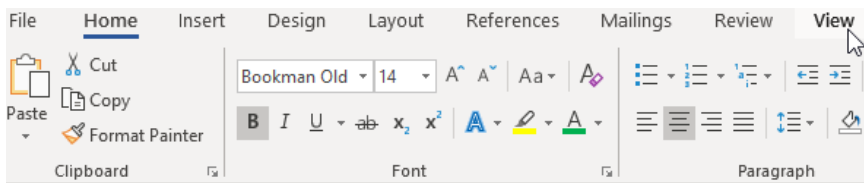


# Best Beginnings STARS to Quality Family and Group Standards of Quality

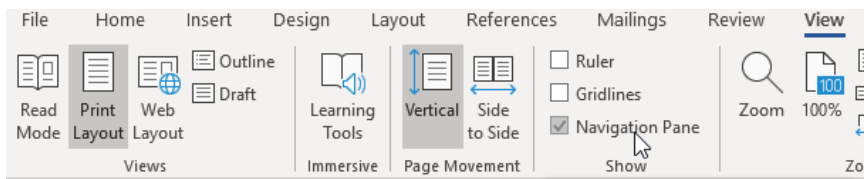
Welcome to the Best Beginnings STARS to Quality Family and Group Standards. This document will guide licensed family and group programs, serving children from birth-12 years of age, through STARS to Quality. Additional information can be found by visiting [STARS to Quality](#). For more detailed information, please refer to the [STARS Guidance & Procedures](#).

## Document Navigation

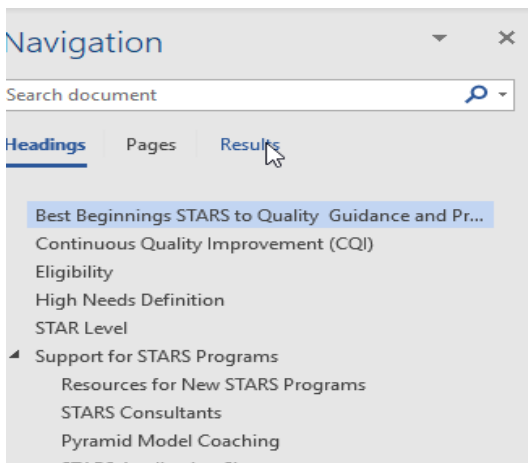
In order to navigate this document more easily, you may click "Ctrl F" and type something in the navigation bar, or you can go to View (at the top of the screen)



Then click Navigation Pane on




Make sure "Headings" is selected, and you will be able to click on where you want to go in the document.



## Instructions & Key

- Criterion which require STARS-approved documents only will be marked with an asterisk (\*)
- Required forms are in the STARS Kit and can be found on the [STARS Kits web page](#)
- All teaching staff in the standards means the Director, Lead Teacher, and Assistant Teacher

## Submitting for STARS to Quality

- Required documents must be uploaded at time of submission into the STARS Site.
- Programs are encouraged to use the New Staff Training Template located in the [STAR Kits](#). It is highly recommended that all new staff have a Training Plan on file within 30 days of hire.
- Criteria may require evidence to be uploaded in the STARS Site, however, not all evidence requires a document to be uploaded; many just require answers to be entered into the evidence box.
- To see what is required for evidence, use your mouse to hover over the green question mark in each evidence box. The green question mark looks like this: 

