

Checklist for School-Age Programs 3-Star (YoungStar)

- ___ Program Self-Assessment
- ___ Quality Improvement Plan-based on the program self-assessment

Education:

Programs may meet the dual-role Director/Lead Teacher or Centralized Administration requirements. Please ask your YoungStar Coach or review the Evaluation Criteria for specifics.

- ___ Program has a completed Registry Program Profile
- ___ At minimum, 25% of classrooms/groups with a lead group leader at Registry Level 7, **and** 25% of classrooms/groups with a lead group leader at Registry Level 6 or higher.
- ___ At minimum, site supervisor is a Registry Level 10, must have 6 business specific credits.

Learning Environment and Curriculum:

- ___ Developmentally Appropriate Environments are observed to include:
 - Developmentally appropriate interactions and promotion of positive relationships.
 - At least 50 consecutive minutes of uninterrupted Free Choice/Free Play within the daily schedule (30 min if program is under 4 hours/day).
 - Room organized into at least 5 interest centers/areas to support children's meaningful play, (*Note: SACERS tool requires areas for reading, blocks, dramatic play, science/nature*).
 - Materials in all required interest areas are developmentally appropriate and accessible to children for the entire uninterrupted choice time.
 - Accessible materials reflect School-age Curricular Framework (SACF)'s 9 content areas, differing levels of difficulty and group members diverse learning styles.

Business Practices:

- ___ The program has 12-month line-item budget for each site, which includes:
 - Projected income and expenses for the current fiscal year
 - Funding for at least one item from the program's Quality Improvement Plan QIP)
- ___ The program reviews the budget annually and makes adjustments to future budgets if necessary. A budget report from the previous fiscal year is available and was used to inform the current year's annual budget that includes a line-item breakdown of actual income and expenses.
- ___ The program demonstrates record-keeping practices that track income and expenses on a monthly basis.
- ___ A parent payment agreement must be signed and on file for all families that have a Wisconsin Shares Child Care Subsidy authorization with the program, and available at the site where the child receives care. (pp.17-18 of the YS Evaluation Criteria 2021-22 details what the form must include).

Family Engagement:

- Programs must provide documentation of meeting at least one practice from each of four items.
- **Communication:** respectful, 2-way communication; multiple ways to communicate, time made to engage families in meaningful conversation.
 - **Family Needs and Feedback:** family input guides program planning & policies; program is adapted to meet the needs of children & families; hiring practices reflect families' diverse backgrounds.
 - **Collaborative Activities with Families:** families are encouraged to participate in activities; opportunities exist for staff & families to learn from one another; volunteer opportunities match families' strengths, interests & skills.
 - **Community Resources & Family Support:** families are connected to community resources; support and planning around transitions (to new classroom/group/program); educational & developmental resources are available to families.

Health and Well-Being:

- The program completes a YoungStar approved nutrition and/or physical activity self-assessment tool.
- The program develops a Quality Improvement Plan (QIP) based on the results of the nutrition and physical activity self-assessment. Results can be incorporated into the program's overall QIP.
- If the program has met this requirement in the past, they must demonstrate progress on at least one nutrition/physical activity goal from the previous QIP.
- If the program allows meals, snacks or beverages to be brought from home, it has a policy that states the program will supplement the meals, snacks and beverages if they do not meet the guidelines established by the Child and Adult Food Care Program (CAFP).

For further details, please refer to [YoungStar Evaluation Criteria: School-Age Child Care 2021-22](#)