



Star Rating Application Forms for Child Care Centers and Public Schools

Application Overview

Congratulations! By choosing to participate in BrightStars, you are demonstrating a commitment to quality care and learning for young children

Program Overview	Standard 6 - Continuous Quality Improvement
Classroom Summary Form	Standard 7 - Curriculum
Standard 1 - Learning Environment	Standard 8 - Child Assessment
Standard 2 - Minimum Staff-Child Ratio	Standard 9 - Inclusive Classroom Practices
Standard 3 - Maximum Group Size	Standard 10 - Family Communication and Involvement
Standard 4 - Teacher Qualifications	Checklist and Signature Page
Standard 5 - Program Leadership	

General Instructions

For programs with multiple locations, each licensed site must apply individually. Programs cannot submit one application for multiple sites/locations.

Please complete all forms *in full* before submitting your application to BrightStars. Detailed instructions are included; please read these carefully. Supporting documentation should be attached (by paperclip, staple) to the corresponding form. Binders or other special presentation materials are not necessary or recommended.

BrightStars assesses program quality by two methods: document review and observation. For each standard, the *required* documentation to achieve each level is noted.

This application is intended to be used in conjunction with the BrightStars *Child Care Center and Preschool Quality Framework*.

More information on quality standards and criteria can be found on our website or you may always contact us with questions.

Application Submission

Complete applications may be mailed, emailed or hand-delivered to:

Rhode Island Association for the Education of Young Children
535 Centerville Road, Suite 301
Warwick, RI 02886

You may also fax your application to 401-739-6101 or email to info@riaeyc.org

BrightStars Child Care Center and Public School Application PROGRAM OVERVIEW

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

1. Application Type (Mark the statement which best describes your application):

- Applying to BrightStars for the first time
- Applying for a 3-year renewal
- Re-applying after withdrawal or expiration

2. Program Name (full legal name, as it appears on license):

Program type:	<input type="checkbox"/> Center-based	<input type="checkbox"/> Public school

3. Licensing information (licensed programs only):

<i>Current license status:</i>	<i>Provider ID:</i>
<input type="checkbox"/> Approve – Regular	<i>License expiration date:</i>
<input type="checkbox"/> Provisional	
<input type="checkbox"/> Probationary	

- Does your license certificate include the words "Approve-Regular?" Yes No
- Does your Monitoring Report note any areas of non-compliance? Yes No

4. Physical Location:

Street address:	Unit/Suite:
City:	Zip code:

5. Mailing address: Same as above?

Street:	Unit/Suite:
City:	Zip code:

Phone number:	Fax number:	Website:
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- Has any of the above information changed in the last 3 years? Yes No

BrightStars Child Care Center and Public School Application PROGRAM OVERVIEW

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

6. Operating Information:	Open	Close
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

- Do you offer weekend care? Yes No
- Do you offer evening care? Yes No
- Are you open in the summer? Yes No
- Is your programming different in the summer? Yes No
- If closed in summer, when is your last day of regular programming? _____/_____/_____

7. Primary Contact Information:

First and Last Name:	Role:
Best phone number to reach you:	Email address:

- Preferred method of communication: Phone Email
- Preferred contact language: English Spanish Other: _____
- Languages spoken by the program: English Spanish Other: _____
- Business type: For profit Not for profit
- Program offers: Head Start Early Head Start RI Pre-K # of RI Pre-K classrooms: _____
- Does this program accept DHS CCAP (childcare subsidies)? Yes No
- Is this program accredited by NAEYC? Yes No
- Is this program CECE-approved? Yes No

**BrightStars Child Care Center and Public School Application
PROGRAM OVERVIEW**

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

8. Capacity and Enrollment (enter a number in each box):

<i>Age Group</i>	<i>Do you serve?</i>		<i>Licensed Capacity</i>	<i>Current Enrollment</i>	<i># of current enrollment receiving DHS CCAP</i>
Infants (birth-18 months)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Toddlers (18-36 months)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Preschool (36 months-K entry)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
School-Age (out-of-school care)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

9. My program's current BrightStars Rating is:

- Not yet rated
 1 Star
 2 Stars
 3 Stars
 4 Stars
 5 Stars

10. My program is applying for a BrightStars Rating of:

- 1 Star
 2 Stars
 3 Stars
 4 Stars
 5 Stars

11. My program is applying for the following ratings by standard:

<i>Standards</i>		<i>Current Rating*</i>	<i>Requested Rating</i>
1	Learning Environment		
2	Minimum Staff-Child Ratio		
3	Maximum Group Size		
4	Teacher Qualifications		
5	Program Leadership		
6	Continuous Quality Improvement		
7	Curriculum		
8	Child Assessment		
9	Inclusive Classroom Practices		
10	Family Communication and Involvement		