## Table of Contents

|  |   |
|--|---|
| Best Beginnings STARS to Quality Family and Group Standards of Quality.....                    | 0 |
| Document Navigation .....  | 0 |
| Instructions & Key.....  | 1 |
| Submitting for STARS to Quality .....  | 1 |
| Table of Contents.....   | 1 |
| STAR 1.....  | 4 |
| Cost of Care .....   | 4 |
| Quality Improvement Action Plan (QIAP) .....   | 4 |
| Education, Qualifications & Training (EQT).....  | 4 |
| STAR 1 Professional Development.....   | 4 |
| STARS to Quality Essentials (2 hours).....   | 4 |
| What’s the Fuss: Assessments for Quality Improvement for Family/Group Programs (3 hours) ..... | 4 |
| Pyramid Model (2 hours) .....  | 4 |
| Food Safety Course (minimum 3 hours).....  | 4 |
| Family/Community Partnerships (FCP) .....  | 4 |
| High Needs .....   | 4 |
| High Quality Supportive Environments .....   | 4 |
| Daily Health Checks.....   | 4 |
| Self-Assessment .....  | 4 |
| Leadership & Program Management (LPM).....   | 4 |
| Program Management .....   | 4 |
| Self-Assessment .....  | 5 |
| STAR 2 .....   | 6 |
| Education, Qualifications & Training (EQT).....  | 6 |
| Practitioner Registry .....  | 6 |
| Individualized Professional Development Plan .....   | 6 |

|   |    |
|---|----|
| STAR 2 Professional Development .....   | 6  |
| Pyramid Model Training (6 hours) .....  | 6  |
| Oral Health Training (2 hours).....   | 6  |
| MT Medication Administration II (3 hours).....  | 6  |
| Introduction to the Montana Early Learning Standards (3 hours) .....  | 6  |
| Family/Community Partnerships (FCP) .....   | 6  |
| Enrollment Process.....   | 6  |
| High Quality Supportive Environments (HQSE).....  | 6  |
| Food Service/Meal Coordination .....  | 6  |
| Internal Transition Plan .....  | 7  |
| Staffing Plan .....   | 7  |
| STAR 3 .....  | 8  |
| Education, Qualifications & Training (EQT).....   | 8  |
| Practitioner Registry .....   | 8  |
| STAR 3 Professional Development .....   | 8  |
| Certified Infant Toddler Caregiver Course (CITC) (60 hours) and Certified Preschool Teacher Course (CPTC) (60 hours).....   | 8  |
| Pyramid Model Training (6 hours).....   | 8  |
| Developmental Screening: Develop a process to identify & support individual child development, promote family engagement, & enhance program quality (4 hours) ..... | 8  |
| Family/Community Partnerships (FCP) .....   | 9  |
| Community Resources .....   | 9  |
| Transitions.....  | 9  |
| Family Engagement .....   | 9  |
| High Quality Supportive Environments (HQSE).....  | 9  |
| Environment Rating Scale (ERS) Assessment.....  | 9  |
| Pyramid Model: Promoting Social Emotional Competence and School Readiness in Young Children.....  | 9  |
| Curriculum .....  | 9  |
| Observations.....   | 9  |
| Leadership & Program Management (LPM) .....   | 9  |
| Business Administration Scale (BAS) Assessment.....   | 9  |
| STAR 4 .....  | 10 |
| Education, Qualifications & Training (EQT).....   | 10 |
| Practitioner Registry .....   | 10 |
| STAR 4 Professional Development .....   | 10 |
| Inclusion Course (15 hours).....  | 10 |
| Family/Community Partnerships (FCP) .....   | 10 |

|  |    |
|--|----|
| High Needs .....   | 10 |
| Conferences .....  | 10 |
| Home/School Communication .....  | 10 |
| Developmental Screening .....  | 10 |
| High Quality Supportive Environments (HQSE).....   | 10 |
| Environment Rating Scale (ERS) Assessment .....  | 10 |
| Pyramid Model: Promoting Social Emotional Competence and School Readiness in Young Children..... | 11 |
| Leadership & Program Management (LPM) .....  | 11 |
| Business Administration Scale (BAS) Assessment .....   | 11 |
| STAR 5.....  | 12 |
| NAFCC Accreditation .....  | 12 |
| Education, Qualifications & Training (EQT).....  | 12 |
| Practitioner Registry .....  | 12 |
| STAR 5 Professional Development .....  | 12 |
| Inclusion Course (30 hours) .....  | 12 |
| Building Skills and Safe Places for Childcare Providers (6 hours) .....                          | 12 |
| High Quality Supportive Environments (HQSE).....   | 12 |
| Environment Rating Scale (ERS) Assessment .....  | 12 |
| Leadership & Program Management (LPM) .....  | 12 |
| Business Administration Scale (BAS) Assessment .....   | 12 |

# STAR 1

## Cost of Care

Program must determine Cost of Care by completing the Cost of Care tab in the “STARS Budget and Cost of Care Calculator” template

## Quality Improvement Action Plan (QIAP)

Program must complete the QIAP \* utilizing scores from the required self-assessments and specifically addressing any subscale scores below a 3.0.

