

Reaching for the Stars



For Child Care Centers
Oklahoma's Quality Rating and Improvement System



Oklahoma Department of Human Services
Child Care Services



Comments and Recommendations
Regarding Reaching for the Stars

Reaching for the Stars criteria enhance child care facilities in the State of Oklahoma. These criteria are designed to improve and promote quality care of children in care outside their own homes. The criteria were developed from input solicited from providers, the public, and information from research and approved by the Commission for Human Services and the Governor of the State of Oklahoma pursuant to the Oklahoma Administrative Procedures Act.

It is the intent of OKDHS that Reaching for the Stars criteria are clear, reasonable, fair and enforceable. In the interest of serving the public, comments are welcomed and will be considered for future revisions or development of new criteria. Please complete the form below and send it to:

Department of Human Services
Oklahoma Child Care Services/Reaching for the Stars
PO BOX 25352
Oklahoma City, OK 73125

Reaching for the Stars criteria for: _____ (program type)

Reference:

Please give the topic of the specific criteria to which you are referring, such as Parent involvement) _____

Recommendation:

Because:

Your Name

Date





REACHING FOR THE STARS

For Child Care Centers

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REACHING FOR THE STARS IS THE NAME OF OKLAHOMA'S QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS). OKLAHOMA WAS THE FIRST STATE IN THE NATION TO IMPLEMENT A QRIS. AT LEAST 30 OTHER STATES HAVE IMPLEMENTED SOME FORM OF A QUALITY RATING AND IMPROVEMENT SYSTEM.

What is a Quality Rating and Improvement System? A QRIS is a method to improve, assess and communicate the positive practices in early care and education settings. The criteria used in QRIS have been developed from research and are based on the relationship between criteria and what is considered universally to be quality care. Oklahoma's Quality Rating Improvement System was designed to assist individual providers in improving the care and education they provide for children, raise the professional development level of child care providers, and increase parents' awareness of the importance of positive practices in child care.

The Reaching for the Stars program is for all child care providers who are shaping the lives of children and the future of our state. Our goal is for each provider to Reach for the Stars, grow professionally and be recognized for their accomplishments.

OKDHS Oklahoma Child Care Services is committed to providing the resources and incentives needed to increase star levels. Please consult your Stars Outreach Specialist to determine how you can join other child care providers in enhancing and improving child care in Oklahoma.

Levels of Reaching for the Stars Certification for Child Care Centers

One star. A facility that has a license (6 month permit, license, provisional license) is automatically designated as a one star facility.

Additional Star levels:

One star plus. An owner must apply for and meet all 1 star and 1+ criteria.

Two star.¹ An owner must apply and meet all 1, 1+ and 2 star criteria.

Three star. An owner must apply for and meet all 1, 1+ and 2 star criteria and be accredited by one of the approved national accrediting agencies.

¹ Another way a provider may apply and qualify for two star is by earning and maintaining accreditation with one of the approved national accrediting agencies and having a compliant licensing record.

Compliance with Licensing Requirements

A foundation of the *Reaching for the Stars* program is compliance with licensing requirements. Before seeking to meet additional quality criteria, a program should first strive to maintain compliance with requirements established as a minimum standard for operation. OKDHS has established the following policy to assist child care providers and licensing specialists in evaluating compliance.

The program must have a license, provisional license, or permit and must not have numerous, repeated, or serious non-compliance with applicable licensing requirements. The monitoring visits and substantiated complaints for the last 24 months of operation are reviewed to determine whether the facility meets the compliance criteria.

If there is a history of numerous, repeated or serious non-compliance over the last 24 months, Star certification may be **denied**. An existing facility may lose its star status if serious non-compliance occurs. The following defines numerous, repeated and serious types of non-compliances:

A. Numerous non-compliance is any monitoring visit with six or more items documented as non-compliant on the monitoring report for a facility with a licensed capacity of less than 60 or seven or more items for a facility with a licensed capacity of 60 or more; for Family Child Care Homes it is any visit with five or more areas of non-compliance. Each numbered item on the monitoring report that has been marked as non-compliant is counted once even though there may be more than one non-compliance included in that item.

B. Repeated non-compliance is three or more documented incidents of non-compliance with the same requirement within the last 12 months.

C. Serious non-compliance* is a non-compliance with licensing requirements that exposes children to conditions that present an imminent risk of harm. Some examples of serious non-compliance are violations of requirements for: Staff-child ratio; supervision of children; sleep position; prohibited disciplinary actions; licensed capacity; use of passenger restraints; water activities; pools and other water hazards; multiple hazards; weapons; reporting child abuse; prohibiting access to children by a person with a criminal record or health or behavior risk or failure to obtain background investigations; administering medication to children; room temperature; heat sources and loss of any utility service; compliance file and/or posting; cardiopulmonary resuscitation and first aid training; liability insurance; or vehicle liability insurance.

***A star facility may lose its star status if serious non-compliance(s) occur.**

A non-compliance may qualify in more than one category in determining numerous, repeated or serious, and the same non-compliance, though only counted once, may qualify in more than one category. *Example:* An understaffing is considered serious but may be part of repeated or numerous non-compliance.

If a non-compliance is documented a second time during an agreed upon plan of correction for licensing, it is not considered again in determining numerous, repeated, or serious non-compliance. *Example:* Licensing documents on the visit report that one of the toilets is not working and the director agrees to have it repaired in two weeks. Due to other follow-up or a complaint, the licensing specialist returns in one week and the toilet is not yet repaired. The second observation of the non-compliance would not count toward determining numerous or repeated non-compliance for star certification as the facility is still within their plan of correction time.

TIPS FOR STAYING IN COMPLIANCE

- 1. *KNOW* and *FOLLOW* the licensing requirements.**
- 2. Prepare every day as if you were going to have a licensing monitoring visit.**
- 3. Do regular checks and walk through your facility.**
- 4. Use other sets of eyes by having someone do a written check of your center or home from time to time.**
- 5. Ask teachers to help monitor the facility for compliance with licensing requirements and correct non-compliance promptly.**
- 6. Develop good behavior and habits in yourself and your staff.**
- 7. Use safety supplies and technology and remember that nothing takes the place of *SUPERVISION*.**
- 8. Plan – know when something needs to be done or is going to expire and take care of it *BEFORE* that time.**
- 9. Keep records organized and up-to-date; staff training, children’s records, drills, etc.**
- 10. Develop and carry a responsible attitude of ownership and pride in your center, your classroom, your work place.**
- 11. Continue to seek training in administration and management.**
- 12. Ensure that every teacher maintains a Professional Development Record and selects training that enhances their overall professional growth.**
- 13. Encourage and support all teachers in obtaining a credential or degree. This will provide a larger supply of teachers meeting master teacher qualifications.**
- 14. Improve staff salaries as much as possible to reduce staff turnover.**
- 15. Do *MORE* than what you have to do.**

STARS CRITERIA
CHILD CARE CENTERS

One star A facility automatically receives a **one star** rating when a license (6 month permit, license, provisional license) is issued.