* for programs not currently rated , please mark the *Current Rating* column as N/A

BrightStars Child Care Center and Public School Application

CLASSROOM SUMMARY

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Instructions: Use this form to report information about classrooms/groups¹ of children in your program. Enter information only for groups of infants, toddlers, and preschoolers; do not include information about groups of kindergarten or school-age children. For each group, enter the highest number of children allowed in the group *at any one time* and the name of the lead teacher. Enter only one lead teacher per group. If your program has more than 10 groups, make a copy of this form and continue listing additional groups.

	Group/Class Name*	Classroom Operating Hours	Type of Group <small>(infants, toddlers, preschool, RI-PreK)</small>	Age Range Served <small>(in months, ex: 18 - 36 months)</small>	Date of Birth for Youngest Child	Date of Birth for Oldest Child	Maximum Number Allowed in Group**	<i>Teachers</i> <small>(info for assistants is not required)</small>	
								Last Name	First Name
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

* Refers to children cared for in a room or designated area where physical barriers completely separate groups of children.

** DHS Child Care Center regulations maximum group size: Infant (0-18 mos.)=8; Toddler (18-36 mos.)=12; 3 year-old=18; 4 year-old=20; 5 year-old=24. Programs with mixed age groups must meet the group size requirement for the youngest child in the group.

BrightStars Child Care Center and Public School Application STANDARD 1 – LEARNING ENVIRONMENT

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Documentation:

For childcare programs licensed by the RI Department of Human Services (DHS): Programs must submit a regular license issued by DHS. Probationary and provisional licenses will receive an overall rating of 1 Star.

For preschool programs approved by the RI Department of Education (RIDE) and not licensed by DHS: BrightStars will verify Basic Educational Program (BEP) compliance with RIDE.

Observation:

At Levels 3 through 5, the Environment Rating Scales will be administered in a random selection of 25% of preschool groups/classrooms and 25% of infant and toddler groups/classrooms. For more information, please see *Information and Policies for the BrightStars Quality Rating and Improvement System*.

LEARNING ENVIRONMENT CRITERIA		
Level	Criteria	Measurement
Level 1	<ul style="list-style-type: none"> • Regular DHS license (probationary/provisional licenses will receive a rating of 1 Star overall) OR • Basic Education Program (BEP) (<i>public schools</i>) 	<input type="checkbox"/> Copy of DHS license OR <input type="checkbox"/> BEP compliance
Level 2	<ul style="list-style-type: none"> • Regular DHS license (probationary/provisional licenses will receive a rating of 1 Star overall) OR • Basic Education Program (BEP) (<i>public schools</i>) AND • Compliant DHS Monitoring report AND • Learning Environment Training(s) for each age group served 	<input type="checkbox"/> Copy of DHS license OR <input type="checkbox"/> BEP compliance AND <input type="checkbox"/> Compliant Monitoring Report AND <input type="checkbox"/> Learning Environment Training certificates for each age group served
Level 3	<ul style="list-style-type: none"> • Regular DHS license (probationary/provisional licenses will receive a rating of 1 Star overall) OR • Basic Education Program (BEP) (<i>public schools</i>) AND • Compliant DHS Monitoring report AND • Learning Environment Training(s) for each age group served AND • Copy of schedule for each age group served AND • Average ERS score of 3.0 or greater with no observed group/classroom score less than 2.5. 	<input type="checkbox"/> Copy of DHS license OR <input type="checkbox"/> BEP compliance AND <input type="checkbox"/> Compliant Monitoring Report AND <input type="checkbox"/> Learning Environment Training certificates for each age group served AND <input type="checkbox"/> Schedule for each age group served AND
Level 4	<ul style="list-style-type: none"> • The above criteria AND • Average ERS score of 4.0 or greater with no observed group/classroom score less than 3.0. 	<input type="checkbox"/> I acknowledge that BrightStars will conduct a site visit to administer one or more Environment Rating Scale tools <u>Centers:</u> ITERS-3, ECERS-3 <u>Public Schools:</u> ECERS-3
Level 5	<ul style="list-style-type: none"> • The above criteria AND • Average ERS score of 5.0 or greater with no observed group/classroom score less than 3.0. 	

