



# 2 Star - Level Overview

## Child Care Centers

OKLAHOMA Human Services

### Licensing Status and Compliance

- Programs have a license or permit & meet minimum licensing requirements

### Administrative

- Yearly staff evaluations applying OK Core Competencies
- Personnel policies are kept onsite and are also given to staff.
- Programs are registered as a direct care organization with the Oklahoma Professional Development Registry (OPDR) & staff have current Oklahoma Professional Development Ladder (ODPL) certificates.
- Personnel meetings held twice a year

### Master Teachers (MT)

- MT have current OPDL certificates of Level 4 or higher, Early Learning Guidelines (ELG) training, and are employed onsite full-time. Out-of-School Time program MT work at least half of the hours the program is open per week.
- There is 1 full-time MT for every 50 children (of program's licensed capacity).
- OST time programs and day camps have 1 fulltime MT for every 60 children (of program's licensed capacity).
- MTs, probationary master teachers, and primary caregivers don't work in more than one program (unless their work hours for each program do not overlap)
- MTs work directly with children and help other teaching staff and program management with: lesson plans, room arrangement, family partnerships, and program evaluation.
- Directors don't work in more than one program.

### Professional Development

- When applying for Stars or when a new director is hired, directors have two college credits or 30 hours of job-related professional development (PD) in the last 12 months or within their PDL certification. From then on, directors get 2 college credits or 30 hours of job-related PD each year.
- Directors have Quality Rating and Improvement System (QRIS) orientation.
- After working one year, staff have two college credits or 20 hours of job-related PD, within their PDL certification, and every year from then on.
- Part-time staff and substitutes meet PD criteria when they have worked at the program more than 80 hours.

### Learning Environment

- TV or other screen time isn't used for 1-year olds or younger.
- When 2 years and older are outside, there are two outdoor interest areas.
- Daily schedules are predictable and responsive to children's needs; they have a balance of child-initiated play and teacher-guided activities.
- Staff carry out plans to help children have smooth transitions.

## **Family Partnerships**

- Staff carry out plans for sharing confidential information with families about their child.
- There are two ways to share information about the program with families. These can be bulletin boards, newsletters, family handbooks, websites, email, social media, or other online communication.
- Families are welcomed at all times.
- Family conferences are offered once a year. Out-of-School Time programs have conferences when they are needed or when families ask for them.
- Programs have a family resource area. Resources are available in families' own languages.
- Two family events are held each year.
- Programs have ways to communicate to children and families in their own languages.

## **Program Evaluation**

- Families and staff are surveyed every year.
- Part-day programs do an equipment inventory each year.