In order to receive a higher star rating, the owner of a center has to apply for and submit documentation showing they meet the criteria:

One star plus

1+		
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All 1+ criteria is met.

Two star

1+	2	
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All 1+ and 2 star criteria must be met.

Another way a facility may qualify for **two star** is by earning and maintaining accreditation with one of the national accrediting agencies approved by Oklahoma Child Care Services (OCCS).

Three star

1+	2	3
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All 1+, 2, and 3 star (accreditation) must be met.

Important note: A center may only operate on one star plus status for a total of 24 months. At the end of two years, the center must be approved as a two or three star, approved for an extension of time to comply or return to one star status.

A. Licensing status and compliance with licensing requirements

1+	2	3
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 The program has a license, provisional license or permit. (All)

1+	2	3
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 Center is compliant with licensing requirements. The program must not have numerous, repeated, or serious non-compliance with licensing requirements. (All) *See clarification note number 1.*

Rationale: Meeting and maintaining minimum licensing requirements ensures the basic health and safety of children in care. A foundation of the Reaching for the Stars program is compliance with licensing requirements.

B. Director

1+	2	3
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 The director has documentation of 30 clock hours of job-related training within the last 12 months. In subsequent years, documentation of 30 hours of training per employment year is required. (All)
See clarification note number 2.

1+	2	3
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 The director has a written professional development plan that is reviewed annually and updated as needed. (All)

Rationale: Professional development is ongoing training and a plan to gain the knowledge and skills needed to best serve children and families. Having a written professional development plan helps individuals stay organized, meet training deadlines, plan for and track training needed to renew credentials, and provides a road map to progress in the field of early education.

	2	3
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 The director is a member of an early care and education professional organization. (2 and 3 star)

Rationale: Membership in a professional organization provides excellent opportunities for early childhood educators to get together, network, and exchange ideas. Involvement demonstrates a commitment to professional growth and improvement in the lives of young children, supports and gives legitimate voice to the profession, serves as a conduit for dialogue and strengthens professional relationships.

C. Learning Environment

1+	2	3
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 The center has and follows current weekly lesson plans appropriate for the developmental needs of all groups of children. Lesson plans are readily available in the classroom. (All)

Rationale: Quality learning experiences for children are enhanced by a well-planned curriculum. Lesson plans help teachers select and prepare for activities, projects and themes that are appropriate for the age and development of children in their care, as well as organize content, materials, and methods.

1+	2	3
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 Teachers read to children a minimum of 15 minutes each day. (All)

Rationale: Reading aloud to young children is important because it helps them acquire the information and skills they need to succeed in school and life. Vocabulary (knowing the names for things) begins to develop at birth and reading to children is the single most important activity for building the foundation required for eventual success in reading.

1+		
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 Space for children 2 years of age and older is arranged and equipped in at least these **five** interest areas: blocks, dramatic play, manipulative, art, book/reading. (All)

	2	3
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 Space for children 2 years of age and older is arranged and equipped in at least these **seven** interest areas: blocks, dramatic play, manipulative, art, book/reading, **math, and science/nature.** (2 & 3 star)

Rationale: Interest centers are an important part of the early childhood environment. They are thoughtfully designed/planned areas of space. Learning is an interactive process and children learn through doing. The environment in which children play and learn should provide them with opportunities to explore and interact with a variety of activities and materials, and allow for each child's individual temperament, moods, and development. See clarification notes number 3.

	2	3
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 At least two learning centers are available outdoors for children's use. (2 and 3 star)

Rationale: Outdoor centers offer learning opportunities just as they do inside. An outdoor classroom is ideal for emergent curriculum that is planned in response to children's interests. The outdoors is also a good place to provide experiences that are sometimes too messy for indoors, such as sand/water table.

	2	3
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 The center has and follows a schedule that allows time for children to complete tasks and reflects a balance and variety of activities. The schedule includes time for indoor/outdoor play, active/quiet play, rest periods, and meals. (2 and 3 star)

Rationale: A daily schedule is the basic plan for the day. It helps the day flow better for the teacher and it builds consistency and routine which allows children to feel secure. A well planned and consistent schedule may minimize behavior problems as children know what to expect and when.

D. Staff

1+	2	3
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 Staff who have been employed at the facility for at least 12 months must have 20 clock hours of job-related training per employment year. (All)
See clarification note 4.

1+	2	3
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 All full-time staff have a written professional development plan on file at the center. The professional development plan is reviewed annually and updated as needed. (All)

Rationale: The level of quality found in child care largely depends on the knowledge and skills of the people who work with children. Everyone who works with young children and their families needs a basic understanding of child development and early education, how children learn. A written professional development plan serves as a map to progress in the field of early education, helps individuals stay organized and meet training deadlines, plan for and track training needed to renew credentials and other certifications like CPR.

E. Parent Involvement

- | | | | |
|----|---|---|--|
| 1+ | 2 | 3 | A system is established and maintained for sharing and communicating to parents the happenings, activities and related issues about a child's physical and emotional state. (All) |
| 1+ | 2 | 3 | Parents are welcomed in the center at all times, for example, to observe, eat lunch with a child or volunteer in the classroom. (All) |
| 1+ | 2 | 3 | Individual parent conferences are arranged for and documented at least annually and at other times as needed to discuss children's progress, accomplishments, challenges and set goals together. (All) |
| | 2 | 3 | A written report about the child is given to parents at the annual conference. (2 and 3 star) |
| 1+ | 2 | 3 | There is a parent resource area with books, pamphlets and articles on parenting that are accessible and available to parents. (All) |
| 1+ | 2 | 3 | At least two parent meetings with guest speakers or special events are held each year, for example, open house, brown bag lunch, family pot-luck dinners and children's programs. (All) |
| 1+ | 2 | 3 | Parents are informed of the center's program by two of these methods: bulletin board, newsletter, parent handbook, web-site specific to each center location, or e-mails. (All) |
| 1+ | 2 | 3 | Parents participate in program and policy development through board involvement or planning meetings or are given the opportunity to complete yearly questionnaires. (All) |
| 1+ | 2 | 3 | The program makes a copy of applicable licensing requirements available to parents. (All) |
| | 2 | 3 | Program maintains a current list of available community resources and assists parents in locating and connecting with these services. (2 and 3 star) |

Rationale: Parents are a child's first teacher and are the link between the educational setting and home. A strong connection between child care staff and parents is critical for building a positive environment for young children, allowing children to feel more secure, confident and self assured. In addition, high quality of parent involvement reduces the number of complaints made. Everyone, but especially children, benefits when providers and parents work together.

