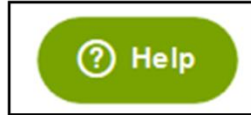


There are videos available that will walk you through this process step by step. These are located at <http://dphhs.mt.gov/hcsd/ChildCare/STARS/starsvideosandresources>.

You must use the “Help” button located within the STARS site in the bottom right corner of each screen for all STARS related questions.



Applying to participate in STARS to Quality

If a program wants to join STARS to Quality they must do the following:

- Log in to www.mtecp.org as an Organization (see “How to create an Organization ID below)
 - Once logged in, go to the STARS tab
 - Click “Apply for STARS” and complete all tabs (explained below), and click “Submit” when done
- ⇒ When asked for your CACFP number during the application process, enter your PV# if you do not know/have a CACFP number.

How to create an Organization ID

- Go to www.mtecp.org and click “log in” in the upper right hand corner
- If you do not have an Organization account, click on “Direct Care or Sponsor Organization” under “Don’t have a user account?”



- Complete the information on the following screen and answer “Yes” to “Are you and Early Childhood/School-Age Program” and click “next”

Organization Registration

Please fill out the form below to register your organization. Fields marked with * are required. Use the [Contact Us](#) form if you have any questions or concerns about the organization registration process.

Primary Contact Information for Organization

First Name*: * Last*: *

Email Address*: *

Phone: () - Ext.:

Are you an Early Childhood/School-Age Program?

Choose "Yes" if you are a state licensed/registered child care program that requires a facility PV number OR if you are a state licensed -exempt program providing direct care and education to children.

- Yes, this organization provides direct care and education to children.
- No, this organization is not state/licensed registered and does not provide direct care and education to children.

Next »

- Complete the information on the pages that follow, clicking "next" on each page once completed. Click "Submit" when prompted. You will receive an email within 5 days that will contain your log-in information.

Status Tab

- This information is populated directly from licensing data.

Organization Profile
PV#: PV

Status
Org Details
Program Info
Classrooms
STARS
Employees
Reports

Program Identification Numbers:

Type:	CHILD CARE CENTER	Location:	
Status:	Active		
PV#:	PV		

Org Status (0)
No Notes Exist



Organization Details Tab

- Displays basic information that is recorded when obtaining an Organization ID and Password.
- This is where information can be updated in the case of changes to the contact information. These changes must be reported by the child care program to Child Care Licensing as well.

- If the child care program is accredited, enter that information here. This is not required unless submitting for a STAR 5.

Philosophy Statement


- All programs must enter a philosophy statement. The purpose of the Philosophy Statement is to provide information to prospective families on your program's unique qualities, including the learning activities and play spaces you provide to children enrolled in your program. Philosophy statements may be used at some point in marketing STARS programs, so it is important to enter a statement that truly reflects your program.

Classrooms Tab

The Classrooms tab must be completed prior to being formally accepted into STARS to Quality, and must be updated whenever submitting for or renewing a STAR level.

Status	Org Details	Program Info	Classrooms	STARS	Employees	Reports
Enrollment: <input type="text" value="0"/>						<input type="button" value="Edit"/>
Licensed Capacity:	31					
Number of Classrooms / Groups:	3					
Infants (0-12 months)	6	High Needs	0			
Toddlers (13-36 months)	17	High Needs	0			
Preschoolers (37 months – Pre-K)	9	High Needs	0			
Elementary (K-5th grade)	0	High Needs	0			
Director of Record:						<input type="button" value="Edit"/>
Classrooms / Groups:						<input type="button" value="New Classroom"/>
Infant Room						
<small>(List lead teacher/caregiver and other teachers/caregivers)</small>						
Lead Teacher / Primary Family Provider:	Teacher:		Age Ranges:	Infants (0-12 months)		
			Room Capacity:	--		

Enrollment

- Licensed Capacity is automatically entered from licensing data
 - You may not edit this number
- Click on Edit next to Program Capacity
 - Enter number of classrooms in your facility
 - Enter number of children in all age groups
 - This number may be larger than your total capacity due to overlap and part time children
 - These numbers will reflect your total enrollment
 - Please note: the number of adults does not need to be filled in for staff people (this is for an adult care facility only).
 - Enter the number of High Needs children in those classrooms.
 - One child may be entered in more than one high needs category (i.e. if a child is an infant that is served through Best Beginnings Subsidy and has a special healthcare need, you would count them in each of those 3 categories).
 - Click the  next to a high needs box to read a definition or be directed to a link for more information.

Director of Record

- Click on Edit next to Director of Record
- Click on Add Director
 - To add a Director of Record the individual's Practitioner Registry Employment position title must be one of the following:
 - Director

- Program Administrator
- Registered Family Home
- Registered Group Home
- If the system gives you a message stating that you may not be added as director of record, you must check your employment on your Practitioner Registry application.
 - If your employment does not have one of the four position titles listed above you must update your employment record by filling out a new Employment Verification Form and sending it to the Early Childhood Project.
- Directors of Record should provide past employment in this record that reflects early childhood business management experience. This can be done by sending an updated Employment Verification Form for each employment record so ECP can verify and business management experience will be counted for BAS and PAS assessments. The form is available at www.mtecp.org under Quick links.

Once a program has applied to participate in STARS, the following occurs:

- A formal agreement will be sent to the program along with a W-9 to be returned to the STARS monitor. The CCR&R will be copied on this email so they are aware a new program in their area is applying to participate.
- The program will be put into “Waiting List” status in the STARS site pending return of their agreement and W-9 with a voided check.
- Once the agreement, W-9 and Voided check have been returned and the STARS monitor has verified the Program Info and Classrooms tabs have been completed, the STARS monitor will notify the program of their acceptance and copy the CCR&R. The CCR&R must notify the STARS monitor of who will be coaching the program so they may be assigned in the STARS site. All program information will be updated in the STARS master list.
- The program will be moved to “Applied” status in the STARS site.