



**Start early. Start smart. Start here.**

Administered by **The YoungStar Consortium**—a partnership of the Celebrate Children Foundation, Supporting Families Together Association and Wisconsin Early Childhood Association. **To get started or to learn more go to <http://dcf.wisconsin.gov/youngstar>**

## **Beginning YoungStar: Child Care Provider Tip Sheet**

Wisconsin child care providers and programs can prepare for Wisconsin's YoungStar quality rating and improvement system by completing the following professional development activities:

### **Preparing to Have Educational Qualifications Evaluated and Updating Information on The Registry**

#### **Tip # 1 Update Teacher/Provider Qualifications on The Registry**

##### **Actions for Group Child Care**

- Ensure that all Lead Teachers and the Center Director qualifications are current and accurately reflected by The Registry Career Level assigned.

##### **Actions for Family Child Care**

- Ensure that the primary care giver qualifications are current and accurately reflected by The Registry Career Level assigned.
- If the owner is not the primary caregiver/teacher, then the qualifications of the primary caregiver/teacher are the one's evaluated for purposes of YoungStar.

**Information Available On-line for Group and Family Providers-** The Registry Career Level information is available at:

<http://the-registry.org/LinkClick.aspx?fileticket=%2bcTolagqX2k%3d&tabid=36>

#### **Tip # 2 Administrators/Owners Update Your Child Care Program Profile**

##### **Actions for Group Centers**

- Review and update the licensed group center's Registry Program Profile within The Registry data base.
- This means that all current Lead Teachers are identified and attached to a specific classroom.
- When assigning a Lead Teacher to a classroom please consider the teachers' formal education; training history; and years of experience.
- An individual Lead Teacher can be attached to a single classroom only, and a Program Director can be attached to a single child care program for points to be earned for YoungStar educational qualifications.

##### **Actions for Family Child Care Programs**

- Review and update the certified or licensed family child care program's Registry Program Profile within The Registry data base.
- This means that the person who spends the greatest percentage of time caring for children will have their information input into the data base rather than the information of the owner if the owner is not the primary teacher/caregiver.

### Information Available On-line for Group and Family Providers-

The Registry Program Profile information is available at:

<http://the-registry.org/Program-Profile/>

## Professional Development Planning

### Tip # 3 Educational Qualifications Can Make All of the Difference in Your Programs Rating- Know Where You Stand

#### Actions for Group Centers-

- Each Program Director/Administrator should review how their qualifications measure up with rating levels within YoungStar. Professional development planning should occur for the Director/Administrator
- Individual professional development planning should occur for all Lead Teachers within a program and professional goals for the individual lead teacher should be identified.
- While YoungStar emphasizes qualifications of lead teachers and directors, given the rate of turn-over in the child care industry; the most strategic professional development plans consider the needs of ALL staff.
- The Program Director/Administrator should clearly understand each individual Lead Teachers educational background, and content training experience.
- An overall professional development goal for the program should be identified, to determine where available professional development funding should be targeted related to quality enhancement.
- T.E.A.C.H. Early Childhood® Wisconsin Scholarship options should be explored for staffing interested in completion of credit based instruction.

#### Actions for Family Child Care-

- Individual professional development planning should occur for the owner/teacher or the primary provider of child care services in a family child care program.
- The teacher/provider should understand how their educational background, and content training experience relate to YoungStar quality indicators.
- An overall professional development plan should be identified, to determine where available professional development funding should be targeted related to quality enhancement.
- T.E.A.C.H. Early Childhood® Wisconsin Scholarship options should be explored for staffing interested in completion of credit based instruction.

### Information Available On-line for Group and Family Providers-

T.E.A.C.H. Scholarship information is available at: <http://wecanaeyc.org/teach/index.php>

Information regarding what credit based instruction is available can be obtained at individual Institutions of Higher Education websites, and also is available in a geographic representation at the Wisconsin Early Childhood website:

[http://wisconsinearlychildhood.org/teach/index.php?category\\_id=2618](http://wisconsinearlychildhood.org/teach/index.php?category_id=2618)

Become familiar with the current educational qualifications and competencies of teaching staff and identify opportunities for on-going professional development needs of the program staffing utilizing the Professional Development Planning Tool available through the Wisconsin Early Childhood association:

[http://wisconsinearlychildhood.org/advocacy/index.php?category\\_id=3267&subcategory\\_id=7717](http://wisconsinearlychildhood.org/advocacy/index.php?category_id=3267&subcategory_id=7717)

## Program Quality Self-Assessment

### Tip # 4 Take Time to Review Your Program and Plan Your Quality Improvement Journey and Make a Plan

#### Actions for Group Child Care Programs

- Complete a child care quality self-assessment of educational qualifications (see above); business practices; environments and curriculum; and how your agency approaches the health and well-being of children.
- Use a program self- assessment tool and the YoungStar Points document as a resource to identify areas for achieving quality standards
- Together with staff identify areas of strength and areas where program improvement is needed. Develop a concrete, specific, and “doable” quality improvement plan. Set goals, timelines, assign responsibility, and identify a way to check in on progress toward achieve action steps.