F. Program Evaluation

1+	2	3
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 Health and safety checklists for both indoor and outdoor spaces are completed annually and kept on file at the center. (All)

1+	2	3
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 Staff and parents are surveyed every two years to identify strengths and weaknesses of the program and evaluate the program's effectiveness in meeting the needs of children, parents, and staff. (All)

All methods of program evaluation described below are initially completed **within one year** of receiving two star status and then repeated as noted.

	2	3
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 An approved self-assessment tool is completed every two years and kept on file at the center. (2 and 3 star)

	2	3
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 The program is assessed within one year of two star status and every three years thereafter using an assessment tool approved by OCCS to determine the day-to-day quality of care provided to children. (2/ 3 star)
[This assessment is not required for programs accredited through an approved national accrediting body.]

	2	3
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 Program goals are established and updated every two years based on information gathered from **all** program evaluation items. (2 and 3 star)

	2	3
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 The program has a written plan for meeting established goals. (2 and 3 star)

Rationale: Taking the time to evaluate your program is universally recognized as one of the key indicators of quality in child care. Evaluating your program helps you identify the strengths and weaknesses in your program, grow as a professional, provide a quality environment for the children in your care, and increase parent awareness regarding the importance of their child's care.

G. Administrative

1+	2	3
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 All staff have access to licensing requirements. (All)

Rationale: Licensing requirements are the minimum standard of care; in order for staff to improve practices and build quality, they need to know the starting point.

1+	2	3
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 The director evaluates staff in writing at least once a year. (All)

Rationale: No matter the size or type of business, your program and staff can benefit from regular employee performance evaluations. Evaluations can be

used to clearly communicate expectations, document and improve performance, recognize accomplishments, and develop and motivate staff.

	2	3
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 The program has and follows a salary scale with increments based on job title, level of education, credentials, and years of early childhood experience. (2 and 3 star)

Rationale: Research shows that well educated and compensated teachers and providers are key elements to early childhood program quality and outcomes for children. The child care field is plagued with high teacher turnover rate and low wages are part of the problem. The level of education and training attained by a child care provider is one of the strongest predictors for the provider's ability to offer high quality care, yet most child care teachers and providers earn poverty-level wages. Improved services for children require better compensation for the child care workforce.

	2	3
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 A policy and procedure manual that includes job duties and responsibilities for all staff is maintained on site. (2 and 3 star)

Rationale: A policy and procedure manual specifically communicates the policies and procedures that govern the operation of the program, helps a business clarify the tasks and systems as well as the people designated to carry out the organization's mission.

	2	3
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 A minimum of two staff meetings are conducted each year. (2 and 3 star)

Rationale: Meetings are the glue that holds the center together and serve as a way to communicate information, make and relay decisions, build teams, identify and resolve problems.

H. Master Teacher

	2	3
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 There must be a staff person who meets master teacher qualifications for every 30 children of the licensed capacity. During the second and subsequent years of star status, there must be a master teacher for every 20 children of the licensed capacity. (2 and 3 star) In school age programs or programs where the *majority* of children are school-age, there must be a staff person who meets master teacher qualifications for every 40 children of the licensed capacity. *See clarification note 5.*

1+	2	3
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 Master teachers must be employed and on-site at the facility on a full-time basis and meet and maintain one of the qualifications listed: (2 and 3 star)

- A. an occupational child care competency certificate for a master teacher or lead teacher through an Oklahoma technology center and three months of

- satisfactory full-time experience in a licensed or legally exempt child care setting;
- B. a current Child Development Associate (CDA) or Certified Childcare Professional (CCP) credential;
- C. Certificate of Mastery in early childhood education or child development from an accredited Oklahoma college or university;
- D. 30 credit hours from an accredited college or university including 12 credit hours in early childhood education, child development or other coursework that supports working with children.
- E. a four year degree from an accredited college or university with six college credit hours in early childhood education, child development, or coursework that supports working with children.
- F. a two- or four-year degree from an accredited college or university in early childhood education or child development.
- G. A valid teaching certificate in early childhood education from the Oklahoma State Department of Education.

In centers licensed as school-age programs or programs where *the majority* of children are school-age, the master teacher must be employed and on-site at least 50% of the weekly operating hours. The master teacher must meet and maintain either:

- H. one of the qualifications above (A – G), however a degree or coursework may also be in elementary education, recreation, or other coursework that supports working with children, families, and the community.
- I. 120 clock hours of school-age related training within the last five years, one year of full-time experience in a licensed school-age child care program or legally exempt school-age child care program, and a minimum score of 5.0 on the School-Age Environment Rating Scale in a classroom where the master teacher is the lead teacher. In order to keep master teacher status via this option, staff must maintain 120 clock hours of school-age related training on an ongoing basis, and every two years receive a minimum score of 5.0 on the School-Age Environment Rating Scale.

I. Accreditation

To qualify for a three star center, the facility must meet all of the two star criteria listed above AND

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Have current accreditation by one of these agencies:

- Association of Christian Schools International’s Preschool Accreditation (ACSI)
- Council on Accreditation (COA)
- National Accreditation Commission for Early Care and Education (NAC)
- National Association for Education of Young Children (NAEYC)
- National Early Childhood Program Accreditation (NECPA)

Notes for Clarification

1. Numerous, Repeated, Serious

- D. Numerous non-compliance is any monitoring visit with six or more items documented as non-compliant on the monitoring report for a facility with a licensed capacity of less than 60 or seven or more items for a facility with a licensed capacity of 60 or more; for Family Child Care Homes it is any visit with five or more areas of non-compliance. Each numbered item on the monitoring report that has been marked as non-compliant is counted once even though there may be more than one non-compliance included in that item.
- E. Repeated non-compliance is three or more documented incidents of non-compliance with the same requirement within the last 12 months. For missing immunizations to be considered a repeat non-compliance, they must be regarding the same child.
- F. Serious non-compliance* is a non-compliance with licensing requirements that exposes children to conditions that present an imminent risk of harm. Some examples of serious non-compliance are violations of requirements for: Staff-child ratio; supervision of children; sleep position; prohibited disciplinary actions; licensed capacity; use of passenger restraints; water activities; pools and other water hazards; multiple hazards; weapons; reporting child abuse; prohibited access to children by a person with a criminal record or health or behavior risk or failure to obtain background investigations; administering medication to children; room temperature; heat sources and loss of any utility service; compliance file and/or posting; cardiopulmonary resuscitation and first aid training; liability insurance; or vehicle liability insurance.

A reduction in your star certification may occur when violations are not corrected in the agreed upon time frame, the facility has serious non-compliance with licensing requirements; a serious incident occurs resulting in injury or imminent risk of injury to a child; or an Emergency Order or notice of proposed denial or revocation of license is issued.

Repeated, and/or Serious licensing violations may prevent a facility from being approved for a higher star level.

