



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



Request for Child Care Center Star Certification

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

Please check the star level for which you are applying.

One star plus - Items indicated with 1+

Two star - Items indicated with 2

Two star - National Accreditation, only meet and maintain items A and I

Three Star - Items indicated with 3

The Star column identifies the applicable Star levels for each criteria.

Star	Criteria	Check if yes
1+ 2 3	A1. Licensing status. Center has a license or six-month permit.	<input type="checkbox"/>
1+ 2 3	A2. Center is compliant with licensing requirements.	<input type="checkbox"/>
1+ 2 3	B1. Director. The director has 30 clock hours of training within the last 12 months. In subsequent years, director must have 30 hours of training. Name of director: _____ Date of employment: _____ Attach documentation of required training hours for director.	<input type="checkbox"/>
1+ 2 3	B2. Director has a written professional development plan which may include potential career goals and identified training topics. Attach a copy of the director's individualized professional development plan.	<input type="checkbox"/>
2 3	B3. The director is a member of a professional organization(s). List organization(s): _____	<input type="checkbox"/>
1+ 2 3	C1. Learning environment. Center staff have and use weekly lesson plans for all age groups of children. Attach a sample lesson plan for each age group.	<input type="checkbox"/>

Star			Criteria	Check if yes
1+	2	3	C2. Teachers read to children a minimum of 15 minutes each day.	<input type="checkbox"/>
1+			C3a. Space for children two years of age and older is arranged and equipped in a minimum of five interest areas: block, dramatic play, manipulative, art, and books/reading. Attach a floor plan showing the location of interest areas in each classroom of the center and photographs of each interest area.	<input type="checkbox"/>
	2	3	C3b. Space for children two years of age and older is arranged and equipped in a minimum of seven interest areas: math, science/nature, block, dramatic play, manipulative, art, and books/reading. A minimum of two learning centers are available outdoors. Attach a floor plan showing the location of interest areas in each classroom of the center and photographs of each interest area.	<input type="checkbox"/>
	2	3	C4. The center has and follows a schedule that allows time for children to complete tasks and reflects a balance and variety of activities that include time for indoor and outdoor play, active and quiet play, rest periods, and meals.	<input type="checkbox"/>
1+	2	3	D1. Staff. All staff employed for at least 12 months have 20 clock hours of training within the last 12 months. Attach a current Form 07LC002E, Child Care Staff Summary, and certificates and/or transcripts documenting all required training hours for staff.	<input type="checkbox"/>
1+	2	3	D2. All staff have a written individualized professional development plan which may include potential career goals and identified training topics. Attach a sample copy of written individualized professional development plan for staff.	<input type="checkbox"/>
1+	2	3	E1. Parent involvement. Has established a system and maintains it for sharing and communicating with parents the happenings, activities and related issues about a child's emotional and physical state. Attach a sample or describe how this is done: _____ _____	<input type="checkbox"/>
1+	2	3	E2. Parents are welcomed in the center at all times.	<input type="checkbox"/>
1+	2	3	E3. Individual parent conferences are arranged for and documented at least annually. List when annual conferences are held or will be held: _____	<input type="checkbox"/>

Star	Criteria	Check if yes
2 3	E4. A written report about the child is provided to parents at the annual parent conference. The program maintains a current list of available community resources and assists parents in locating and connecting with these services as needed.	<input type="checkbox"/>
1+ 2 3	E5. There is a parent resource area. Describe where this is located and what type(s) of resources are available: _____ _____	<input type="checkbox"/>
1+ 2 3	E6. Parent meetings with guest speakers or special events are held at least twice per year. List these events: _____ _____	<input type="checkbox"/>
1+ 2 3	E7. Center uses two of these methods to inform parents of center's program: Parent bulletin board <input type="checkbox"/> Parent handbook <input type="checkbox"/> Newsletter <input type="checkbox"/> E-mail <input type="checkbox"/> Website (specific to each facility location) <input type="checkbox"/> Describe the location of the bulletin board, list website and e-mail address. _____ Attach a newsletter and/or handbook.	<input type="checkbox"/>
1+ 2 3	E8. Parents participate in program and policy development through board involvement, planning meetings, or questionnaires. Describe how this is done: _____	<input type="checkbox"/>
1+ 2 3	E9. Center makes a copy of applicable licensing requirements available to parents.	<input type="checkbox"/>
1+ 2 3	F1. Program evaluation. Health and safety checklists for both indoor and outdoor spaces are done annually and kept on file at the facility. List date planned: _____	<input type="checkbox"/>
1+ 2 3	F2. Parents and staff are surveyed every two years. Attach a copy of survey and list date planned: _____	<input type="checkbox"/>
2 3	F3. The director/owner agrees to utilize the methods of program evaluation listed below within one year of receiving two star status and repeat as noted.	<input type="checkbox"/>
2 3	F4. Approved self-assessment tool is completed every two years.	<input type="checkbox"/>