BrightStars Child Care Center and Public School Application
STANDARD 2 – MINIMUM STAFF-CHILD RATIO
*OBSERVATION ONLY**

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Age of Children	Staff-Child Ratio
6 weeks – 18 months	1:4
18 months – 3 years	1:6
3 years	1:9
4 years	1:10
5 years	1:12
Integrated pre-K (<i>public schools only</i>)	2:15
Programs with mixed age groups must meet the staff-child ratio requirement for the youngest child in the group.	

MINIMUM STAFF-CHILD RATIO CRITERIA		
Level	Criteria	Measurement: Observation
<i>Level 1</i>	<ul style="list-style-type: none"> <i>Not applicable</i> 	<input type="checkbox"/> N/A
<i>Levels 2-5</i>	<ul style="list-style-type: none"> Observed compliance with DHS regulations for staff-child ratio <p>AND</p> <ul style="list-style-type: none"> Staff-child ratio is clearly posted <u>inside</u> or <u>near</u> each classroom and is specific to each classroom/group 	<input type="checkbox"/> <i>I acknowledge that BrightStars will conduct a site visit to assess:</i> <ul style="list-style-type: none"> <i>Minimum staff-child ratio observed</i> <i>Minimum staff-child ratio posted</i> <p>Staff-child ratio will be assessed in 25% of infant/toddler classrooms and 25% of preschool classrooms. This is observed and recorded periodically throughout the visit. The visiting BrightStars Assessor will request the birthdates of the youngest and oldest child in each observed group/classroom to determine the appropriate staff-child ratio(s).</p> <p><i>Please note that 100% of classrooms visited must meet both criteria in order to receive 5 Stars.</i></p>

**BrightStars Child Care Center and Public School Application
STANDARD 3 – MAXIMUM GROUP SIZE**

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Ages	Maximum Group Size
6 weeks – 18 months	8
18 months – 3 years	12
3 years	18
4 years	20
5 years	24
Integrated pre-k (<i>public schools only</i>)	15
Programs with mixed age groups must meet the group size requirement for the youngest child in the group.	

MAXIMUM GROUP SIZE CRITERIA		
Level	Criteria	Measurement: Classroom Summary Form & Observation
<i>Level 1</i>	<ul style="list-style-type: none"> <i>Not applicable</i> 	<input type="checkbox"/> N/A
<i>Levels 2-5</i>	<ul style="list-style-type: none"> Observed compliance with DHS regulations for maximum group size AND Maximum group size is clearly posted <u>inside</u> or <u>near</u> each classroom and is specific to each classroom/group 	<input type="checkbox"/> Completed “Classroom Summary” form (p. 3), with maximum number of children per group listed AND <input type="checkbox"/> <i>I acknowledge that BrightStars will conduct a site visit to assess:</i> <ul style="list-style-type: none"> <i>Maximum group size observed</i> <i>Maximum group size posted</i> <p>Group size will be assessed in 25% of infant/toddler classrooms and 25% of preschool classrooms. This is observed and recorded periodically throughout the visit. The visiting BrightStars Assessor will request the birthdates of the youngest and oldest child in each observed group/classroom to determine the appropriate maximum group size.</p> <p><i>Please note that 100% of classrooms visited must meet both criteria in order to receive 5 Stars.</i></p>

BrightStars Child Care Center and Public School Application

STANDARD 4 – TEACHER QUALIFICATIONS

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Definition of Teacher:

The teacher is the individual with primary responsibility for a group of children that occupies an individual classroom or well-defined space. The teacher must spend the majority of time with one group of children that attends at the same time rather than divide time between classrooms or float between groups. To meet the “majority of time” requirement, the teacher must be engaged with his/her assigned group for a minimum of 50% of the time the class is in operation.

Documentation:

Formal Education: At Levels 3 through 5, programs must submit documentation of lead teacher formal education. Formal education information must be submitted for each lead teacher listed on the Classroom Summary Form.

Individual Professional Development Plan (IPDP): At Levels 2 through 5, lead staff must have a written IPDP aligned with the Rhode Island Workforce Knowledge and Competencies.