2. Director Training

Director: For initial approval, the director must have documentation of 30 hours of formal training within the last 12 months. For subsequent years of star certification and years of employment, the director must have 30 clock hours of training each employment year. **Reading does not count for stars training.**

If a new director is hired, the director must have documentation of 30 hours of training within the last 12 months prior to employment. If the new director does not have the 30 hours of training, the facility is required to submit a written plan to licensing staff for correcting the violation within 90 days of the new director's hire date.

Only six hours of in-service training (videos, on-site training) may be counted each year.

3. Interest Centers

Research indicates that children who play learn to regulate their own emotions and ideas, take more initiative, engage in higher level thinking, and develop an understanding of symbolic relationships that are a precursor to reading and mathematical thinking. Interest centers are thoughtfully designed/planned areas of space that are designated for certain activities - like or similar toys, materials, equipment are displayed and readily available.

Interest Center Basics:

- well defined: areas can be separated with low shelves; partial walls, rugs, etc.
- have a basic supply of materials organized so that children can use them effectively
- have an adequate number of play slots with no more than 3 to 4 children per center area.
- should be developmentally appropriate
- situated in such a way to afford visual supervision
- should be changed on a regular basis
- labeled with words and or pictures.

Dramatic play - helps children understand themselves and others; allows them to work out feelings, and practice language and social skills.

Manipulative – allows children to test problem solving, practice eye-hand coordination.

Blocks - building with blocks gives children the opportunity to think, plan and solve problems.

Art - express feeling and ideas, fosters imagination and creativity, improve self-image and provides practice for fine motor skills.

Book - language is enhanced; reading readiness skills are learned and practiced, children learn to tell stories and manipulate materials.

Science/Nature - Science knowledge is developed through experiences with real animals, plants and objects in the home, classroom and the environment. A science or nature center provides tools and materials for children to explore the

world and how it works. By nurturing this sense of wonder, we help children to become scientific thinkers.

Math - Mathematics helps young children make sense of the world around them and understand their physical world. Children are inclined to make comparisons, notice similarities and differences in objects, and group their toys and materials. This ability to organize information into categories, quantify data, and solve problems helps children to learn about time, space and numbers.

4. Staff

At initial application, training may be counted if training was obtained within the last 12 months or within the staff's employment year. After initial approval for certification, the training criteria must be met within staff's employment year. Staff may count a total of six (6) hours of in-service training each year. **Reading does not count for star training.**

5. Master Teacher

The number of master teachers needed is based on capacity. School age children may be deducted from the total capacity if the majority of children in care are younger than five years of age. For example:

Center's capacity is 55
minus $\frac{-25}{30}$ school age slot
30 capacity = 1 master teacher the first year of two star

One master teacher would be needed when first applying for 2 star to meet the 1:30. After utilizing 12 months of two star status, there must be a master teacher for every 20 children of the licensed capacity.

A person is not counted as a master teacher or qualified caregiver in more than one facility or considered a master teacher in one facility and a director of another facility unless the facilities are programs that do not operate concurrently at any given time.

The director is not counted as a master teacher in centers licensed for more than 30 children. The director may only be counted as a master teacher if the licensed capacity minus school-age children is 30 or less.

Centers licensed as school-age programs or programs where the majority of children are school-age must have a master teacher for every 40 children of the licensed capacity.

The director may be counted as a master teacher in centers licensed as school-age programs or programs where the majority of children are school-age.

MASTER TEACHER QUALIFICATIONS

A one star plus facility meets minimum requirements for master teachers with a ratio of 1 master teacher for every 60 children. A center must have 1 master teacher for every 30 children* to qualify for a higher star and after a year of being at two star status, a center needs to have 1 master teacher for every 20 children*. There are different ways to meet master teacher qualifications. Scholarship money is available through Scholars for Excellence to help you and your staff meet master teacher qualifications. For more information call 866-343-3881 or 405-225-9397 or check online at www.okhighered.org/secc.

A master teacher must be employed at the facility, be on-site on a full-time basis and meet and maintain ONE of the following:

- **Occupational Child Care Competency Certificate for master teacher or lead teacher** from an Oklahoma Technology school AND 3 months of satisfactory full-time experience in a licensed or legally exempt childcare setting. For more information about this certificate, call your area Technology school or 1-800-522-5810

OR

- current **CDA (Child Development Associate Credential)**. For more information, call 1-800-424-4310 or on the web: www.cdacouncil.org or
- **CCP (Certified Childcare Professional)** credential. For more information, call 1-800-543-7161.
- **Certificate of Mastery** in early childhood education or child development from an accredited Oklahoma two-year College. For more information, call 866-343-3881

OR

- 30 college credit hours from an accredited college or university *which includes at least 12 college credit hours in early childhood education, child development, or other coursework that supports working with children;*

OR

- 4-year degree from an accredited college or university *which includes 6 college credit hours in early childhood, child development, or other coursework that supports working with children;*

OR

- 2 or 4 year degree from an accredited college or university in early childhood education or child development.

OR

- A valid teaching certificate in early childhood education from the Oklahoma State Department of Education.

*In centers licensed as a school-age program or programs where the majority of children are school age, staff can also meet master teacher with:

- a degree or coursework in elementary education, recreation or other coursework that supports working with children, families and the community.

OR

- 120 clock hours of school-age related training within the last five years AND one year of full-time experience in a licensed or legally exempt school-age childcare setting AND every two years receives a minimum score of 5.0 on the School-Age Environment Rating Scale in a classroom where the master teacher is the lead teacher.