Star	Criteria	Check if yes														
2	F5. Center is assessed within one year of two star status and then every three years using an assessment tool approved by OKDHS. Not required if center is nationally accredited.	<input type="checkbox"/>														
2 3	F6. Center establishes program goals every two years based on information gathered from all program evaluation items.	<input type="checkbox"/>														
2 3	F7. Center has a written plan for meeting established goals.	<input type="checkbox"/>														
1+ 2 3	G1. Administrative. All staff have access to licensing requirements.	<input type="checkbox"/>														
1+ 2 3	G2. The director evaluates staff, in writing, at least once a year.	<input type="checkbox"/>														
2 3	G3. Center maintains a policy and procedure manual on-site that includes job duties and responsibilities of all staff.	<input type="checkbox"/>														
2 3	G4. A minimum of two staff meetings are conducted annually.	<input type="checkbox"/>														
2 3	G5. Program has and follows a salary scale with increments based on job title, level of education, credentials, and years of early childhood experience. Attach a copy of the salary scale and pay stubs, paychecks, or payroll report. Complete staff salary report on page 6.	<input type="checkbox"/>														
2 3	G6. Staff are compensated based upon consideration of the above criteria as well as performance.	<input type="checkbox"/>														
2 3	H. Master teacher. There is a staff person who meets master teacher qualifications for every 30 children of the licensed capacity. After using 12 months of two star status there must be a master teacher for every 20 children of the licensed capacity. This number does not include school-age children if the majority of children in care are younger than five years of age. In centers licensed as school-age programs or in programs where the majority of children in care are school-age, there is a master teacher for every 40 children of the licensed capacity. Example: <table style="margin-left: 20px;"> <tr> <td>Licensed capacity</td> <td style="text-align: right;">60</td> </tr> <tr> <td>School-age children</td> <td style="text-align: right;"><u>- 10</u></td> </tr> <tr> <td>Number of children</td> <td style="text-align: right;">50</td> </tr> </table> <p>50 children ÷ 30 = 2 master teachers required for the first year of certification. 50 children ÷ 20 = 3 master teachers required in subsequent years of certification.</p> <table style="margin-left: 20px;"> <tr> <td>Total licensed capacity</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Less school children</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Number of children</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Number of master teachers required</td> <td style="text-align: right;">_____</td> </tr> </table>	Licensed capacity	60	School-age children	<u>- 10</u>	Number of children	50	Total licensed capacity	_____	Less school children	_____	Number of children	_____	Number of master teachers required	_____	<input type="checkbox"/>
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Number of master teachers required	_____															

Attach current certificate, credential, or college transcript for each master teacher.

Name(s) of master teacher(s)	Degree/credential	Expiration date, if applicable

Accreditation. To qualify as a three star center, a facility must meet all one star plus and two star criteria and have current accreditation by an OKDHS approved national accrediting agency. A center may also meet two star criteria by having a compliant licensing record and current accreditation by an OKDHS approved national accrediting agency.

Star	Criteria	Check if yes		
<table border="1"> <tr> <td data-bbox="256 982 310 1031">2</td> <td data-bbox="310 982 358 1031">3</td> </tr> </table>	2	3	<p>I. Facility is accredited by an approved national accrediting body. Name of accrediting agency: _____ Expiration date: _____ Attach a copy of the current accreditation certificate.</p>	<input type="checkbox"/>
2	3			