## Education, Qualifications & Training (EQT)

### STAR 1 Professional Development

#### STARS to Quality Essentials (2 hours)

**EQT 1:** The Director (DIR) and all Teachers (ECT) must complete this course. It is available at [ChildCareTraining.org](http://ChildCareTraining.org).

#### What’s the Fuss: Assessments for Quality Improvement for Family/Group Programs (3 hours)

**EQT 2** The Director (DIR) must complete this course or they must have completed both the ERS and PAS trainings. It is available through the local [CCR&R](http://CCR&R).

#### Pyramid Model (2 hours)

**EQT 3:** Introduction to the Pyramid Model (2 hours): Director (DIR) and all Teachers (ECT) must complete this course. It is available online at [ChildCareTraining.org](http://ChildCareTraining.org).

#### Food Safety Course (minimum 3 hours)

**EQT 4:** Direct food service staff attend(s) an approved Food Safety Training (offered through the County Health Dept., Sanitarian, Extension Agency if it is not a ServSafe approved course), or online at [ChildCareTraining.org](http://ChildCareTraining.org). Training must be in addition to the training required by CACFP.

## Family/Community Partnerships (FCP)

### High Needs

**FCP 1:** Programs must serve a minimum 10% high needs children, as defined in [STARS Guidance & Procedures](http://STARS Guidance & Procedures). This information must be updated in the Classrooms tab within 3 months of STAR level submission.

## High Quality Supportive Environments

### Daily Health Checks

**HQSE 1:** The program must describe how Daily Health Checks occur and how they are documented.

### Self-Assessment

**HQSE 2:** The Director will complete a self-assessment using the appropriate Environment Rating Scale (FCCERS-3).

- A QIAP \* is written to address the findings of the self-assessments, specifically addressing any subscale scores below a 3.0.

## Leadership & Program Management (LPM)

### Program Management

**LPM 1:** Programs must complete or update the Program Profile (Program Info and Classrooms Tabs) in the STARS Application Site. Programs must assign a minimum of one classroom in the Classrooms tab. High Needs data must be accurate and up to date. This must be updated within 3 months of STAR level submission.

## **Self-Assessment**

**LPM 2:** The Director will complete a self-assessment using the Business Administration Scale (BAS).

- A QIAP\* is written to address the findings of the self-assessments, specifically addressing any subscale scores below a 3.0.

## STAR 2

- **Must meet all criteria for STAR 1 along with the following:**

### **Education, Qualifications & Training (EQT)**

#### **Practitioner Registry**

**EQT 1:** Director (DIR) is current on the [Practitioner Registry](#) at Level 2 or higher.

#### **Individualized Professional Development Plan**

**EQT 2:** Director (DIR) and all Teachers (ECT) have an individualized written Professional Development Plan linked to the Knowledge Base. Individualized Professional Development plans must be updated annually.

### **STAR 2 Professional Development**

#### **Pyramid Model (6 hours)**

**EQT 3:** E-Pyramid Birth-5 Module 1 (6 hours): (Prerequisite Introduction to the Pyramid Module) Director (DIR) and all teachers (ECT) must complete this course. It is available through the Montana Early Childhood Project, [Statewide Training Calendar](#).

#### **Oral Health Training (2 hours)**

**EQT 4:** The Director (DIR) and all Teachers (ECT) must complete this course. It is available online at [ChildCareTraining.org](#).