OKDHS REACHING FOR THE STARS

Child Care Centers

	COMPLIANCE	ADMINISTRATIVE	DIRECTOR QUALIFICATIONS	LEARNING ENVIRONMENT	STAFF QUALIFICATIONS	PARENT INVOLVEMENT	PROGRAM EVALUATION**
THREE STAR National Accreditation ¹ & meets all two star criteria	Compliance with licensing requirements ²	National Accreditation ¹ & meets two star criteria	National Accreditation ¹ & meets two star criteria	National Accreditation ¹ & meets two star criteria	National Accreditation ¹ & meets two star criteria	National Accreditation ¹ & meets two star criteria	National Accreditation ¹ & meets two star criteria
TWO STAR Nationally accredited ¹ Or Meets these criteria and all one star plus	Compliance with licensing requirements ²	<ul style="list-style-type: none"> - Salary scale with increments based on education and experience - Center maintains a policy and procedure manual on-site including job duties and responsibilities of staff - Holds at least 2 staff meetings a year - Staff are evaluated annually 	Director is a member of a n early childhood or education organization.	<ul style="list-style-type: none"> - 7 interest areas for 2 years and older: block, dramatic play, art, manipulatives, math, book/reading, & science/nature. - At least 2 learning centers available outdoors. - Schedule allows children time to complete tasks; reflects balance of active-quiet, indoor-outdoor. - Has and follows a schedule that reflects balance and variety 	<ul style="list-style-type: none"> 1st year: must have 1 master teacher³ for every 30 children based on capacity. 2nd year: must have 1 master teacher³ for every 20 children based on capacity. * 	<ul style="list-style-type: none"> - Parents receive written report at conference - Program maintains a list of community resources to assist parents 	<ul style="list-style-type: none"> - Completes an approved self-assessment tool every 2 years - ERS done after 1 year of 2 star and every 3 years thereafter - Establishes & updates goals every 2 years. - Has a written development plan for meeting goals.
ONE STAR PLUS Limited to 24 months	Compliance with licensing requirements ²	<ul style="list-style-type: none"> - Director evaluates staff in writing at least annually - All staff have access to licensing requirements. 	<ul style="list-style-type: none"> - 30 clock hours of training per employment year - Director has a written professional development plan. 	<ul style="list-style-type: none"> - Current weekly lesson plans in each classroom for all children - 5 interest areas for 2 years and older: block, dramatic play, manipulatives, art, & book/reading - Teachers read to all children 15 minutes each day 	<ul style="list-style-type: none"> - Staff employed more than 12 months have 20 clock hours of training per employment year. - All fulltime staff have a written professional development plan. 	<ul style="list-style-type: none"> - A system for sharing daily happenings - Parents welcome in the center at all times - Parent conferences at least once per year - Parent resource area - 2 parent meetings or events each year - 2 of these: parent bulletin board, newsletter, parent handbook, e-mails, website, - Parents participate in program planning - Licensing requirements available to parents 	<ul style="list-style-type: none"> - Staff & parents surveyed every 2 years. - Health and safety checklists for indoor and outdoor completed annually.

<p>ONE STAR Operating on a license</p>	<p>Compliance with licensing requirements²</p>	<p>- Written statement of the child care center's policy & procedures (page 5) - Compliance file and posting -Written emergency preparedness plan (page 18) - Attendance records for each staff person - Written emergency procedure (page 37) -(If more than 4 staff) written personnel policy to staff that includes job functions, qualifications, staff performance evaluation and termination procedures</p>	<p>- 21 years of age - Bronze credential - 20 hours of training every employment year</p>	<p>- Current weekly lesson plans for preschool and school age - Variety of learning areas - Variety of activities and material - A daily schedule is accessible - A balanced program of opportunities</p>	<p>- 1 master teacher for every 60 children - 12 hours of training per employment year - Orientation within 1 week - 20 hours of entry level training -staff on site with CPR/First aide</p>	<p>-A verbal or written system is used by staff to share day-to-day happenings, system for -Written record for infants/toddlers is available daily for parents to see -Parents Guide to Selecting Quality Child Care is available to parents - Must provide at least 4 of the following options: 1. Parents welcome in the center at all times 2. Conferences are held at least once a year 3. Parent resource area 4. Parent meetings or events (open house, pot-luck, children's programs) 5. One of these: Parent bulletin board, newsletter, or parent handbook 6. Parents participate in program planning</p>	<p>None</p>
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¹National Accreditation by one of these approved accrediting agencies: ACSI, COA, NAC, NAEYC, NECPA, NAA

²Compliance: The program shall be operating on a license, provisional license or permit and not have numerous, repeated or serious non-compliance with applicable Licensing Requirements in a 24 month period.

³Master Teacher: must be at least 18 years of age, employed and onsite on a full-time basis, and meet Level III on Early Education Professional Development Ladder or currently meet and maintain one of these qualifications: occupational competency certificate for lead teacher through an Oklahoma technology center, a current CDA or CCP, a two year college Certificate of Mastery in early childhood education, 30 college credit hours from an accredited college including 12 credit hours in early childhood education, child development, or a closely related subject, a 4 year degree from an accredited college with 6 college credit hours in early childhood education, child development, or a closely related subject; a 2 or 4 year degree from an accredited college in early childhood education or child development., or an Oklahoma Teaching Certificate in ECE/CD.

*Centers licensed as school-age programs or programs where the majority of children are school-age, must have a master teacher for every 40 children of the licensed capacity.

**All methods of program evaluation must be completed within 1 year of receiving two star. Nationally accredited programs do not have to have an ERS.

Approved Training for Stars

Family Child Care Home Providers

- ✓ At initial application, 20 hours of training is required within either the last employment year or the last 12 months
- ✓ On-going training of 20 hours of training annually must be met within each employment year
- ✓ FCCH Assistants are required to have 20 hours of training after being employed for 12 months; and ongoing training of 20 hours annually must be met with in each employment year.

Directors

- ✓ Initial star approval
 - 30 hours of job-related training within the last 12 months
- ✓ Ongoing training
 - 30 hours per employment year from any tier level

Staff

- ✓ After being employed for 12 months, 20 hours of job-related training completed annually.

Employment Year examples

Date of hire for a FCCH provider is based on the date they applied for a license. Mary Smith applied for a license on 8/6/2008. Ms. Smith's employment year/date began 8/6/2008.

A staff person is hired to work on 07/09/08. This person's employment year began 7/9/2008. Annual training is computed between 07/09/08 and 07/08/09 and continues in that matter.

Reaching for the Stars--Rights and Responsibilities

You have the right to:

- submit an application and have it processed in a timely manner
 - withdraw an application prior to approval or denial by contacting the Stars Outreach Specialist for your area
 - receive written notification of the decision made regarding your application
 - if denied, contact the Licensing supervisor for discussion/clarification
 - reapply at anytime following a denial once all criteria are met. However, if the request was denied due to **Numerous, Repeated, or Serious** non-compliance(s), the provider/facility may not be approved for a higher certification level for six months from the original denial date. A request to reduce the six-month waiting period may be made in writing to the Regional Program Manager.
 - request an extension of time to comply. You may request an extension of time to comply under the following circumstances: you are unable to correct non-compliances within the agreed upon time frame, you are not able to meet the criteria in order to apply for two star status at the end of 24 months of one star plus status. You must demonstrate that the violation of the criteria was not foreseeable and beyond your control; all requests must be submitted in writing 30 days prior to the agreed-upon time frame for violations or 30 days prior to the expiration of one star plus certification (a sample of form 07LC074E) *Request for Extension of Time to Comply* is included in this booklet); all requests are to be made to
Stars Program Manager
Division of Child Care
PO Box 25352
Oklahoma City, OK 73125
 - receive written notification of the decision for an extension of time to comply
 - receive written notification regarding violation of stars criteria. This notification may be in the form of a letter, notice to comply, or on the periodic monitoring review completed for the appropriate stars level
 - receive written notification of a reduction of the stars level and instructions on requesting an appeal of this decision
-

You have the responsibility to:

