriate care seat or seat belt to transport children

Yes No Policy stating all staff who care for children have annual child abuse and neglect (CAN) training with a written procedure explaining the actions to be taken if the Provider suspects child abuse and neglect

Yes No The program has liability insurance covering accidents and lawsuits

Item 2: Budget and financial plans align with written goals and philosophies, with identified priorities being supported in the budget

Yes No

Item 3: A procedure is in place to review the budget every six months, including comparing actual income and expenses to budgeted projections

Yes No

Yes No For each six-month period, the Provider has noted on the budget the date of each review

Item 4: Long term fiscal records are maintained

Yes No

At least three of the following are available verified for the current and previous two years:

Yes No Receipts for business purchases

Yes No Bank statements

Yes No Calendar notations

Yes No Attendance records

Yes No Mileage records

Item 5: Sound financial planning is demonstrated

Yes No

At least two of the following practices have been verified:

Yes No Provider shows a profit in three of the last five years (Tax form 1040, line 12 or Schedule C, line 31)

Yes No Provider claimed at least three business expenses (Tax form 1040 Schedule C, line 31)

Yes No At least one business fee has increased within the past three years

Yes No Provider consults with a qualified tax preparer annually

Yes No At least two written policies are in place to ensure adequate income is earned

1. _____

2. _____

Additional comments for rating purposes:

High-Quality Practices Verification

Curriculum Aligned with WMELS and/or SACF

Indicator Met: Yes No Not Attempted

1. Most recent consecutive 4 weeks of lesson plans reflect the WMELS domains/SACF content areas

Yes No

2. Goals/learning objectives are documented on, or attached to lesson plans, activity plans, individual learning plans

Yes No

3. Developmentally appropriate learning experiences, materials, and/or activities are linked to goals/learning objectives for children

Yes No

4. WMELS/SACF information is communicated to families in at least two ways.

Yes No

1. _____

2. _____

Additional comments for rating purposes:

Individual Child Portfolios

Indicator Met: Yes No Not Attempted

1. Portfolios have been used for at least one year

Yes No

2. All children attending the program at least 50% of the time (up to 40 hours per week) it is open have portfolios

Yes No

3. Portfolio documentation includes all of the following:

The child's interests

The child's friends

The child's family

Developmental information

4. Each portfolio has at least one piece of documentation added every month

Yes No

5. Each portfolio includes written goals/learning objectives that are added or updated monthly

Yes No

6. When a child masters a goal/learning objective there is documentation in the portfolio with supporting evidence

Yes No

Additional comments for rating purposes:

Intentional Planning to Improve Child Outcomes

Indicator Met: Yes No Not Attempted

1. An ongoing child assessment tool is used

List assessment tool _____

- Yes No Assessments are completed at least twice per year or the frequency recommended by the tool
- Yes No Each child assessment includes the date(s) when it was completed
- Yes No A developmental continuum, from birth to five or older, is included in the assessment
- Yes No The assessment aligns with the WMELS
- Yes No The assessment is developmentally appropriate

2. The Provider is trained on the assessment tool used

Yes No How was the teacher trained? _____

3. Individual child development is monitored through monthly review of progress and assessment summaries

Yes No

Documentation provided:

4. Children’s daily activities/experiences/materials are individualized and linked to assessment data

Yes No

Documentation provided:

5. There is documentation (signed) on file that acknowledges assessment data was shared and that the provider attempted to contact the family

Yes No

Documentation provided:

Additional comments for rating purposes:

Developmental Screening

Indicator Met: Yes No Not Attempted

1. A developmental screener that matches the ages of children served, is used annually

Yes No List the screener(s) used: _____

2. The Provider has been trained on the developmental screener

Yes No How was the Provider trained? _____

3. All regularly attending children, who have been enrolled for 45 days or more, have a completed screening (or waiver) on file from the most recent 12 months

Yes No

4. Developmental screening policy is included in the family handbook

Yes No

5. The following referral and/or resource procedure is explained by the Provider:

6. Completed developmental screener information is shared with families

Yes No How: _____

Additional comments for rating purposes:

Tracking Child Outcomes

Indicator Met: Yes No Not Attempted *Not Eligible

***This indicator cannot be earned if program does not also earn Intentional Planning and Child Portfolios.**

1. The Provider explains how child outcomes are tracked.

Yes No Describe process explained: _____

2. Program has been tracking child outcomes for at least six months and can document the following:

Yes No The program demonstrates ***six months*** of tracking individual child outcomes for every regularly attending child

- Assessment completed within the last 12 months
- Goals/learning objectives reflect assessment data
- Lesson plans include activities/experiences/materials that relate to child goals
- Portfolio observations include documentation of child meeting or making progress toward a goal
- Outcomes are tracked using a child outcomes form

Additional comments for rating purposes:

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Rating Verification for 4 and 5 Star Rating: Family Child Care (Program copy)

Anniversary Date of the Program: _____

Name of Program: _____

Provider and Location Numbers: _____

Name of Provider: _____

Name of Rater: _____ Date: _____

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Self-Assessment & Quality Improvement Plan				
Education of Provider				
Provider		Registry Verified		
Learning Environment and Curriculum				
Developmentally Appropriate Environment				
ERS Average Score: _____ 4 Star rating: average score 3.25 5 Star rating: average score 4.25	Verified by ERS Observer			
Business and Professional Practices				
Budget/Record-Keeping/Payment Agreement				
Family Engagement – One practice per item				
Family Engagement – Two practices per item				
Family Handbook and Contract				
Policies to Reduce Risk and Financial Planning				
Health and Well-Being				
Healthy Nutrition and Physical Activity				
High-Quality Practices				

4 Star: Must earn 4 of 7				
5 Star: Must earn 5 of 7				
Curriculum Aligned with WMELS/SACF				
Child Portfolios				
Intentional Planning				
Developmental Screening				
Tracking Child Outcomes				
Social Emotional/Inclusion Training		Registry Verified		
Strengthening Families Through Early Care and Education Training				

The Consultant and Provider have reviewed these indicators and agree that this accurately represents the indicators that were met, not met or not attempted by the Consultant. By signing below, the Provider verifies that all documentation and information used in this rating review is truthful and accurate.

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Verification for 4 and 5 Star Rating: Family Child Care (Consultant Copy)

Anniversary Date of the Program: _____

Name of Program: _____

Provider and Location Numbers: _____

Name of Provider: _____

Name of Rater: _____ Date: _____

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Provider		Registry Verified		
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ERS Average Score: _____ 4 Star rating: average score 3.25 5 Star rating: average score 4.25	Verified by ERS Observer			
Business and Professional Practices				
Budget/Record-Keeping/Payment Agreement				
Family Engagement – One practice per item				
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Family Handbook and Contract				
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High-Quality Practices				
4 Star: Must earn 4 of 7				
5 Star: Must earn 5 of 7				
Curriculum Aligned with WMELS/SACF				
Child Portfolios				
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