#### **MT Medication Administration II (3 hours)**

**EQT 5:** This course must be completed by the Director (DIR), all Teachers (ECT), and any other staff that administers medication. The director is responsible for documentation of the licensing required form, as well as for medication being stored properly. If an employee of the program is the parent of an enrolled child and has not taken the course, they are allowed to administer medication to their own child only, following all licensing rules and regulations. It is available through [ChildCareTraining.org](#).

#### **Introduction to the Montana Early Learning Standards (3 hours)**

**EQT 6:** Director (DIR) and all Teachers (ECT) must complete the Introduction to the MT Early Learning Standards Course. It is available online at [ChildCareTraining.org](#).

### **Family/Community Partnerships (FCP)**

#### **Enrollment Process**

**FCP 1:** A written enrollment process is in place that facilitates an exchange of information between the program and families, which works to assure strong partnerships. This process should include the following: description of the program and policies; family culture; and wishes around topics such as eating, sleeping, toileting, and discipline.

### **High Quality Supportive Environments (HQSE)**

#### **Food Service/Meal Coordination**

**HQSE 1:** All programs must be currently participating in the Montana Child and Adult Care Food Program, as eligible.

**HQSE 1:** Program must re-apply for CACFP at time of annual renewal, or submission to move up from STAR 2, *if the program was previously ineligible due to income eligibility requirements.*

\* **HQSE 1:** *If a program is not eligible for MT CACFP, the following indicators must be met:*

- At least 1 person is designated “in-charge” of food service/meal coordination. Other staff can assist in this role.
- Menus Posted
  - Written menus must be posted for the current and future week at the entrance to the facility and visible to the public.
- Adults, including program staff and visitors, participate in family style meal service with the children that is developmentally appropriate for the children in care.
- ‘Division of Responsibility’ In Feeding
  - Ellyn Satter Institute ‘Division of Responsibility’ is followed in meal services to children.
- Special Dietary Needs Statement for Children and Protected Health Information form is completed for all children who require this.

### ***Internal Transition Plan***

**HQSE 2:** The program has an appropriate plan for moving children within the program, when applicable. This plan must be documented, and will include the process to assist children, families, and caregivers in moving from one room to another.

### ***Staffing Plan***

**HQSE 3:** A written staffing plan is in place, if the program has staff, assuring continuity of care (including a plan for substitute staff situations), appropriate adult to child ratios, appropriate group size, and that children are benefitting from having primary caregivers.



## STAR 3

- Professional Development and Practitioner Registry status requirements at this level are required for employees working more than 1040 hours annually or working a minimum of 20 hours per week.
- An Assessor will be visiting the facility at this level.
- **Must meet all criteria for STAR 1 and STAR 2, along with the following:**

### *Education, Qualifications & Training (EQT)*

#### *Practitioner Registry*

**EQT 1:** Director (DIR) current on the [Practitioner Registry](#) at Level 3 or higher.

**EQT 1:** 50% of staff (DIR, ECT) are Level 2 or higher on the [Practitioner Registry](#).

#### *STAR 3 Professional Development*

##### *Certified Infant Toddler Caregiver Course (CITC) (60 hours) and Certified Preschool Teacher Course (CPTC) (60 hours)*

**EQT 2:** Director (DIR) and teachers (ECT) must be enrolled in or have completed one of the 60-hour courses or its approved equivalent. Enrolled is defined as currently taking the course or beginning the course in the quarter following application for STAR 3.

Consideration for which course to take should be based on whether the program cares for or might care for infants and toddlers. If even one child is ages 0-2, the Certified Infant Toddler Caregiver Course is strongly recommended. If a program is licensed for ages 2 and up, teachers may take the Certified Infant Toddler Caregiver Course to be prepared for varied developmental levels. If the Certified Infant Toddler Caregiver Course is not taken, the Certified Preschool Teacher Course must be completed.

It is available through the [CCR&R](#), UM-Western, Dawson Community College, Salish Kootenai College, or Flathead Valley Community College.