Rhode Island Early Learning and Development Standards (RIELDS) training: All programs applying for a rating of 4 or higher must provide information related to their teachers’ RIELDS training (formerly called RIELS training):

TEACHER FORMAL EDUCATION and RIELDS CRITERIA		
Level	Criteria	Documentation Needed
Level 2	<ul style="list-style-type: none"> • All lead teachers have an Individual Professional Development Plan (IPDP) 	<input type="checkbox"/> IPDP for each lead teacher
Level 3	At least 75% of teachers have: <ul style="list-style-type: none"> • CDA <li style="text-align: center;">OR • 3 college credits in ECE/related field. <li style="text-align: center;">AND • All lead teachers have an Individual Professional Development Plan (IPDP) 	For each lead teacher listed on the Classroom Summary form: <ul style="list-style-type: none"> <input type="checkbox"/> Copy of CDA certificate of completion (if applicable) <input type="checkbox"/> Copy of college transcript (showing credits earned) <input type="checkbox"/> Course descriptions (by request) <input type="checkbox"/> IPDP for each teacher listed on the classroom summary form
Level 4	At least 75% of teachers have: <ul style="list-style-type: none"> • A minimum of 12 college credits in ECE/related field. Of these teachers, at least 25% have: <ul style="list-style-type: none"> • An AA degree/higher <li style="text-align: center;">OR • 60 college credits <li style="text-align: center;">AND • 50% of <i>preschool</i> teachers have a RI Early Learning and Development Standards (RIELDS) Certificate <i>relevant to the position</i>. <li style="text-align: center;">AND • All lead teachers have an Individual Professional Development Plan (IPDP) 	For each lead teacher listed on the Classroom Summary form: <ul style="list-style-type: none"> <input type="checkbox"/> Copy of college transcript (showing credits earned and if applicable, degree attained) <input type="checkbox"/> Copy of degree (if applicable) <input type="checkbox"/> Course descriptions (by request) <li style="text-align: center;">AND <input type="checkbox"/> RIELS/RIELDS Certificate relevant to the position <li style="text-align: center;">AND <input type="checkbox"/> IPDP for each teacher listed on the classroom summary form
Level 5	At least 75% of teachers have: <ul style="list-style-type: none"> • AA/equivalent <li style="text-align: center;">AND • 24 college credits in ECE/related field. <li style="text-align: center;">AND Of these, 50% of <i>preschool</i> teachers have: <ul style="list-style-type: none"> • BA/higher <li style="text-align: center;">AND • 24 college credits in ECE/related field <li style="text-align: center;">AND • 75% of <i>preschool</i> teachers have a RI Early Learning and Development Standards (RIELDS) Certificate <i>relevant to the position</i>. <li style="text-align: center;">AND • All lead teachers have an Individual Professional Development Plan (IPDP) 	(This section is shared with Level 4)

BrightStars Child Care Center and Public School Application

STANDARD 4 – TEACHER QUALIFICATIONS

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Documentation:

All programs must complete this form to report information about the program’s teachers (see definition of “teacher” on previous page). Complete one form for each teacher listed on the Classroom Summary form. Copy this form as needed.

1. General information:

Last Name	First Name	Previous Names
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Date of Birth (MM/DD/YYYY)

Last 4 Digits of Social Security Number

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2. Does this teacher have a valid Child Development Associate (CDA) credential?

<input type="checkbox"/> Yes	<input type="checkbox"/> attach copy of CDA*
<input type="checkbox"/> No	

3. Check the highest level of college education completed:

<input type="checkbox"/> Associate’s degree <input type="checkbox"/> Bachelor’s degree or higher	<input type="checkbox"/> attach copy of transcript* AND attach a copy of the diploma if date and type of degree is not listed on transcript* OR attach a copy of accepted R.I. Teaching Certificate*
<input type="checkbox"/> No degree	

4. Does this teacher have college credits in ECE/related field¹?

<input type="checkbox"/> Yes	<input type="checkbox"/> attach copy of transcript(s)* OR <input type="checkbox"/> attach a copy of accepted R.I. Teaching Certificate*
<input type="checkbox"/> No	

5. Does this teacher have a Level 2/Classroom Level or 3 RIELDS Certificate? (RIELS Certificates accepted)

<input type="checkbox"/> Yes	<input type="checkbox"/> attach a copy of any/all RIELDS certificates*
<input type="checkbox"/> No	

**Originals are not required, copies will be accepted*

BrightStars Child Care Center and Public School Application STANDARD 5 – PROGRAM LEADERSHIP

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

All programs applying for any level must complete the information page for the Administrator and Education Coordinator.

Program Administrator: The individual responsible for overall operations and compliance with licensing/regulation.