- submit a completed request for star certification (star levels are not awarded until an application has been submitted and approved)
- maintain compliance with licensing requirements (numerous, repeated or serious non-compliances may result in denial of a higher star rating. Your star level may be reduced due to serious violations).
- understand and maintain all star criteria at the appropriate levels and request assistance with understanding criteria as needed.
- notify Licensing in writing within five days of any change in your program's ability to meet star criteria (examples include: loss of a master teacher, director, etc.)
- submit a written plan for correcting violations of star criteria within an agreed-upon time frame, not to exceed 90 days from the date the violation occurred or the date a facility is notified of a substantiated complaint**
- complete all methods of program evaluation within the first year of two star status and repeat them as required.
- obtain required training and maintain documentation for all staff and/or employees
 - **--20 hours per employment year for teaching staff and home providers, 30 hours per employment year for directors. Note: in-service training, videos, on-site trainings, and home association training are limited to 6 hours each year. Reading does not count for star training**
- submit a Request for Family Child Care Home Star Certification (form 07LC027E) or a Request for Child Care Center Star Certification (form 07LC025E) 30 days prior to the expiration date if you are a one star plus facility, or request an extension of time to comply as previously described
- maintain current credentials and/or accreditation
- be a director or master teacher at only ONE facility certified as one star plus or higher

Procedures

Extension of time to comply

The provider may submit a written request for an extension of time to comply when additional time is needed to:

- 1) correct a violation of stars criteria for the certification level, such as loss of a master teacher ; and

- 2) two star criteria cannot be met after 24 months of one star plus certification.

The owner, designated agent, or director submits *Form 07LC074E Request for Extension* along with any and all supporting documentation to the stars program manager or designee 30 days prior to the expiration of the one star plus certification or the agreed-upon time frame for the correction of the violations.

Supporting documentation may include: letters from instructors, accrediting agencies, CDA council; training certificates and/or transcripts, copies of help wanted ads, etc.

The decision to approve an extension of time to comply is made by the stars program manager or designee. Approval of an extension of time to comply does not set a precedent, and each request is independently evaluated.

Criteria taken into consideration to determine whether to approve a request for an extension of time to comply:

Date of Request

Extension requests are to be made by filling out and submitting form 07LC074E, "Request for Extension of Time to Comply" at least 30 days prior to either expiration of one star plus or the plan of correction date. Extension requests received less than 15 days prior to one star plus expiration or plan of correction time will not be accepted and will be returned.

In order to request an extension of time to comply, a plan of correction must first have been in place (not to exceed 90 days), for criteria not met.

Extension Procedures continued

Compliance

The facility's record of compliance regarding numerous, repeated and/or serious non-compliance with applicable licensing requirements is taken into consideration in determining whether to approve the request.

An extension will not be approved for any facility whose case has been sent to state office for possible sanction.

Staff

Facility must have enough master teachers to meet minimum licensing requirements (1:60) before an extension can be approved.

Number of staff needed to meet master teacher ratio must be currently enrolled in or actively working on meeting educational requirements and are able to provide documentation of their education status and progress.

Other

Extensions will not be approved for training.

Total extensions of one star plus status granted to a facility will not exceed a total of 12 months.

Total extensions of time to comply granted for obtaining or replacing master teachers may not exceed a total of 12 months.

One extension, not to exceed 6 months, may be granted for those facilities attempting to go through national reaccreditation.

The provider is notified of the decision in writing.



Request for Extension of Time to Comply

Facility name		License number K8	
Street or P.O. Box mailing address		City	State Zip
Area code	Phone	Licensing specialist	

Requests **MUST**:

1. show how the violation(s) was unforeseeable and beyond your control; **and**
2. be submitted, **with all supporting documentation**:
 - 30 days prior to the agreed-upon time frame for correction of violations; **or** 30 days prior to the expiration of 1+ star;
 - to: Stars program manager
Oklahoma Child Care Services (OCCS)
P.O. Box 25352, Oklahoma City, OK 73125

I am requesting an extension of time to comply because additional time is needed to (check all that apply):

- move from 1+ to 2 star criteria completes Sections 1 & 3
- correct a star criteria violation for master teacher completes Sections 2 & 3
- correct a star criteria violation for accreditation completes Sections 2 & 3
- correct a star criteria violation for _____ completes Sections 2 & 3

Section 1. Move From 1+ to 2 Star Criteria

Date 1+ star achieved	Date 2 star work began	Date expected to be ready for 2 star
List your education plan, such as Certificate of Mastery		

List the reason(s) you are not yet ready to move to 2 star:

Section 2. Star Criteria Violations

List the reason(s) additional time is needed to meet the criteria.

Date your current plan of correction expires: _____

Section 3. Action

Date you expect to meet the criteria: _____

Describe your plans for meeting the criteria. Be specific.

Are supporting documents, such as training certificates or transcripts, attached? Yes

I understand failing to submit a timely and/or incomplete request may result in the denial of my request.

Signature

Date

For Oklahoma Child Care Services use only			
Date received	Stars specialist	Extension granted Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of extension
Licensing specialist	Supervisor	County/zip	Number of request
Star level	Star history	Database update <input type="checkbox"/> Computer update <input type="checkbox"/>	Consultant
Other			

RESOURCES

ACCREDITING AGENCIES

**Association of Christian Schools
International**

13739 Omega Rd.
Dallas, TX 75244

972-991-2822

www.acsi.org

Council on Accreditation (COA)

120 Wall St. 11th floor
New York, NY 10005

212-797-3000

www.coanet.org

**National Accreditation Commission for
Early Care and Education Programs**

PO Box 90723
Austin, TX 78709

800-537-1118

www.naccp.org

**National Association For Education of
Young Children (NAEYC)**

1313 L Street NW Suite 500
Washington, DC 20005

800-424-2460

www.naeyc.org

National Association For Family Child Care

1743 W. Alexander
Salt Lake City, UT 84119

800-359-3817

www.nafcc.org

National Early Childhood Program

Accreditation

1150 Hungryneck Blvd. Suite C305
Mount Pleasant, SC 29464

800-505-9878

www.necpa.net

EDUCATION & SCHOLARSHIP

Certified Child Care Professional (CCP)

NCCA
1325 G St NW Suite 500
Washington, DC 2005

800-543-7161

www.nccanet.org

Career Technology Centers

Early Care and Education/Pathways

405-377-2000

800-522-5818

www.okcareertech.org

**Child Development Associate Credential
(CDA)**

2460 16th St. NW
Washington, DC 20009

800-424-4310

www.cdacouncil.org

**Scholars for Excellence in Child Care
(SECC)**

Scholarship program
655 Research Parkway Suite 200
Oklahoma City, OK 73104

Scholar Coordinators

Carl Albert State College (Poteau, Idabel)
Carl Albert State College (Sallisaw)
Connors State College (Muskogee)
Eastern OK State College (Wilburton)
Murray State College (Tishomingo)