- CPTC can be waived if an individual is a Level 4 or higher on the Practitioner Registry. If an individual is enrolled in college courses or the MT Apprenticeship program that will result in being a Level 4 on the Registry within 2 years of application for STAR 3, this course can be waived.
- CPTC can be waived if the Introduction to Early Childhood college-level course has been successfully completed with the grade of a C or higher.

##### *Pyramid Model Trainings (6 hours)*

**EQT 3:** E-Pyramid Birth-5 Module 2 (6 hours): (Prerequisite Introduction and Montana Blended Module 1 or E-Pyramid Birth-5 Module 1) Director (DIR) and all teachers (ECT) must complete this course. It is available through the Montana Early Childhood Project, [Statewide Training Calendar](#).

##### *Developmental Screening: Develop a process to identify & support individual child development, promote family engagement, & enhance program quality (4 hours)*

**EQT 4:** Developmental Screening Course: Director (DIR) and teachers (ECT) must complete this course. It is available online at [ChildCareTraining.org](#).

## Family/Community Partnerships (FCP)

### Community Resources

**FCP 1:** The program provides families with information regarding community resources. Examples of community resources may include: Child Care Resource & Referral Agencies, public library, city recreation department, housing authority, parent resource center, public health clinic, hospital, public schools, Women, Infants, and Children (WIC), Office of Public Assistance, county health department, family support agency, early intervention organizations such as: Hi-Line Home Programs, Inc., Developmental Educational Assistance Program (DEAP), Quality Life Concepts (QLC), Support & Techniques for Empowering People (STEP), Early Childhood Intervention (ECI), Family Outreach, Child Development Center (CDC).

### Transitions

**FCP 2:** The program supports children and families while transitioning children into child care and out of child care into another educational setting.

### Family Engagement

**FCP 3:** The program provides families with multiple opportunities for involvement such as: open house, opportunities to volunteer, social events, potluck meals, parent/family surveys, parent resource center.

## High Quality Supportive Environments (HQSE)

### Environment Rating Scale (ERS) Assessment

**HQSE 1:** The program will receive a formal assessment with the FCCERS-3 Scale.

- The average facility score must be at least 3.0 overall.
- The finalized report(s) will inform the QIAP\*. Any subscale scores below a 3.0 must be addressed in the QIAP\*.

### Pyramid Model: Promoting Social Emotional Competence and School Readiness in Young Children

**HQSE 2:** Director will communicate with families about the Pyramid Model using the brochure *Positive Solutions for Families*.\*

### Curriculum

**HQSE 3:** The program has a written curriculum plan that is aligned with the MT Early Learning Standards and Developmentally Appropriate Practice (2009, 3rd Ed. by Carol Copple & Sue Bredekamp, eds).

### Observations

**HQSE 4:** The program demonstrates that observations of the children are used to inform curriculum and environment to support the individual needs of children.

## Leadership & Program Management (LPM)

### Business Administration Scale (BAS) Assessment

**LPM 1:** Programs will receive a formal assessment and must receive at least a 3.0 overall.

- Any subscales below a 3.0 must be addressed on the QIAP\*.

## STAR 4

- Professional Development and Practitioner Registry status requirements at this level are required for employees working more than 1040 hours annually or working a minimum of 20 hours per week.
- An Assessor will be visiting the facility at this level.
- **Must meet all criteria for STAR 1, STAR 2, and STAR 3, along with the following:**

### *Education, Qualifications & Training (EQT)*

#### *Practitioner Registry*

**EQT 1:** (DIR) current on the [Practitioner Registry](#) at Level 4 or higher.

**EQT 1:** 50% of staff (DIR, ECT) are Level 2 or higher AND 25% are Level 3 or higher on the [Practitioner Registry](#).

#### *STAR 4 Professional Development*

##### *Inclusion Course (15 hours)*

**EQT 2:** Director and teachers (ECT) must be enrolled in or have completed Inclusion 1: Foundations for Inclusion (15 hours) or its equivalent. It is available at [ChildCareTraining.org](#).