Education Coordinator: The individual responsible for development and implementation of the early learning and development program, including classroom curriculum, organization of children’s groups and staff performance.

Documentation:

Formal education: At Levels 3 through 5, programs must submit documentation of the Program Administrator’s formal education.

Rhode Island Early Learning and Development Standards (RIELDS) training: At Levels 3 through 5, programs must submit a RIELDS certificate relevant to the position for the Education Coordinator. At Levels 4 through 5, programs must submit a RIELDS certificate relevant to the position for the Administrator.

PROGRAM ADMINISTRATOR FORMAL EDUCATION/RIELDS TRAINING CRITERIA		
Level	Criteria	Documentation Needed
<i>Levels 1-2</i>	<ul style="list-style-type: none"> • <i>Not applicable</i> 	<input type="checkbox"/> N/A
<i>Level 3</i>	The <u>Administrator</u> has: <ul style="list-style-type: none"> • AA/higher The <u>Education Coordinator</u> has: <ul style="list-style-type: none"> • Rhode Island Early Learning and Development Standards (RIELDS) Training Certificate <i>relevant to the position</i> 	<p style="text-align: center;">The Administrator:</p> <input type="checkbox"/> Attach a copy of transcript* AND <input type="checkbox"/> Attach a copy of the diploma If date and type of degree is not listed on transcript* OR <input type="checkbox"/> Attach a copy of accepted R.I. Teaching Certificate* <p style="text-align: center;">The Education Coordinator:</p> <input type="checkbox"/> Attach copy of RIELDS certificate <i>relevant to the position</i> *
<i>Level 4</i>	The <u>Administrator</u> has: <ul style="list-style-type: none"> • BA/higher AND • 6 credits in ECE/related field AND • RIELDS Training Certificate <i>relevant to the position</i> The <u>Education Coordinator</u> has: <ul style="list-style-type: none"> • RIELDS Training Certificate <i>relevant to the position</i> 	<p style="text-align: center;">The Administrator:</p> <input type="checkbox"/> Attach a copy of transcript* AND <input type="checkbox"/> Attach a copy of the diploma if date and type of degree is not listed on transcript* OR <input type="checkbox"/> Attach a copy of accepted R.I. Teaching Certificate* <p style="text-align: center;">PLUS</p> <input type="checkbox"/> Attach a copy of the RIELDS certificate <i>relevant to the position</i> * <p style="text-align: center;">The Education Coordinator:</p> <input type="checkbox"/> Attach copy of RIELDS certificates <i>relevant to the position</i> *
<i>Level 5</i>	The <u>Administrator</u> has: <ul style="list-style-type: none"> • BA/higher AND • 12 credits in ECE/related field AND • RIELDS Training Certificate <i>relevant to the position</i> The <u>Education Coordinator</u> has: <ul style="list-style-type: none"> • RIELDS Training Certificate <i>relevant to the position</i> 	<p style="text-align: center;">PLUS</p> <input type="checkbox"/> Attach a copy of the RIELDS certificate <i>relevant to the position</i> * <p style="text-align: center;">The Education Coordinator:</p> <input type="checkbox"/> Attach copy of RIELDS certificates <i>relevant to the position</i> *

BrightStars Child Care Center and Public School Application STANDARD 5 – PROGRAM LEADERSHIP

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

1. General Information-Program Administrator:

Last Name	First Name
Date of Birth (MM/DD/YYYY)	Last 4 Digits of Social Security Number

2. Does the Program Administrator have an Associate’s or Bachelor’s degree or higher?

<input type="checkbox"/> Associate’s Degree <input type="checkbox"/> Bachelor’s Degree or higher	<input type="checkbox"/> attach copy of transcript* AND <input type="checkbox"/> attach a copy of the diploma if date and type of degree is not listed on the transcript* OR <input type="checkbox"/> attach a copy of accepted R.I. Teaching Certificate*
<input type="checkbox"/> No	

3. Does the Program Administrator have college credits in ECE/related field?

<input type="checkbox"/> Yes	<input type="checkbox"/> attach copy of transcript(s)* OR <input type="checkbox"/> attach a copy of accepted R.I. Teaching Certificate*
<input type="checkbox"/> No	

4. Does the Program Administrator have a Level 3/Program Level RIELDS Certificate? (RIELS Certificates accepted)

<input type="checkbox"/> Yes	<input type="checkbox"/> attach copy of RIELDS certificate relevant to the position
<input type="checkbox"/> No	

