

YoungStar Rating Verification Document – Short Term Operation Program: Group 2021/2022

*If the STOP being rated is a Family Child Care, use the YoungStar Rating Verification Document for Family Child Care

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

Program Self-Assessment and Quality Improvement Plan (REQUIRED for all ratings)

Indicator Met: Yes No Not Attempted

Self-assessment used: _____

Date of self-assessment: _____

Who completed the self-assessment? _____

At least 75% of Lead Counselors/Group Leaders and the Site Supervisor/Director reviewed and contributed to the self-assessment.

Yes No

Comments/areas for future work on self-assessment:

Date of Quality Improvement Plan: _____

Who completed the QIP? _____

List three goals that have been identified for quality improvement.

1. _____

2. _____

3. _____

Additional comments for rating purposes:

Alternate Options for Director Qualifications

Centralized Administration

Meets qualifications: Yes No N/A

The program has multiple sites: Yes No

The Site Supervisor/Director is onsite for at least 25% of the total number of hours they work for the program each week

Yes No

The Site Supervisor/Director is responsible for either option 1 or option 2:

Yes No Option 1: Staff meetings and orientation **AND** Continuing education for staff

Yes No Option 2: Supervising planning and implementation of curriculum **AND** Supervising program staff

Dual-Role

Meets qualifications for 3 stars: Yes No

The program is licensed for 50 or fewer children: Yes No

3 Stars

Yes No The person has Site Supervisor/Director responsibilities for at least 25% of the time the program is open (up to 40 hours)

Yes No The person is at least a Registry level 10 with at least 6 business specific credits (as verified through the Registry)

Developmentally Appropriate Environments

Indicator Met: Yes No Not Attempted

DAE: Infant Toddler (Birth - 35 mo.) Classroom Observed: _____ Type/Group Not Served

NOTE: If not serving Infant Toddlers proceed to **page 4**.

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

Yes No

All the following must be observed:

All staff/staff and staff/child interactions must be positive or at least neutral

Staff and children demonstrate enjoyment in being with each other

Staff respond to children's needs promptly and appropriately

Staff have developmentally appropriate expectations for children's behavior

At least two of these additional practices must be observed:

Staff are near children when promoting positive interactions and learning opportunities

Staff initiate language and literacy activities to support language development

Staff have turn-taking conversations with most children and ask follow-up questions with a pleasant tone of voice

Staff intentionally create opportunities for all children to engage in peer interaction in ways that are appropriate for each child

Staff provide children with descriptive feedback for their efforts or accomplishments

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

Yes No **Infant/Toddler (under 24 months):** Has at least one **play area**

Older Toddler/Two (24-35 months): Has at least three **interest centers** in the classroom

1. _____

2. _____

3. _____

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

Yes No

At least:

one book for each child present at any given time

six different examples of fine motor materials

- six different examples of art materials (for classrooms with all children 24 months or older) N/A
- two sets of 10 – 20 blocks (for classrooms with all children 12 months or older) N/A
- five different examples of dramatic play materials
- five different examples of nature/science materials (for classrooms with all children 24 mos or older) N/A
- six different examples of math materials

Note any materials that are missing:

Item 4: Accessible materials are reflective of the WMELS five domains, different learning styles, and offer varied levels of difficulty.

Yes No

List material(s) that reflect each domain:

WMELS Health and Physical: _____

WMELS Social and Emotional: _____

WMELS Cognition and General Knowledge: _____

WMELS Language and Communication: _____

WMELS Approaches to Learning: _____

List 3 materials/experiences offering varied levels of difficulty:

1. _____

2. _____

3. _____

Yes No Materials in the interest centers/play areas are easily accessible.

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

Yes No If yes, how verified? _____

DAE: Preschool (36 mo. – 61 mo.) Classroom/Group Verified: _____ Type/Group Not Served

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

Yes No

All the following must be observed:

All staff/staff and staff/child interactions must be positive or at least neutral

- Staff and children demonstrate enjoyment in being with each other
- Staff respond to children's needs promptly and appropriately
- Staff have developmentally appropriate expectations for children's behavior

At least two of these additional practices must be observed:

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

Item 2: The environment is organized into 5 interest centers to support children's meaningful play.

