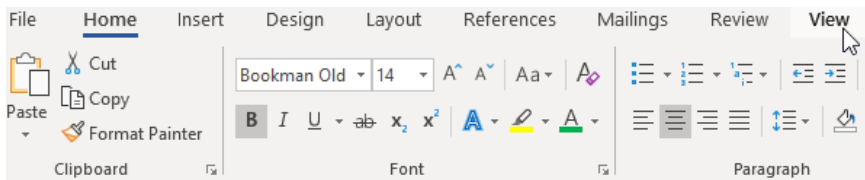


Head Start/Early Head Start Standards of Quality

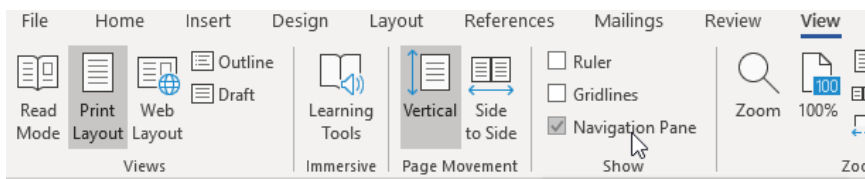
Welcome to the Best Beginnings STARS to Quality Early Head Start and Head Start Standards. This document will help licensed Head Start programs, serving children from birth-12 years of age, through STARS to Quality. Additional information can be found by visiting [STARS to Quality](#). For more detailed information, please refer to the [STARS Guidance & Procedures](#). This document includes Head Start Performance Standards that meet STARS criteria for licensed programs. This document is not intended for licensed child care programs that are participating in the Early Head Start Partnership program.

Document Navigation

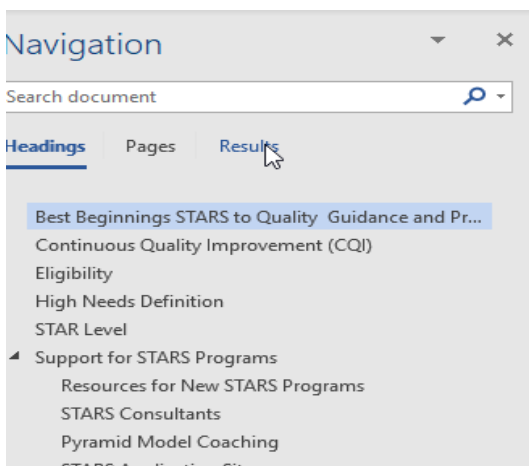
In order to navigate this document more easily, you may click “Ctrl F” and type something in the navigation bar, or you can go to View (at the top of the screen)



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: 

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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 teaching staff (ECLT, ECAT) must complete this course. It is available through ChildCareTraining.org.

What’s the Fuss: Assessments for Quality Improvement for Centers (3 hours)

EQT 2: The Director (DIR) must complete this course. It is available through the local CCR&R.

Pyramid Model (2 hours)

EQT 3: Introduction to the Pyramid Model (2 hours): Director (DIR) and all teaching staff (ECLT, ECAT) must complete this course. It is available online at ChildCareTraining.org.

Food Safety Course

Met by Head Start Performance Standard: 1302.47(b)(6)(ii)

Family/Community Partnerships (FCP)

High Needs

Met by Head Start Performance Standard: 1302.14(b)

High Quality Supportive Environments (HQSE)

Daily Health Checks

HQSE 1: The program must have documentation that Daily Health Checks are taking place.

Self-Assessment

HQSE 2: The Director will complete a self-assessment using the appropriate Environment Rating Scale(s) (ECERS-3; ITERS-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 (under the *Program Info and Classrooms Tabs*) in the STARS Application Site. This must be updated within 3 months of STAR level submission.

Self-Assessment

LPM 2: The Director will complete a self-assessment using the Program Administration Scale.

- 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:**

Quality Improvement Action Plan

Program must complete the QIP Action Plan, utilizing scores from the required self-assessments and specifically addressing any subscale scores below a 3.0.

Education, Qualifications & Training (EQT)

Practitioner Registry

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

Individualized Professional Development Plan

Met by Head Start Performance Standard: 1302.31(a)

STAR 2 Professional Development

Pyramid Model (6 hours)

EQT 3: Montana Blended Pyramid Module 1 (6 hours): Director (DIR) and all teaching staff (ECLT, ECAT) must complete this course. It is available through the [CCR&R](#).

Oral Health Training

Met by Head Start Performance Standard: 1302.43 & 1302.42(c)(3)

MT Medication Administration II

Met by Head Start Performance Standard: 1302.47(b)(4)(c) & 1302.47(b)(7)(iv)

Introduction to the Montana Early Learning Standards (3 hours)

EQT 6: Director (DIR), Lead Teachers (ECLT) must complete the Introduction to the MT Early Learning Standards Course. This course is available online at [ChildCareTraining.org](#).