- This course can be waived for individuals at Level 6 or higher on the Practitioner Registry
- EDEC 340: Practicing Inclusion in Preschool Programs is a 3-credit course (45 hours) and is an acceptable equivalent for Inclusion I and Inclusion II. This course is available through UM-Western. Transcripts must be provided for this course.

### *Family/Community Partnerships (FCP)*

#### *High Needs*

**FCP 1:** Programs must serve a minimum 15% of high needs children, as defined in [STARS Guidance & Procedures](#). Information must be updated in the Classrooms tab within 3 months of STAR level submission.

#### *Conferences*

**FCP 2:** The program offers, in addition to ongoing conversations, a meeting/conference with each child's family at least once per year. Together, the child's progress and needs are reviewed, and goals for the child are set.

#### *Home/School Communication*

**FCP 3:** Opportunities are available to facilitate exchange of information between the program and families, such as home/school journals or notebooks, bulletin boards, newsletters, parent advisory councils, parent volunteers, parent participation.

#### *Developmental Screening*

**FCP 4:** The program has a process and policies in place and is offering developmental screening at the chosen tool's recommended intervals for all children enrolled.

### *High Quality Supportive Environments (HQSE)*

#### *Environment Rating Scale (ERS) Assessment*

**HQSE 1:** The program will receive a formal assessment with the FCCERS-3 scale.

- The average facility score must be at least 4.0 overall.
- The finalized report(s) will inform the QIAP\*. Any subscale scores below a 4.0 must be addressed in the QIAP\*.

### ***Pyramid Model: Promoting Social Emotional Competence and School Readiness in Young Children***

**HQSE 2:** A 30-minute Introduction to the Pyramid Model: Promoting Social Emotional Competence and School Readiness in Young Children will be offered to families by the program.

### ***Leadership & Program Management (LPM)***

#### ***Business Administration Scale (BAS) Assessment***

**LPM 1:** The program will have a formal assessment. The average score must be at least 4.0

- Any subscale scores below a 4.0 must be addressed in the QIAP\*.

## STAR 5

- Professional Development and Practitioner Registry status requirements at this level are required for employees working more than 1040 hours annually or working a minimum of 20 hours per week.
- An Assessor will be visiting the facility at this level.
- **Must meet all criteria for STAR 1, STAR 2, and STAR 3, and STAR 4 along with the following:**

### *NAFCC Accreditation*

Programs must be NAFCC Accredited and maintaining criteria for accreditation.

### *Education, Qualifications & Training (EQT)*

#### *Practitioner Registry*

**EQT 1:** Director (DIR) current on the [Practitioner Registry](#) at Level 5 or higher.

#### *STAR 5 Professional Development*

##### *Inclusion Course (30 hours)*

**EQT 2:** The Director and teachers (ECT) must be enrolled in or have completed Inclusion II: Strategies for Inclusion (30 hours) or an equivalent. It is available through [ChildCareTraining.org](#).

- This course can be waived for individuals at Level 6 or higher on the Practitioner Registry
- EDEC 340: Practicing Inclusion in Preschool Programs is a 3-credit course (45 hours) and is an acceptable equivalent for Inclusion I and Inclusion II. This course is available through UM-Western. Transcripts must be provided for this course.

##### *Building Skills and Safe Places for Childcare Providers (6 hours)*

**EQT 3:** Director (DIR) and Teachers (ECT) must complete this course. It is available through [ChildCareTraining.org](#).

### *High Quality Supportive Environments (HQSE)*

#### *Environment Rating Scale (ERS) Assessment*

**HQSE 1:** The program will receive a formal assessment with the FCCERS-3 Scale

- The average facility score must be at least 5.0 overall.
- The finalized report will inform QIAP \*. Any subscale scores below a 5.0 must be addressed in the QIAP \*.

### *Leadership & Program Management (LPM)*

#### *Business Administration Scale (BAS) Assessment*

**LPM 1:** The program will have a formal assessment. The average score must be at least 5.0.

Any subscale scores below a 5.0 must be addressed in the QIAP \*.