



YoungStar

Frequently Asked Questions: School-Age Programs

March 6, 2017

Note: Almost all questions have been revised since June 10, 2013; questions that have been substantially revised or added since the last update are highlighted.

YoungStar is a 5 Star quality rating and improvement system that supports child care and school-age care providers in the areas of education, learning environment & curriculum, business & professional practices and the health & well-being of children. Through this rating system the state addresses several key issues in Wisconsin's child care system. YoungStar:

- Focuses on improving outcomes for children by improving the overall quality of care
- Creates multiple pathways to professional development opportunities and better quality for child care and school-age programs
- Creates a clear, understandable tool for parents to choose quality child care
- Creates incentives and provides support for programs to improve services, particularly for low-income children
- Improves accountability for the Wisconsin Shares system

Questions: School-Age Programs

[SCH AGE-1. Are school-age programs included in YoungStar?](#)

[SCH AGE-2. My program is exempt from licensing oversight. What do I need to do to participate in YoungStar?](#)

[SCH AGE-3. Do programs receive multiple ratings, one for early childhood and one for school-age?](#)

[SCH AGE-4. If a school district contracts with my organization to provide community-based before- and after-school programming, can my program participate in YoungStar and receive Wisconsin Shares funding?](#)

[SCH AGE-5. What job titles are equivalent to a Lead Teacher and a Director in a school-age program?](#)

[SCH AGE-6. Is the person designated as the Site Supervisor someone who has to be on-site at all times?](#)

[SCH AGE-7. Can a person be counted as BOTH a Site Supervisor AND a Group Leader in a program?](#)

[SCH AGE-8. Who is the Group Leader when two people share a group?](#)

[SCH AGE-9. How is the education of a Group Leader counted if s/he works in more than one program?](#)

[SCH AGE-10. What happens if a Group Leader leaves a program and begins working at a new program?](#)

[SCH AGE-11. If I am a Site Supervisor of more than one site, is each site rated separately?](#)

[SCH AGE-12. For school-age staff, do Group Leader/Site Supervisor qualifications need to be in early childhood?](#)

[SCH AGE-13. How is curriculum planned and delivered in programs serving school-age children, and how does assessment occur?](#)

[SCH AGE-14. Which Environment Rating Scale is used for Formal Ratings with Observation in school-age programs?](#)

[SCH_AGE-15. Which Environment Rating Scale should a program use if that program has a classroom used by 4-year-olds during the day, with “school-agers” integrated into the room before and after school?](#)

[SCH_AGE-16. Do part-day school-age programs receive points in the same way points are calculated for full-day programs?](#)

[SCH_AGE-17. What does “regular attendance” in school-age programs mean?](#)

Answers: School-Age Programs

SCH_AGE-1. Are school-age programs included in YoungStar?

Certified school-age programs, and public school programs that accept Wisconsin Shares payments from families, must participate in YoungStar. DCF has developed specific criteria and a scale of points that use the same broad categories already established for YoungStar, but with customization for school-age care’s unique characteristics. The Department has collaborated with the Wisconsin Afterschool Network and a number of other school-age providers that have provided input into the design and implementation of the school-age version of YoungStar.

SCH_AGE-2. My program is exempt from licensing oversight. What do I need to do to participate in YoungStar?

If your program is *operated by a public school district*, that means your program is considered exempt from DCF licensing oversight (but not exempt for licensing requirements) and does not have a license ID/number.

However, in order to participate in YoungStar and be eligible for Wisconsin Shares payments from families you must obtain a license number. Follow the below steps to participate:

1. Complete the Information Required to Monitor School-Operated License Exempt Child Care Programs form DCF- F- 5155-E . You may search for this form on the forms page. The completed form should be sent to the appropriate Regional Licensing office.
2. Then, to apply for YoungStar, your program must submit a YoungStar Contract to your local YoungStar office.

The regional licensing office will enter the information provided into the DCF child care licensing data system and will forward this information to the YoungStar program. Once the YoungStar contract is returned to the appropriate YoungStar office, FIS, the agency administering the child care payment program will send the program a contract to receive the child care subsidy payments. At this time, an authorization for child care subsidy payments can be made.