5. General information-Education Coordinator:

Last Name	First Name
Date of Birth (MM/DD/YYYY)	Last 4 Digits of Social Security Number

6. Does the Education Coordinator have a Level 3/Program Level RIELDS Certificate? (RIELS Certificates accepted)

<input type="checkbox"/> Yes	<input type="checkbox"/> attach copy of RIELDS certificate relevant to the position
<input type="checkbox"/> No	

*originals are not required, copies will be accepted

**BrightStars Child Care Center and Public School Application
STANDARD 6 – CONTINUOUS QUALITY IMPROVEMENT**

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Documentation:

At Levels 2 through 5, programs must demonstrate that they have completed a comprehensive self-assessment within the past year, and that the self-assessment meets the requirements detailed in the grid below.

Programs should submit a document which *summarizes* their self-assessment. The summary should include the **date** it was written, be **no longer than five pages**, and should include information on the **sources of evidence/tools/methods** used in the self-assessment including a description of the **assessment findings**.

Possible sources of evidence/tools/methods: Monitoring Report, Child assessment information, Family Survey, Staff Professional Development Plans, Board survey, Other

Quality Improvement Plan:

All programs must develop and implement an annual quality improvement plan (QIP) with goals aligned to the BrightStars domains. The program’s first QIP is due within 3 months of its entry into BrightStars (enrollment date). The QIP must be updated annually at the time of the program’s annual report.

COMPREHENSIVE SELF-ASSESSMENT CRITERIA		
Level	Criteria	Documentation Needed
Level 1	<ul style="list-style-type: none"> Not applicable 	<input type="checkbox"/> N/A
Level 2	<ul style="list-style-type: none"> Program self-assessment which includes 2 sources of evidence 	<input type="checkbox"/> A written Program Self-Assessment that meets the criteria determined through the BrightStars’ document review process <ul style="list-style-type: none"> 2 Sources
Level 3	<ul style="list-style-type: none"> Program self-assessment which includes 2 sources of evidence AND ERS findings (if available) 	<input type="checkbox"/> A written Program Self-Assessment that meets the criteria determined through the BrightStars’ document review process <ul style="list-style-type: none"> 2 Sources AND ERS finding (if applicable)
Level 4	<ul style="list-style-type: none"> Program self-assessment which includes 3 sources of evidence AND ERS findings (if available) 	<input type="checkbox"/> A written Program Self-Assessment that meets the criteria determined through the BrightStars’ document review process <ul style="list-style-type: none"> 3 Sources AND ERS finding (if applicable)
Level 5	<ul style="list-style-type: none"> Program self-assessment which includes 3 sources of evidence AND ERS findings (if available) AND Family survey results, a summary of feedback from families regarding program practices; including areas of strength and possible areas of improvement. 	<input type="checkbox"/> A written Program Self-Assessment that meets the criteria determined through the BrightStars’ document review process <ul style="list-style-type: none"> 3 Sources AND ERS finding (if applicable) AND Family Survey results

BrightStars Child Care Center and Public School Application STANDARD 7 – CURRICULUM

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Documentation:

The program uses a curriculum outline or curriculum framework, aligned to the Rhode Island Early Learning and Development Standards (RIELDS), for all age groups served, *including* infants and toddlers. Teaching staff/Educators have positive emotional connections with children and respond appropriately to individual early learning and development needs. Classroom/Program schedules and routines maximize time spent in early learning and development activities. The program provides many opportunities for children to learn and practice skills in all domains of the Rhode Island Early Learning and Development Standards.

**In place of the above, programs may demonstrate that they are in compliance with Head Start Performance Standards or provide evidence of NAEYC accreditation or RIDE CECE Approval (will receive an Auto 5 in Standard 7.)*