405-225-9100
866-343-3881

www.okhighered.org/scholars

You may also obtain
information from a scholar
coordinator or admissions
office of local career tech

Northeastern OK A & M (Miami)

918-647-1252
918-775-2162
918-684-5433
918-465-1742
580-371-2371
ext. 234
918-540-6309

Northern OK College (Enid)
Northern OK College (Stillwater)
Oklahoma City Community College (OKC)
OSU/OKC

580-548-2360
405-372-2404
405-682-7832
405-945-9168 or
800-560-4099

Redlands (El Reno)
Rose State College (Midwest City)
Seminole State College (Seminole)
Tulsa Community College

405-422-1286
405-733-7449
405-382-9700
918-595-8280 or
918-595-8024

Western OK State College (Altus)
Career Technology Centers/Pathways

580-477-7920
866-343-3881 or
405-225-9396

RESOURCE AND REFERRAL

Cherokee Nation Child Care R & R

P O Box 948
Tahlequah, OK 74465

888-458-6230

Ccrc/Cherokee.org

Child Care Resource Center

18 N. Norwood
Tulsa, OK 74115

918-834-2273

www.ccrctulsa.org

Child Care Finders 2615 E. Randolph Enid, OK 73701	800-401-3463	www.childcarefinder.org
Delaware Child Development	918-337-6500 866-254-9864	www.delawarechild.org/rrhome.html
Child Care Links 5110 Tuxedo Blvd. Bartlesville, OK 74005		
ECU Continuing Education 200 Fentern Hall Box E-3 Ada, OK 74820	580-559-5303	www.ecok.edu/ccrra/
Great Plains Child Care 901 S Broadway Hobart, OK 73651	888-878-4417 or 580-726-2172	www.gpcrr.org
Oklahoma Child Care Resource & Referral (OCCRRA)	888-962-2772 405-942-5001	www.oklahomachildcare.org
Rainbow Fleet (R &R) 3024 Paseo Oklahoma City, OK 73103	800-438-0008 405-521-1426	www.rainbowfleet.org
SEOSU Continuing Education 1405 N. 4 th Ave. Durant, OK 74701 <u>SALARY SUPPLEMENT</u>	888-320-5205	www.se.edu/childcare
REWARD 1801 N. Moore Moore, OK 73160	888-446-7608	www.cecpd.org
<u>TRAINING</u>		
AMERICAN RED CROSS		www.redcross.org
AMERICAN HEART ASSOCIATION		www.americanheart.org
CARE Courses P O Box 10526 McLean, VA 22102	800-685-7610	www.carecourses.com

Center for Early Childhood Professional Development (CECPD) 1801 N. Moore Moore, OK 73160	888-446-7608 or 405-799-6383	www.cecpd.org
Oklahoma Child Care Services P O Box 25352 Oklahoma City, OK 73125	800-347-2237	www.okdhs.org/childcare
Early Childhood Association of Oklahoma (ECAO) 2525 NW Expressway Suite 202 Oklahoma City, OK 73112	866-813-3226 405-946-7872	www.ecaok.org
National Child Care Association 1325 G St NW Suite 500 Washington, DC 2005	800-543-7161	www.nccanet.org
Oklahoma Child Care Association 3034 NW 17 th Oklahoma City, OK 73101	800-580-4181	www.oklahomachildcareassociation.com
Safe Kids Coalition 940 NE 13 th Nicholson Tower 3N-3500 Oklahoma City, OK 73104	405-271-5695	www.oksafekids.org

ADDITIONAL RESOURCES & HELPFUL NUMBERS

American Academy of Pediatrics		www.aap.org/topics.html
Back to Sleep	800-505-2742	www.nichd.nih.gov/SIDS
Caring Van (on-site immunizations)	405-841-9783 918-592-9487	Oklahoma City Tulsa
Child Abuse Reporting Hotline	800-522-3511	
	919-966-2622	www.fpg.unc.edu

Franklin Porter Graham Child Dev. Institute
CB#8180
Chapel Hill, NC 27599-8180

Healthy Child Care America

www.healthychildcare.org

National Child Care Information Center

www.nccic.org

OASIS

800-426-2747

oasis.ouhsc.edu

Oklahoma Institute for Child Advocacy

405-236-5437

www.oica.org

420 NW 13th
Oklahoma City, OK 73103

Oklahoma State Dept of Health

405-271-5600

www.health.ok.gov

1000 NE 10th
Oklahoma City, OK 73117

Oklahoma State Bureau of Investigation

405-848-6724

6600 N. Harvey
Oklahoma City, OK 73116

Poison Control

800-222-1222

SoonerStart

405-521-4880

<http://www.sde.state.ok.us/Curriculum/SpecEd/SoonerStart.html>

Smart Start

405-278-6978 or
866-283-0987

www.smartstartok.org

421 W NW 13th Suite 270
Oklahoma City, OK 73103
WARMLINE

888-574-5437

www.okdhs.org/childcare/ProviderInfo/providerhome.htm

Zero to Three

www.zerotothree.org

Child Care Provider Rate Schedule

Taken from Appendix C-4-B (O8AX006E)

Enhanced area counties: Caddo, Canadian, Cherokee, Cleveland, Comanche, Creek, Garfield, Kay, Logan, McCurtain, Oklahoma, Ottawa, Payne, Pittsburg, Pottawatomie, Tulsa, Wagoner, Washington, and Woods

One Star child care centers

Age of Child	Standard Area Full Daily Rate	Standard Area Part Daily Rate	Enhanced Full Daily Rate	Enhanced Part Daily Rate
0 – 12 months	\$15.50	\$11	\$15.50	\$11
13 – 24 months	\$15.50	\$11	\$15.50	\$11
25 – 48 months	\$13.25	\$9	\$13.50	\$9
49 – 72 months	\$13.50	\$9	\$13.50	\$9
73 months – 13 years	\$11.25	\$7	\$11.25	\$7

One Star Plus child care centers

Age of Child	Standard Area Full Daily Rate	Standard Area Part Daily Rate	Enhanced Full Daily Rate	Enhanced Part Daily Rate
0 – 12 months	\$18.25	\$12	\$21.25	\$14
13 – 24 months	\$18.25	\$12	\$20.25	\$14
25 – 48 months	\$16.00	\$11	\$18.25	\$12
49 – 72 months	\$15.00	\$10	\$17.25	\$12
72 months – 13 years	\$12.75	\$9	\$15.00	\$12.75

Two Star child care centers

Age of Child	Standard Area Full Daily Rate	Standard Area Part Daily Rate	Enhanced Full Daily Rate	Enhanced Part Daily Rate
0 – 12 months	\$24.00	\$14	\$30.00	\$19
13 – 24 months	\$23.00	\$14	\$27.75	\$17
25 – 48 months	\$20.50	\$12	\$24.75	\$15
49 – 72 months	\$18.00	\$11	\$20.25	\$14
72 months – 13 years	\$14.00	\$10	\$16.25	\$12