Note: Meeting Standards for Licensed Day Care Centers. In s.120.13 (14), *Wis. Stats.*¹, it states that public school boards may “establish and provide or contract for the provision of child care programs for children....” Although it is true that childcare programs operated by school boards are considered exempt from licensing oversight, s.120.13 (14), *Wis. Stats.*, goes on to say, “Child care programs established under this subsection shall meet the standards for licensed day care centers established by The Department of Children and Families.”

Note: Private Schools. Under the DCF 201 child care subsidy administrative code, child care programs operated by private schools must be regulated in order to be eligible for subsidy reimbursements. If there are four or more children under age 7 in care, these child care programs may choose to be licensed. Otherwise, the programs may choose to be certified by the county.

¹ Chapter 120 School District Government: <http://docs.legis.wisconsin.gov/statutes/statutes/120.pdf>

SCH_AGE-3. Do programs receive multiple ratings, one for early childhood and one for school-age?

No. Programs are issued one rating for each Location Number (issued by licensing or certification staff). If there are different age groups present and a Formal Rating with Observation has been requested, the ERS Observer will use the Environment Rating Scale appropriate for the groups present.

SCH_AGE-4. If a school district contracts with my organization to provide community-based before- and after-school programming, can my program participate in YoungStar and receive Wisconsin Shares funding?

If an organization has **a contract** with a public school district and is not licensed, you must first obtain a license number before participating in YoungStar. Follow the below steps to participate:

1. Complete the Information Required to Monitor School-Operated License Exempt Child Care Programs form DCF- F- 5155-E . You may search for this form on the forms page. The completed form should be sent to the appropriate Regional Licensing office.
2. Then, to apply for YoungStar, your program must submit a YoungStar Contract to your local YoungStar office.

The regional licensing office will enter the information provided into the DCF child care licensing data system and will forward this information to the YoungStar program. Once the YoungStar contract is returned to the appropriate YoungStar office, FIS, the agency administering the child care payment program will send the program a contract to receive the child care subsidy payments. At this time, an authorization for child care subsidy payments can be made.

SCH_AGE-5. What job titles are equivalent to a Lead Teacher and a Director in a school-age program?

Group Leader and Site Supervisor are equivalent titles, respectively.

The responsibilities assumed by the personnel determine the qualifications required:

- Group Leader – responsibilities include supervision and guidance of a group of children in the program, under the direction of a Site Supervisor/Coordinator/Director/Administrator. Group Leaders assist in daily planning and implementation of activities, communicating with families, and relating to the community.
- Site Supervisor (who may also be called the Director, Site Coordinator, or Administrator) – responsibilities include the overall direction and daily operation of the program. This position develops the mission, philosophy, goals, and policies, and is held responsible for program planning and evaluation, administration (including fiscal management), and organizational development (including management of human resources).

SCH_AGE-6. Is the person designated as the Site Supervisor someone who has to be on-site at all times?

According to *typical* YoungStar staffing requirements, the person who is designated as the Site Supervisor in a school-age program shall be on-site for at least 25% of the total number of hours s/he works for the program and shall have the following responsibilities:

1. Supervision of the planning and implementation of the programming for children
2. Supervision of the staff at the site
3. Staff meetings and orientation
4. Continuing education for the staff

It is up to the school-age program to determine who is charged with completing these responsibilities and to identify that person as Director/Site Supervisor in its Registry Program Profile. YoungStar staff (Technical Consultants and Formal Raters) are *not* responsible for verifying that the person listed as the Director/Site Supervisor is on-site for a set number of hours per week/month/year.

If a school-age site does not have a Site Supervisor position dedicated solely to the performance of these four responsibilities, the program *may ask for a variation* from the typical YoungStar staffing requirements as follows:

Centralized Administration

If the school-age program is administered outside the site, supervision of the site can be performed by a person within a Centralized Administration. In this case:

- *Responsibilities 1 and 2* (listed above) **must** be performed by a person who is on-site at the school-age program for *at least 25%* of the total number of hours s/he works for the program.
- *Responsibilities 3 and 4* (listed above) **may** be performed by a person or persons who are located *off-site*.

In the case of a Centralized Administration, the program has two options:

Option 1: List a person from the administrative office who is responsible for #3 and/or #4 (above) as the Site Supervisor.

