

Name of Facility: _____ Regional Key Assigned #: _____ County: _____

STARS WORKSHEET
STAR 4
Family Day Care Homes

Instructions: A STAR manager will need to see site specific documentation or each STARS performance standard in order to designate the achievement of that STARS performance standard. In order to receive a designation at this level, you must meet all of the STARS performance standards for STAR 4, *as well as* STAR 1, STAR 2, and STAR 3.

If you are a School-Aged Child Care facility, please note the exceptions listed throughout this worksheet and review the Clarifications* section for information specific to SACC.

The information in this worksheet will help you to compile the correct paperwork. As you complete each form necessary, make a copy of it for your records. Please be sure to review the information in the Clarifications* section at the end of this document. All documentation must be completed for the Family Day Care Home and any substitutes or assistants at the facility. It is important to organize your documentation and keep it all in one place. Arranging your paperwork in a file box or a binder will make it easier for you to keep track of it and allow your designation visit to go smoothly. Mail items listed on the cover letter of this packet to your STARS Manager.

The table below includes 3 columns-

1. Performance Standard column - The STARS Performance Standards build upon one another as you move up the STAR Levels. Therefore, there are STAR 1, STAR 2, and STAR 3 standards included in the STAR 4 Performance Standards. The STAR 1, STAR 2, and STAR 3 standards are italicized with the STAR Level in parentheses.
2. Documentation column - As you complete the requirements for STAR 4, check the items under the Documentation column for all STAR levels.
3. Provider Notes/Work Plan column - You may use this column for writing notes or ideas for a work plan. Your STARS Manager will use this column during your STAR 4 Designation visit.

After you have checked (✓) all items under the Documentation column, please refer to the *Next Steps* section of this worksheet.

STAFF QUALIFICATIONS, PROFESSIONAL DEVELOPMENT & COMPENSATION

Performance Standard	Documentation	Provider Notes / Work Plan OR STARS Manager Designation Notes
Owner/Operator & Primary Caregiver - Qualifications		
<i>1. High School Diploma or GED. (STAR 1)</i>	<input type="checkbox"/> <i>Documentation of High School Diploma or General Equivalency Development (GED) Certificate (please attach a copy to this packet)</i> Note: <i>If you have difficulty obtaining this information, contact your STARS manager.</i>	

*Please see the Clarifications Section beginning on page 16 of this worksheet.