Family/Community Partnerships (FCP)

Enrollment Process

Met by Head Start Performance Standard: 1302.1

High Quality Supportive Environments (HQSE)

Food Service/Meal Coordination

Met by Head Start Performance Standard: 1302.31(3)(2) & 1302.44(a)

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

Met by Head Start Performance Standard: 1302.90

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 must be current on the [Practitioner Registry](#) at Level 3 or higher.

EQT 1: 50% of teaching staff (ECLT, ECAT) are current at Level 2 or higher on the [Practitioner Registry](#)

STAR 3 Professional Development

Certified Infant Toddler Caregiver Course (CITC) (60 hours)

EQT 2: Lead Teachers (ECLT) caring for infants and/or toddlers must be enrolled in (which is defined as currently taking the course or beginning the course in the quarter following application for STAR 3) or have completed the 60-hour course or its equivalent. This course is available through the [CCR&R](#), UM-Western, Dawson Community College, Salish Kootenai College, or Flathead Valley Community College.

Certified Preschool Teacher Course (CPTC) (60 hours)

EQT 3: Lead Teachers (ECLT) caring for ages 2 and up must be enrolled in (which is defined as currently taking the course or beginning the course in the quarter following application for STAR 3) or have completed the 60-hour course or its equivalent. This course is available through the [CCR&R](#).

- This course 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 becoming a Level 4 on the Practitioner Registry within 2 years of application for STAR 3, this course can be waived.
- This course can be waived if the Introduction to Early Childhood college-level course has been successfully completed with the grade of a C or higher.
- If a program only serves ages 2 and up, they need to consider the developmental levels of the children in their care. As a result, a program may want to consider sending some staff to the Infant Toddler course, and some staff to the Preschool course. Documentation that includes rationale for this decision must be submitted for approval prior to application for STAR 3.

Pyramid Model Trainings (6 hours)

EQT 4: Montana Blended Pyramid Module 2 (Prerequisite: Introduction and Montana Blended Module 1): Director (DIR) and all teaching staff (ECLT, ECAT) must complete this course. It is available through the [CCR&R](#).

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 all lead teaching staff (ECLT) must complete this course. It is available online at [ChildCareTraining.org](#).

Family/Community Partnerships (FCP)

Community Resources

Met by Head Start Performance Standard: 1302.33 & 1302.53

Transitions

Met by Head Start Performance Standard: 1302.70, 1302.71, & 1302.72

Family Engagement

Met by Head Start Performance Standard: 1302.34(a)(b) & 1302.50(a)(b)

High Quality Supportive Environments (HQSE)

Environment Rating Scale (ERS) Assessment

HQSE 1: The program will receive a formal assessment with the appropriate ERS (ECERS-3 and/or ITERS-3).

- 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

Met by Head Start Performance Standard: 1302.32(a)(1)(i)(ii)(iii)

Observations

Met by Head Start Performance Standard: 1302.33(b)(1)(2)

Leadership & Program Management (LPM)

Program Administration Scale (PAS) 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: Director must be current on the [Practitioner Registry](#) at Level 4 or higher.

EQT 1: 50% of teaching staff (ECLT, ECAT) are current at Level 2 or higher AND 25% of teaching staff (ECLT, ECAT) are current at Level 3 or higher on the [Practitioner Registry](#).

STAR 4 Professional Development

Inclusion Course (15 hours)

EQT 2: Lead Teachers (ECLT) 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.

Pyramid Model (2 hours)

EQT 3: Module 3 Overview (**2 hours**): Director and any teaching staff (DIR, ECLT, ECAT) must complete this training. It is available through the [CCR&R](#).

Family/Community Partnerships (FCP)

High Needs

Met by Head Start Performance Standard: 1302.14(b)

Conferences

Met by Head Start Performance Standard: 1302.34(b)(3)

Home/School Communication

Met by Head Start Performance Standard: 1302.34(b)(2)(4) & 1302.50(b)(2)

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 appropriate ERS (ECERS-3 and/or ITERS-3).

- 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)

Program Administration Scale (PAS) 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:**

Head Start Performance Standards

Early Head Start/Head Start Programs must meet Head Start Performance Standards and be in good standing.

Education, Qualifications & Training (EQT)

Practitioner Registry

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

STAR 5 Professional Development

Inclusion Course (30 hours)

EQT 2: Lead Teachers (ECLT) 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 Lead Teachers (ECLT) 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 appropriate ERS (ECERS-3 and/or ITERS-3)

- 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)

Program Administration Scale (PAS) 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 *.