Option 2: List the person who is on-site performing responsibilities #1 and #2 (above) as the Site Supervisor. **If the program wants to choose this option and the person listed as the Site Supervisor is also a Group Leader, the rules for Dual-Role (see below) must be followed.**

Dual Role

School-age sites licensed for *50 or fewer* children, or license-exempt sites with *50 or fewer* children enrolled, may, in the following limited circumstances, have a Site Supervisor who also is listed as a Group Leader in the Program Profile:

To be eligible to earn 3 Stars: The person in the dual-role has 25% of the time the program is open devoted to the responsibilities of the Site Supervisor, **AND** child-to-staff ratios must follow licensing requirements for licensed group centers. The dual-role Site Supervisor must also meet the educational qualifications for a 3 Star rating.

To be eligible to earn 4 Stars: The person in the dual-role has 37.5% of the time the program is open devoted to the responsibilities of the Site Supervisor, **AND** child-to-staff ratios must follow licensing requirements for licensed group centers. The dual-role Site Supervisor must also meet the educational qualifications for a 4 Star rating.

Note on 5 Star ineligibility: Programs with a *dual-role* Site Supervisor *cannot* earn 5 Star ratings. To be eligible to earn 5 Stars, a full-time dedicated Site Supervisor must be in place and must meet the educational qualifications for a 5 Star rating.

If a program is interested in asking for a Dual-Role variation from typical YoungStar staffing requirements, program staff should remember:

- Programs licensed for more than 50 children *cannot* have a Site Supervisor listed as both the Site Supervisor and a Group Leader in The Registry Program Profile.
- If a person is serving in a dual role as both Group Leader and Site Supervisor in one program, YoungStar staff are responsible for verifying that the person serving in the dual-role has the appropriate allocation of teaching vs. administrative time as prescribed in the *YoungStar Evaluation Criteria for School-Age Programs*, available at:

<https://def.wisconsin.gov/youngstar/providers/point-detail>

FYI: Staff can only be assigned to *one school-age program at a time* as a Group Leader and/or a Site Supervisor.

SCH_AGE-7. Can a person be counted as BOTH a Site Supervisor AND a Group Leader in a program?

As stated in the answer to the previous question, a site licensed for *51 children and over*, or a license-exempt site with *51 or more* children enrolled, must have a Site Supervisor who does *not* have additional Group Leader responsibilities. In programs licensed for *50 children or fewer*, a Site Supervisor may act as a Group Leader for *one group*, ONLY if the following conditions are met:

- **For 3 Star Level ONLY –**
 - The ratio of children to staff does not exceed 15:1 **AND**
 - The person acting as the Site Supervisor has 10 additional hours of paid time per week for administration of program.
- **For 4 Star Level ONLY –**
 - The ratio of children to staff does not exceed 15:1 **AND**
 - The person acting as the Site Supervisor has 15 additional hours of paid time per week for administration of program.

Note on 5 Star Programs: To be eligible to earn 5 Stars, a full-time dedicated Site Supervisor must be in place and must meet the educational qualifications for a 5 Star rating. Programs with a *dual-role* Site Supervisor *cannot* earn 5 Star ratings.

SCH_AGE-8. Who is the Group Leader when two people share a group?

The Group Leader with the most work time at the program should be listed on the Program Profile as the Group Leader for YoungStar educational qualifications. If the Group Leaders work exactly the same amount of hours per week, the program can decide which individual to choose as the YoungStar Group Leader.

It is in the best interests of the program to consider not only the individuals' educational qualifications (reflected through a Registry Career Level), but also the additional training in regard to possible points in YoungStar (training in Wisconsin Model Early Learning Standards, the School-Age Curricular Framework, WI Pyramid Model, Strengthening Families, Positive Behavioral Interventions and Supports, Guiding Children's Behavior in School-Age Care, Tribes® TLC, etc.) when making this choice.

SCH_AGE-9. How is the education of a Group Leader counted if s/he works in more than one program?

A Group Leader cannot use educational qualifications for more than one group, or for more than one program. The group that the Group Leader spends the most time in is the group that should be attached to that Group Leader in The Registry Program Profile.