Three Star child care centers

Age of Child	Standard Area Full Daily Rate	Standard Area Part Daily Rate	Enhanced Full Daily Rate	Enhanced Part Daily Rate
0 – 12 months	\$35.00	\$21	\$35.00	\$21
13 – 24 months	\$32.75	\$19	\$32.75	\$19
25 – 48 months	\$27.75	\$17	\$27.75	\$17
49 – 72 months	\$22.50	\$15	\$22.50	\$15
72 months – 13 years	\$18.25	\$12	\$18.25	\$12



Quality Rating and Improvement System Reaching for the Stars

Jennifer Towell - Program Manager

405-522-0256 or 800-347-2276

SEQUOYAH MEMORIAL BUILDING
PO Box 25352
Oklahoma City OK 73125

Fax: (405) 522-2564

Email: Jennifer.Towell@okdhs.org

Meg Bilyeu – Assistant Program Manager

918-933-4617 or 800-909-7491

Tulsa County 72-G
6128 E. 38th St. Suite 315
Tulsa 74135

Fax (918)-933-4665

Email: Meg.Bilyeu@okdhs.org

Linda Bradford – Assistant Program Manager

580-254-6000 or 580-254-6015

Woodward County 77-C DHS
2119 W Main
Woodward OK 73801

800-734-7520

Fax: (580) 254-6080

Email: Linda.Bradford@okdhs.org

STARS OUTREACH SPECIALISTS

Misti Denton – North

Tulsa County 72-G
6128 E. 38th St. Suite 315
Tulsa 74135
Email: Misti.Denton@okdhs.org

(918) 933-4618 or 800-909-7491

Fax (918) 933-4665

Counties: Adair, Alfalfa, Beaver, Blaine, Canadian, Cimarron, Cherokee, Craig, Creek, Custer, Delaware, Dewey, Ellis, Garfield, Grant, Harper, Kay, Kingfisher, Lincoln, Logan, Major, Mayes, Muskogee, McIntosh, Noble, Nowata, Okfuskee, Okmulgee, Osage, Ottawa, Pawnee, Payne, Roger Mills, Rogers, Sequoyah, Texas, Tulsa, Wagoner, Washington, Woods, Woodward

Marchell Newton – South

Oklahoma County 55-H
7201 NW 10th
Oklahoma City OK 73127
Email: Marchell.Newton@okdhs.org

(405) 470-6307 or 470-6200 or 800-884-1534

Fax: (405) 470-6362

Counties: Atoka, Beckham, Bryan, Caddo, Carter, Choctaw, Cleveland, Coal, Comanche, Cotton, Garvin, Grady, Greer, Harmon, Haskell, Hughes, Jackson, Jefferson, Johnston, Kiowa, Latimer, LeFlore, Love, Marshall, McClain, McCurtain, Murray, Oklahoma, Pittsburg, Pushmataha, Pontotoc, Pottawatomie, Seminole, Stephens, Tillman, Washita



Quality Rating and Improvement System
Consultation and Technical Support

Terrie Dally – Garfield Region (1)

Garfield County 24
PO BOX 3628
Enid, OK 73702

580-977-9606
Fax: 580-548-2199

Email: Terrie.Dally@okdhs.org

Counties: Cimarron, Texas, Beaver, Harper, Woods, Alfalfa, Grant, Garfield, Major, Woodward, Ellis, Roger Mills, Dewey, Custer, Blaine, Kingfisher, Canadian,

Denise Anderson – Comanche Region (2)

Comanche County 16
2609 West Lee Blvd.
Lawton, OK 73505

580-695-6694
Fax: 580-250-3787

Email:
Denise.Anderson@okdhs.org

Counties: Beckham, Washita, Caddo, Grady, Harmon, Greer, Kiowa, Jackson, Tillman, Comanche, Cotton, Stephens, Jefferson,

Annette Tipton – Cleveland Region (3)

Cleveland County 14-B
1600 Main Suite 2
Noble, OK 73068

405-872-4017 or
(c)405-850-7901
Fax: 405-872-4092

Email:
Annette.Tipton@okdhs.org

Counties: McClain, Cleveland, part of Pottawatomie (74852, 74873, 74878, 74854, 74801)

Peggy Adams – N OK County Region (4A)

Oklahoma County
PO BOX 25352
Oklahoma City, OK 73125

405-213-9883
Fax: 405-522-2564

Email: Peggy.Adams@okdhs.org

County: Oklahoma (Bethany 73008, OKC 73101, 73106, 73107, 73112, 73116, 73118, 73120, 73122, 73123, 73127, 73132, 73137, 73142, 73146, 73147, 73156, 73162, 73178, 73198, 73199, Warr Acres 73122, 73123, 73132)

Tracy Howard – S OK County Region (4B)

Cleveland County 14-A
2507 N. Shields Blvd.
Moore, OK 73160

405-637-5953
Fax: 405-912-2041

Email: Tracy.Howard@okdhs.org

County: Oklahoma (Del City 73115, 73135, OKC 73102, 73103, 73104, 73105, 73108, 73109, 73115, 73117, 73119, 73124, 73125, 73126, 73128, 73129, 73135, 73136, 73139, 73143, 73144, 73148, 73149, 73150, 73154, 73157, 73159, 73163, 73164, 73167, 73169, 73172, 73173, 73179, 73185, 73190, 73193, 73197, Wheatland 73097)

Susan Bradley - E OK County Region (4C)

Oklahoma County
PO BOX 25352
Oklahoma City, OK 73125

405-637-5949
Fax: 405-522-2564

Email: Susan.Bradley@okdhs.org

County: Oklahoma (Midwest City 73110, 73130, 73140, OKC 73110, 73111, 73113, 73114, 73121, 73130, 73131, 73140, 73141, 73145, 73151, 73152, 73155, 73194, 73195, 73196, Nicoma Park 73066, Spencer 73084, Tinker AFB 73145)

Vikki Dobbins – Region (5)

Oklahoma County
PO BOX 25352
Oklahoma City, OK 73125

405-637-5952
Fax: 405-522-2564

Email: Vikki.Dobbins@okdhs.org

Counties: Lincoln, Logan, Noble, Payne, Pawnee, part of Oklahoma (Arcadia 73007, Choctaw 73020, Edmond 73003, 73012, 73013, 73025, 73034, 73083, Harrah 73045, Jones 73049, Luther 73054, OKC 73134, 73184, , Newalla 74857), part of Pottawatomie (Dale/McLoud 74851, Meeker 74855, Shawnee 74804)

Tonja Lorenzo – Region (6)

Tulsa County 72-B
3666 North Peoria Ave
Tulsa, OK 74106

918-430-6420
Fax: 918-430-2461

Email: Tonja.Lorenzo@okdhs.org

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