CURRICULUM CRITERIA		
Level	Criteria	Documentation Needed
<i>Levels 1-2</i>	<ul style="list-style-type: none"> • <i>Not applicable</i> 	<input type="checkbox"/> N/A
<i>Levels 3-4</i>	<ul style="list-style-type: none"> • Two weeks' worth of lesson plans demonstrating alignment with specific RI Early Learning and Development Standards (RIELDS) learning goals for each age group served (infant/toddler and preschool) AND • A curriculum outline (or framework), specific to the program, aligned to the RIELDS and contains the following headers: Content, Context, Process and Teaching and Facilitating 	<input type="checkbox"/> Two weeks' worth of lesson plans for each age group served that include the RIELDS AND <input type="checkbox"/> A curriculum outline (or framework) aligned to the RIELDS OR <input type="checkbox"/> RIDE Comprehensive Early Childhood Education Approval (auto 5) OR <input type="checkbox"/> Evidence of Head Start compliance (auto 5) OR <input type="checkbox"/> Evidence of NAEYC Accreditation (auto 5)
<i>Level 5</i>	<ul style="list-style-type: none"> • Two weeks' worth of lesson plans demonstrating alignment with specific RI Early Learning and Development Standards (RIELDS) learning goals for each age group served (infant/toddler and preschool) AND • A curriculum <i>framework</i> aligned with the RI Early Learning and Development Standards to be submitted to RIDE for approval 	<input type="checkbox"/> Two weeks' worth of lesson plans for each age group served that include the RIELDS AND <input type="checkbox"/> A curriculum <i>framework</i> aligned to the RIELDS to be submitted to RIDE for approval OR <input type="checkbox"/> RIDE Comprehensive Early Childhood Education Approval (auto 5) OR <input type="checkbox"/> Evidence of Head Start compliance (auto 5) OR <input type="checkbox"/> Evidence of NAEYC Accreditation (auto 5)

*Please note: The BrightStars criteria associated with CLASS and Teaching and Interaction Training has been indefinitely suspended as of Winter 2018.

BrightStars Child Care Center and Public School Application

STANDARD 8 – CHILD ASSESSMENT

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Documentation:

Developmental Screening Information: Beginning at Level 2 through Level 5, programs must demonstrate that they provide written information to families about developmental screenings. In addition, at Level 5, programs must also demonstrate that they collaborate with Child Outreach.

Child Assessment Outline: At Levels 4 and 5 programs must also demonstrate that their formative assessment is systematic, routine, and used to inform classroom practice. The Assessment Outline must reflect the practices of the program applying and include the 2013 RIELDS.

Observation:

At Levels 4-5, during an unannounced site visit, BrightStars will review evidence of child assessment, in a random selection of child files.

**programs may demonstrate that they are in compliance with Head Start Performance Standards or provide evidence of NAEYC accreditation (will receive an automatic 5 in Standard 8)*

DEVELOPMENTAL SCREENING INFORMATION AND CHILD ASSESSMENT CRITERIA		
Level	Criteria	Documentation Needed
<i>Level 1</i>	<ul style="list-style-type: none"> • <i>Not applicable</i> 	<input type="checkbox"/> N/A
<i>Levels 2-3</i>	<ul style="list-style-type: none"> • The program provides written information to families about the availability of developmental screenings through health care settings, Early Intervention (for programs serving infants/toddlers), and Child Outreach (for programs serving preschoolers). 	<input type="checkbox"/> Recent letter(s) to parents about EI/Child Outreach OR <input type="checkbox"/> Recent announcement(s) in newsletter about EI/Child Outreach OR <input type="checkbox"/> A directory of resources that includes EI/Child Outreach or health care settings OR <input type="checkbox"/> EI/Child Outreach or health care setting program brochures distributed to parents OR <input type="checkbox"/> Other documentation that BrightStars will review and determine whether it meets the criteria.
<i>Level 4</i>	<ul style="list-style-type: none"> • The program provides written information to families about the availability of developmental screenings through health care settings, Early Intervention (for programs serving infants/toddlers), and Child Outreach (for programs serving preschoolers). AND • A child assessment outline that demonstrates: <ul style="list-style-type: none"> • how assessment practices are connected to the RIELDS, • how assessment information is shared with families, • the tools/methods used to collect data • the frequency of data collection AND • Child assessment file check in 25% of randomly selected child files for each age group served (conducted during an on-site visit) 	<input type="checkbox"/> Any of the above EI/Outreach documentation AND <input type="checkbox"/> Child assessment outline AND <input type="checkbox"/> An on-site child assessment file check demonstrating that the program gathers information about each child using 2 or more methods of gathering assessment data OR <input type="checkbox"/> Evidence of Head Start compliance (auto 5) OR <input type="checkbox"/> Evidence of NAEYC Accreditation (auto 5) <input type="checkbox"/> <i>I acknowledge that BrightStars will review child assessment files as part of my program's site visit</i>