#### Actions for Group and Family Child Care Programs

- Complete a child care quality self-assessment of educational qualifications (see above); business practices; environments and curriculum; and how your agency approaches the health and well-being of children.
- Use a program self- assessment tool and the YoungStar Points document as a resource to identify areas for achieving quality standards
- Create a buddy system. Achieving change is tough. Find someone else who has your same passion for quality childcare and create a support system to share ideas and check-in on progress.

#### Information Available On-line for Group and Family Providers-

- Examples of child care programming self assessment/evaluation tools are available at: <http://www.collaboratingpartners.com/curriculum-assessment-program-evaluation.php>
- Contact your CCR&R for examples of Quality Improvement Plan Templates [https://supportingfamielstogether.org/CCR\\_R.html](https://supportingfamielstogether.org/CCR_R.html)

## Learn about Relevant Training and Technical Assistance Opportunities in Your Area

### Tip # 5 Trainings Related to the Quality Indicators in YoungStar are Available Near You

#### Actions for Group and Family Child Care Programs

- Be a good consumer of training and technical assistance services. Many services will become available at low or no cost to child care providers who are part of YoungStar. Anyone who promises quick fixes and an easy journey doesn't understand quality improvement in early care and education. Buyers beware!
- Ask providers of training and technical assistance how they are related to the YoungStar Consortium; how they're related to The Registry; and how the professional development opportunities they are providing are related to YoungStar.

#### Information Available On-line for Group and Family Providers-

Department of Children and Families YoungStar Webpage:  
<http://www.dcf.wisconsin.gov/youngstar/training/default.htm>

The Registry Training Calendar:

<https://the-registry.org/myregistry/default.aspx>

The Wisconsin Early Childhood Association:

[https://www.wecanaeyc.org/conference/index.php?category\\_id=4914](https://www.wecanaeyc.org/conference/index.php?category_id=4914)

Supporting Families Together Association, SFTA and Child Care Resource and Referral Agencies, CCR&Rs:

SFTA July-Dec. 2010

[http://supportingfamielsttogether.org/uploads/YST\\_TA.pdf](http://supportingfamielsttogether.org/uploads/YST_TA.pdf)

CCR&Rs- find a regional community-based organization near you

[https://supportingfamielsttogether.org/CCR\\_R.html](https://supportingfamielsttogether.org/CCR_R.html)

**or call 1-888-713-KIDS for information about opportunities near you**

Wisconsin Early Childhood Collaborating Partners – Wisconsin Model Early Learning Standards Training opportunities:

<http://www.collaboratingpartners.com/wmels-training-opportunities.php>

Wisconsin Child Care Administrators Association: <http://www.wccaa.org/home>

Wisconsin Family Child Care Association: <http://www.wisconsinfamilychildcare.org/>

Wisconsin Child Care Providers Together:

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

## **Familiarize Yourself with the Tools YoungStar Raters and Technical Consultants will be Using**

**Tip #6 Before requesting and submitting an application for a Formal Rating Observation, be sure to familiarize yourself and/or your staff with the Subscales and Items within the Environmental Rating Scale Tools and the Program/Business Administration Scale Tools.**

### **Actions for Group Child Care Programs**

- The ECERS-R, Early Childhood Environmental Rating Scale Revised, and ITERS, Infant Toddler Environmental Rating Scale, are suitable for use in evaluating inclusive and culturally diverse group based early learning programs, and the scales have proven to be a reliable and valid ways of determining the quality of a program.
- The Environmental rating scales are used to assess the arrangement of space both indoors and outdoors, the materials and activities offered to the children, the supervision and interactions (including language) that occur in the classroom, and the schedule of the day, including routines and activities.
- The Program Administration Scale views the classroom environment through a broad lens of incorporating multi-source data collection methods including interview, document review, and observation. This scale measures the overall quality of administrative practices of early care and education programs and serves as a useful guide to improve programs.

### **Actions for Family Care Programs**

- The FCCERS, Family Child Care Environmental Rating Scale, is suitable for use in evaluating inclusive and culturally diverse family child care programs, and the scale has proven to be a reliable and valid ways of determining the quality of a program.
- The FCCERS is used to assess the arrangement of space both indoors and outdoors, the materials and activities offered to the children, the supervision and interactions (including

language) that occur in the classroom, and the schedule of the day, including routines and activities.

- The Business Administration Scale views the classroom environment through a broad lens of incorporating multi-source data collection methods including interview, document review, and observation. This scale measures the overall quality of business practices of family child care programs and serves as a useful guide to improve programs.