If Group Leaders are in charge of individual activity stations in the program and the children rotate among the stations and Group Leaders, the licensing ratios must be met, and each group of children would constitute one "Group" in The Registry.

SCH_AGE-10. What happens if a Group Leader leaves a program and begins working at a new program?

Any staff member who leaves a program and begins working at a new program can make employment changes in her or his *Individual Profile*. The staff member must indicate an end date for the initial program and then can add the new employer to her or his Individual Profile. This allows the new program to assign the staff member to its *Program Profile*.

Program Profiles must be updated anytime a staff change occurs in order to reflect the absence of staff from a position, as well as to reflect newly hired staff.

SCH_AGE-11. If I am a Site Supervisor of more than one site, is each site rated separately?

Yes. Multi-site programs with separate license and/or Location Numbers receive independent ratings. ***If you are the Site Supervisor for more than one site, your educational qualifications can only count toward points for one site.***

SCH_AGE-12. For school-age staff, do Group Leader/Site Supervisor qualifications need to be in early childhood?

No. Credit, credentials, and degrees for Group Leaders and Site Supervisors must be related to the age group served as determined by The Registry.

SCH_AGE-13. How is curriculum planned and delivered in programs serving school-age children, and how does assessment occur?

Specific training has been created by the Wisconsin Afterschool Network, covering the School-Age Curricular Framework. This training covers developmentally appropriate practice and standards for serving children in school-age programs. The training also includes information about selecting curriculum as well as program and child assessment resources specifically developed for school-age children.

Information about the School-Age Curricular Framework, as well as other school-age resources, can be found at:

<http://dcf.wisconsin.gov/youngstar/providers/resources>

<http://www.wiafterschoolnetwork.org/>

SCH_AGE-14. Which Environment Rating Scale is used for Formal Ratings with Observation in school-age programs?

The School-Age Care Environment Rating Scale, Update Edition (SACERS-U) is used because it reflects the unique characteristics of school-age programs. More information about SACERS-U can be found at:

<http://www.ersi.info/sacers-u.html>

Indicators that examine the business and professional practices of the school-age program are also examined and can be found in the *YoungStar Evaluation Criteria*, at:

<https://def.wisconsin.gov/youngstar/providers/point-detail>

SCH_AGE-15. Which Environment Rating Scale should a center use if that center has a classroom used by 4-year-olds during the day, with “school-agers” integrated into the room before and after school?

If the center were to have a Formal Rating with Observation performed, the age of the majority of the children in the classroom at the time the rating is performed would determine the tool used.

Programs should consider the developmental needs of all children in the group.

SCH_AGE-16. Do part-day school-age programs receive points in the same way points are calculated for full-day programs?

Yes. When a provider chooses a Technical Rating or a Formal Rating with Observation, on-site observations are completed at each individual school-age program, including programs that are part-day. Activities and indicators outlined in YoungStar (such as 60 minutes of physical activity) are prorated to fit a shorter-day schedule.

Note: A program must have two or more consecutive hours of care in order to be eligible for a Formal Rating with Observation.

SCH_AGE-17. What does “regular attendance” in school-age programs mean?

The definition of “regular attendance” depends on the number of hours a week a program is open, as follows:

- If the program is open 40 hours per week or fewer, to be in “regular attendance” means that the child attends the program 50% or more of the hours the program is open for that child’s age group. For example, if a program is open 25 hours per week, the “child in regular attendance” would attend 12.5 hours or more per week.
- If the program is open more than 40 hours per week, to be “in regular attendance” means a child attends 20 hours per week or more. For example, if the program is open for 45 hours per week, the “child in regular attendance” definition would be 20 hours or more per week.

YoungStar recognizes that some school-age programs have different operating schedules based on the time of year, and when operating schedules change, these same rules apply. For example, if the program were to adjust its hours to being open for 40 hours per week in the summer, children considered to be in regular attendance in the summer would be those attending 20 hours or more per week.

In most cases, YoungStar quality indicators apply to the entire program and hence to all the children in the program. However, some YoungStar quality indicators may have exceptions for children who are not in regular attendance. If the quality indicator has an exception for children who are not in regular attendance, this is clearly stated.