



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



Request for Family Child Care Home Star Certification

Facility name, Area code, Phone, Street or P.O. Box mailing address, City, State, Zip, License number, 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 G
Three star - Items indicated with 3

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

Table with 3 columns: Star (1+, 2, 3), Criteria (A1, A2, B1, B2, B3), and Check if yes. Contains licensing status, caregiver requirements, and assistant requirements.

Star	Criteria	Check if yes
1+ 2 3	<b>B4.</b> Any assistant caregiver has a written professional development plan which may include potential career goals and identified training topics. <b>Attach a copy of the assistant's individualized professional development plan.</b>	<input type="checkbox"/>
2 3	<b>B5.</b> Primary caregiver has a written job description for any assistant caregiver. <b>Attach a copy of written job description.</b>	<input type="checkbox"/>
2 3	<b>B6.</b> Primary caregiver evaluates the assistant in writing on an annual basis.	<input type="checkbox"/>
1+ 2 3	<b>C1. Learning environment.</b> The primary caregiver has and follows a written daily schedule which includes reading to children a minimum of 15 minutes each day. It also reflects rest periods, meals, and a balanced program of opportunities for learning, indoor and outdoor activities, active and quiet activities, and independent and group play. <b>Attach a copy of the daily schedule.</b>	<input type="checkbox"/>
2 3	<b>C2.</b> Children have opportunities and access during the day for dramatic, manipulative play, blocks, art, and books/reading.	<input type="checkbox"/>
2 3	<b>C3.</b> The primary caregiver has a plan for transition times. Describe: _____	<input type="checkbox"/>
1+ 2 3	<b>D1. Parent involvement.</b> The primary caregiver has a signed contract with each family. Contract includes information on hours, fees, payment schedules, vacations, and terminations. <b>Attach a copy of the contract.</b>	<input type="checkbox"/>
1+ 2 3	<b>D2.</b> Encourages parents to visit and provides access to all parts of the home used for child care any time their children are present.	<input type="checkbox"/>
1+ 2 3	<b>D3.</b> Arranges for and documents a conference with each child's parents at least once per year. Annual conferences are held or will be held: _____	<input type="checkbox"/>
1+ 2 3	<b>D4.</b> Provides opportunities for parent involvement in the program's activities. Describe how this is done and give examples. _____ _____	<input type="checkbox"/>
1+ 2 3	<b>D5.</b> Primary caregiver has information available about common childhood issues and resources that provide services to parents and children and makes referrals as needed. <b>Attach a resource list.</b>	<input type="checkbox"/>

Star			Criteria	Check if yes
1+	2	3	<b>D6.</b> Makes a copy of applicable licensing requirements available to parents. Describe how this is done: _____ _____	<input type="checkbox"/>
	2	3	<b>D7.</b> Primary caregiver makes at least two references, including contact information, available to parents. References from relatives are not accepted.	<input type="checkbox"/>
	2	3	<b>D8.</b> Primary caregiver has and uses a system for sharing and communicating with parents the happenings, activities, and related issues about a child's physical and emotional state. Describe how this is done: _____ _____	<input type="checkbox"/>
1+	2	3	<b>E1. Program evaluation.</b> The primary caregiver annually conducts and completes health and safety checklists for both indoor and outdoor space. List date planned: _____	<input type="checkbox"/>
1+	2	3	<b>E2.</b> Survey parents every two years to identify strengths and weaknesses of the program and evaluate the program's effectiveness in meeting the needs of children and parents.	<input type="checkbox"/>
	2	3	<b>E3.</b> Primary caregiver agrees to utilize the methods of program evaluation listed below within one year of receiving two star status and repeated as noted.	<input type="checkbox"/>
	2	3	<b>E4.</b> Complete an approved self-assessment tool every two years.	<input type="checkbox"/>
	2		<b>E5.</b> Obtain an assessment every three years using a tool approved by OKDH. Not required if home is nationally accredited.	<input type="checkbox"/>
	2	3	<b>E6.</b> Establish program goals every two years based on information gathered, and develop a written plan for meeting those goals.	<input type="checkbox"/>

Star	Criteria	Check if yes
2   3	<p><b>F. Caregiver qualifications.</b> The primary caregiver is on-site on a fulltime basis and meets <b>one</b> of the qualifications indicated below.</p> <p>Name of primary caregiver: _____</p> <p><b>Check box next to degree or credential. Attach documentation of current certificate, credential, or college transcript.</b></p>	<input type="checkbox"/>
	Occupational child care competency certificate through an Oklahoma technology center and three months of satisfactory full-time experience in a licensed or legally exempt child care setting;	<input type="checkbox"/>
	Current Child Development Associate (CDA) credential; CDA expiration date: _____	<input type="checkbox"/>
	Current Certified Child Care Professional (CCP) credential; CCP expiration date: _____	<input type="checkbox"/>
	Certificate of Mastery in early childhood education or child development from an accredited Oklahoma college or university;	<input type="checkbox"/>
	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;	<input type="checkbox"/>
	Four year degree from an accredited college or university with six college credit hours in early childhood education, child development, or other coursework that supports working with children;	<input type="checkbox"/>
	Two or four year degree from an accredited college or university in early childhood education or child development; or	<input type="checkbox"/>
	A valid teaching certificate in early childhood education from the Oklahoma State Department of Education.	<input type="checkbox"/>

**Accreditation.** To qualify as a three star home, a facility must meet all one star plus and two star criteria and have current accreditation by the National Association for Family Child Care. A home may also meet two star criteria by having a compliant licensing record and a current accreditation by the National Association for Family Child Care.

Star	Criteria	Check if yes
2   3	<p><b>G. Accreditation.</b> Home is currently accredited by the National Association for Family Child Care.            List accreditation expiration date: _____  <b>Attach a copy of the current accreditation certificate.</b></p>	<input type="checkbox"/>

I hereby certify that the information provided on this request form is true and complete.

**I agree to notify the licensing specialist in writing within five working days if any portion of this information changes.** I understand my Star certification level may be reduced for failure to notify licensing if the certification requirements have not been met for over 90 days.

**I understand any violation of these criteria may result in the reduction of Star certification level and Star certification may be reduced when:**

- violations are not corrected within the agreed-upon time frame;
- facility has developed a history of numerous, repeated, or serious non-compliance with licensing requirements;
- a serious incident occurs resulting in injury or imminent risk to a child; or
- an Emergency Order, or notice of proposed denial, or revocation of license is issued.

\_\_\_\_\_  
Signature of owner \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of primary caregiver \_\_\_\_\_  
Date

**Send this completed and signed form to the Stars outreach specialist (SOS). You will be notified by mail of the decision. Incomplete applications will be returned to the applicant.**

<b>For Oklahoma Child Care Services (OCCS) use only</b>	
Date received	SOS

Routing: Original - Oklahoma Child Care Services  
 Copy - Family child care home provider