### **Information Available On-line for Group and Family Providers-**

Information regarding the Environmental Rating Scales is available at:

<http://www.fpg.unc.edu/~ecers/>

Information regarding the Program Administration Scale is available at:

<http://cecl.nl.edu/evaluation/pas.htm>

Information regarding the Business Administration Scale for family child care providers is available at: <http://cecl.nl.edu/evaluation/bas.htm>

## **Tip #7 Learn All You Can About YoungStar**

### **Actions for Group and Family Child Care Programs**

- The Department of Children and families has great resources for the early care and education workforce related to YoungStar  
For general information go to <http://dcf.wisconsin.gov/youngstar/providers.htm>

For information about how points are earned go to

[http://dcf.wisconsin.gov/youngstar/pdf/point\\_detail\\_draft.pdf](http://dcf.wisconsin.gov/youngstar/pdf/point_detail_draft.pdf)

- Attend a scheduled YoungStar overview or request one in your area  
Supporting Families Together Association, SFTA and Child Care Resource and Referral Agencies, CCR&Rs and The Wisconsin Early Childhood Association, WECA are happy to assist you.  
**SFTA and CCR&Rs 1-888-713-KIDS**  
**WECA 1-800-783-9322**
- Call afterhours for support on Tuesday and Thursday evening to get your YoungStar questions answered **1-888-713-KIDS**
- Look for YoungStar training opportunities at local, regional and statewide conferences. Go to The Registry <https://www.the-registry.org/myregistry/default.aspx>

## **Successfully Completing the YoungStar Application Process**

### **Tip # 8 Apply to YoungStar**

#### **Actions for Group Child Care Programs**

- There are two forms that you must complete and sign to apply to YoungStar:
  - 1) YoungStar Participation Request- Group Center (Form # DCF-F-2591-E)  
<http://dcf.wisconsin.gov/forms/pdf/2591.pdf>
  - 2) YoungStar Wisconsin Shares Participation Contract ( Form # DCF-F-2587-E)  
<http://dcf.wisconsin.gov/forms/pdf/2587.pdf>
- To review and complete the forms have your Shares Provider Number ready (For programs with families who receive Wisconsin Shares, this number may be found on your authorizations, check or direct deposit for Wi Shares.)
- Know your facility number. For licensed programs this is on your License number.

- When listing your classrooms, only list your active classrooms. Rooms you have available but that are not currently in use would not be identified.
- Know your location number. A location number will be assigned to programs receiving WI Shares. If you're a program that is willing to accept Shares families but doesn't do so currently, you must still go through the process of becoming eligible to take Shares families. Information on becoming a Shares provider can be found at <http://dcf.wisconsin.gov/childcare/wishares/default.htm>
- Make a choice about what level of participation and support you're interested in receiving. Please read the form carefully as some levels of service are dependent on deciding factors such as educational qualifications of the director and staff.
- Applications will be processed and services scheduled on a first come first serve basis. Incomplete applications will lose their priority in the service cue.
- **Please call your regional YoungStar organization for support in completing your applications if you have any questions.**  
<http://dcf.wisconsin.gov/youngstar/map/default.htm>

### **Actions for Family Child Care Programs**

- There are two forms that you must complete and sign to apply to YoungStar:
  - 1) YoungStar Participation Request- Family Provider (Form # DCF-F-2590-E)  
<http://dcf.wisconsin.gov/forms/pdf/2590.pdf>
  - 2) YoungStar Wisconsin Shares Participation Contract ( Form # DCF-F-2587-E)  
<http://dcf.wisconsin.gov/forms/pdf/2587.pdf>
- To review and complete the forms have your Shares Provider Number ready (For programs with families who receive Wisconsin Shares, this number may be found on your authorizations, check or direct deposit for Wi Shares.)
- Know your facility number. For licensed programs this is on your License number. For certified programs please write N/A or not applicable.
- Know your location number. A location number will be assigned to programs receiving WI Shares. If you're a program that is willing to accept Shares families but doesn't do so currently, you must still go through the process of becoming eligible to take Shares families. Information on becoming a Shares provider can be found at <http://dcf.wisconsin.gov/childcare/wishares/default.htm>
- Make a choice about what level of participation and support you're interested in receiving. Please read the form carefully as some levels of service are dependent on deciding factors such as educational qualifications.
- Applications will be processed and services scheduled on a first come first serve basis. Incomplete applications will lose their priority in the service cue.

### **Resources for Group and Family Child Care Programs**

- Please call your regional YoungStar organization for support in completing your applications if you have any questions. <http://dcf.wisconsin.gov/youngstar/map/default.htm>
- You may also call **1-888-713-KIDS MWF 8am-5pm or T and Th. 8am-8pm** with questions.