- Yes No List interest centers: 1. _____
2. _____
3. _____
4. _____
5. _____

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

- Yes No

At least:

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

Note any materials that are missing:

Item 4: The materials are reflective of the WMELS five domains and/or the SACF nine content areas, different learning styles, and offer varied levels of difficulty. List material(s) that reflect each domain/content area:

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

OR

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

List 3 materials/experiences offering varied levels of difficulty:

1. _____
2. _____
3. _____

Yes No Materials in interest centers are easily accessible.

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

Yes No If yes, how verified? _____

DAE: Classroom/Group 1 Verified: _____

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

Yes No

All the following must be observed:

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

Staff have developmentally appropriate expectations for children’s behavior

At least two of these additional practices must be observed:

Staff are near children when promoting positive interactions and learning opportunities

Staff initiate language and literacy activities to support language development

Staff have turn-taking conversations with most children and ask follow-up questions with a pleasant tone of voice

Staff intentionally create opportunities for all children to engage in peer interaction in ways that are appropriate for each child

Staff provide children with descriptive feedback for their efforts or accomplishments

Item 2: The environment is organized into 5 interest centers to support children’s meaningful play.

Yes No List interest centers: 1. _____

2. _____

3. _____

4. _____

5. _____

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

Yes No

At least:

one book for each child present at any given time

six different examples of fine motor materials

six different examples of art materials (for classrooms with all children age 24 months or older)

two sets of 10 – 20 blocks (for classrooms with all children age 12 months or older)

five different examples of dramatic play materials

five different examples of nature/science materials (for classrooms with all children age 24 months or older)

six different examples of math materials

Note any materials that are missing:

Item 4: The materials are reflective of the WMELS five domains and/or the SACF nine content areas, different learning styles, and offer varied levels of difficulty. List material(s) that reflect each domain/content area:

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

OR

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

List 3 materials/experiences offering varied levels of difficulty:

1. _____
2. _____
3. _____

Yes No Materials in interest centers are easily accessible.

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

Yes No If yes, how verified? _____

DAE: Classroom/Group 2 Verified: _____ N/A only one classroom/group in program

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

Yes No

All the following must be observed:

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

Staff have developmentally appropriate expectations for children’s behavior

At least two of these additional practices must be observed:

Staff are near children when promoting positive interactions and learning opportunities

Staff initiate language and literacy activities to support language development

Staff have turn-taking conversations with most children and ask follow-up questions with a pleasant tone of voice

Staff intentionally create opportunities for all children to engage in peer interaction in ways that are appropriate for each child

Staff provide children with descriptive feedback for their efforts or accomplishments

Item 2: The environment is organized into 5 interest centers to support children’s meaningful play.

Yes No List interest centers: 1. _____

2. _____

3. _____

4. _____

5. _____

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

Yes No

At least:

one book for each child present at any given time

six different examples of fine motor materials

six different examples of art materials (for classrooms with all children age 24 months or older)

two sets of 10 – 20 blocks (for classrooms with all children age 12 months or older)

five different examples of dramatic play materials

five different examples of nature/science materials (for classrooms with all children age 24 months or older)

six different examples of math materials

Note any materials that are missing:

Item 4: The materials are reflective of the WMELS five domains and/or the SACF nine content areas, different learning styles, and offer varied levels of difficulty. List material(s) that reflect each domain/content area:

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

OR

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

List 3 materials/experiences offering varied levels of difficulty:

1. _____
2. _____
3. _____

Yes No Materials in interest centers are easily accessible.

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

Yes No If yes, how verified? _____

DAE: Classroom/Group 3 Verified: _____ N/A only one classroom/group in program

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

Yes No

All the following must be observed:

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

Staff have developmentally appropriate expectations for children's behavior

At least two of these additional practices must be observed:

Staff are near children when promoting positive interactions and learning opportunities

Staff initiate language and literacy activities to support language development

Staff have turn-taking conversations with most children and ask follow-up questions with a pleasant tone of voice

Staff intentionally create opportunities for all children to engage in peer interaction in ways that are appropriate for each child

Staff provide children with descriptive feedback for their efforts or accomplishments

Item 2: The environment is organized into 5 interest centers to support children's meaningful play.

Yes No List interest centers: 1. _____

2. _____

3. _____

4. _____

5. _____

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

Yes No

At least:

one book for each child present at any given time

six different examples of fine motor materials

six different examples of art materials (for classrooms with all children age 24 months or older)

two sets of 10 – 20 blocks (for classrooms with all children age 12 months or older)

five different examples of dramatic play materials

five different examples of nature/science materials (for classrooms with all children age 24 months or older)

six different examples of math materials

Note any materials that are missing:

Item 4: The materials are reflective of the WMELS five domains and/or the SACF nine content areas, different learning styles, and offer varied levels of difficulty. List material(s) that reflect each domain/content area:

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

OR

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

List 3 materials/experiences offering varied levels of difficulty:

1. _____
2. _____
3. _____

Yes No Materials in interest centers are easily accessible.

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

Yes No If yes, how verified? _____

Additional comments for rating purposes:

Budgeting/Record-Keeping/Payment Agreement

Indicator Met: Yes No Not Attempted

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

Yes No

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

Yes No Line item: _____

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

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

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

Documentation provided: _____

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

Yes No

Documentation provided: _____

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

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

The parent payment agreement form includes:

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

Yes No The provider’s days and hours of operation

Yes No Any discounts or scholarships that are available to parents, and any discounts or scholarships that the parent is receiving

Yes No The parent’s payment schedule

Yes No The provider’s anticipated closure dates

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

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

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

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

Additional comments for rating purposes:

Family Engagement

3 Star Requirement Met: Yes No Not Attempted

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

Item 1: Communication (must have one)

Yes No Respectful two-way exchange of information

Yes No Multiple ways to communicate are offered

Yes No Time is made to engage families in meaningful conversation

Documentation provided: _____

Item 2: Family Needs and Feedback (must have one)

Yes No Family input guides program planning and policies

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

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

Documentation provided: _____

Item 3: Collaborative Activities with Families (must have one)

Yes No Families are encouraged to participate in activities

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

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

Documentation provided: _____

Item 4: Community Resources and Family Support (must have one)

Yes No Families are connected to community resources

Yes No Support and planning around transitions is provided

Yes No Educational and developmental resources are available to families

Documentation provided: _____

Additional comments for rating purposes:

Healthy Nutrition and Physical Activity

Indicator Met: Yes No Not Attempted

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

Yes No

Go NAP SACC (for program use with majority of children under 61 months)

Child Nutrition

Breastfeeding & Infant Feeding

Infant & Child Physical Activity **and** Outdoor Play & Learning

Farm to ECE

OSNAP (for program use with majority of children over 60 months)

Out-of-School Nutrition **and** Physical Activity

Wisconsin Youth Garden

Date of self-assessment(s): _____

Yes No At least 75% of Group Leaders/Lead Teachers and the Site Supervisor/Director reviewed and contributed to the self-assessment(s)

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

Yes No

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

1. _____

2. _____

3. _____

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

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

Where is the policy located? _____

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

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

List a goal progress has been made on: _____

Additional comments for rating purposes:

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Technical Rating Verification: Short Term Operation Program: Group (Program Copy)

*If the STOP being rated is a Family Child Care, use the YoungStar Rating Verification Document for Family Child Care

Anniversary Date of the Program: _____

Name of Program: _____

Provider and Location Numbers: _____

Name of Site Supervisor/Director: _____

Name of Rater: _____ Date: _____

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

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

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

Site Supervisor/Director Signature: _____ Date: _____

Consultant Signature: _____ Date: _____

Additional Staff Present: _____

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Technical Rating Verification: Sort Term Operation Program Group (Consultant Copy)

*If the STOP being rated is a Family Child Care, use the YoungStar Rating Verification Document for Family Child Care

Anniversary Date of the Program: _____

Name of Program: _____

Provider and Location Numbers: _____

Name of Site Supervisor/Director: _____

Name of Rater: _____ **Date:** _____

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

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

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

Site Supervisor/Director Signature: _____ Date: _____

Consultant Signature: _____ Date: _____

Additional Staff Present: _____