BrightStars Child Care Center and Public School Application

Level 5	<ul style="list-style-type: none"> • The program provides written information to families about the availability of developmental screenings through health care settings, Early Intervention (for programs serving infants/toddlers), and Child Outreach (for programs serving preschoolers). AND • Evidence that the program collaborates with Child Outreach AND • A child assessment outline that demonstrates: <ul style="list-style-type: none"> • how assessment practices are connected to the RIELDS, • how assessment information is shared with families, • the tools/methods used to collect data • the frequency of data collection • how the program accommodates diverse populations • how data informs curriculum planning • how the program utilizes development screening/EI info <p>AND</p> <ul style="list-style-type: none"> • Child assessment file check in 25% of randomly selected child files for each age group served (conducted during an on-site visit) 	<ul style="list-style-type: none"> <input type="checkbox"/> Any of the above EI/Outreach documentation AND <input type="checkbox"/> Documentation that the program collaborates with Child Outreach AND <input type="checkbox"/> Child assessment outline AND <input type="checkbox"/> An on-site child assessment file check demonstrating that the program gathers information about each child using 3 or more methods of gathering assessment data OR <input type="checkbox"/> Evidence of Head Start compliance (auto 5) OR <input type="checkbox"/> Evidence of NAEYC Accreditation (auto 5) <p><input type="checkbox"/> <i>I acknowledge that BrightStars will review child assessment files as part of my program's site visit</i></p>
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BrightStars Child Care Center and Public School Application

STANDARD 9 – INCLUSIVE CLASSROOM PRACTICES

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Documentation:

Beginning at Level 3 through Level 5, programs must provide a Written Program Philosophy that addresses inclusion and integration practices and children with disabilities and developmental delays.

In addition, at Level 5, programs must provide documentation that program staff are available to collaborate with Individualized Education Program (IEP)/Individualized Family Service Plan (IFSP) teams.

**programs may demonstrate that they are in compliance with Head Start Performance Standards (will receive an automatic 5 in Standard 9.)*

PHILOSOPHY/STAFF RELEASE CRITERIA		
Level	Criteria	Documentation Needed
Levels 1-2	<ul style="list-style-type: none"> • <i>Not applicable</i> 	<input type="checkbox"/> N/A
Levels 3-4	<ul style="list-style-type: none"> • A written program philosophy including the program’s inclusion practices demonstrating: <ul style="list-style-type: none"> ▪ How the program supports all children and families of all abilities ▪ Modifies the program ▪ Makes reasonable accommodations ▪ Collaborate with key partners to support children with developmental delays and disabilities in inclusive/integrative classroom settings 	<input type="checkbox"/> A written program philosophy that meets the criteria determined through the BrightStars’ document review process OR <input type="checkbox"/> Evidence of Head Start compliance (auto 5)
Level 5	<ul style="list-style-type: none"> • A written program philosophy including the program’s inclusion practices demonstrating: <ul style="list-style-type: none"> • How the program supports all children and families of all abilities • Modifies the program • Makes reasonable accommodations • Collaborate with key partners to support children with developmental delays and disabilities in inclusive/integrative classroom settings AND • Staff Release Time <ul style="list-style-type: none"> ▪ Program Handbook/Policy Manual ▪ Staff schedule documenting time available out of the classroom ▪ Information shared with parents regarding IEP/IFSPs ▪ Log of dates/times of meetings (template available to programs upon request) ▪ Documentation of training 	<input type="checkbox"/> A written program philosophy that meets the criteria determined (through BrightStars’ document review process) AND <input type="checkbox"/> Staff Release Time documentation OR <input type="checkbox"/> Evidence of Head Start compliance

**BrightStars Child Care Center and Public School Application
STANDARD 10 – FAMILY COMMUNICATION AND INVOLVEMENT**

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Documentation:

All submitted documentation should be dated within a recent 12-month period.

** programs may demonstrate that they are in compliance with Head Start Performance Standards or provide Evidence of NAEYC accreditation (will receive an automatic 5 in Standard 10).*

FAMILY COMMUNICATION CRITERIA		
Level	Criteria	Documentation Needed
Level 1	<ul style="list-style-type: none"> Not applicable 	<input type="checkbox"/> N/A
Level 2	<ul style="list-style-type: none"> Programs offers 2 of the following forms of family communication: <ul style="list-style-type: none"> Monthly newsletter (3 times/year) Family meeting, social event, or workshop (4 times/year) Ideas and suggestions to support learning at home (4 times/year) Annual family survey Support to families transitioning children in/out and within program Connect families with community services Online communication platform (i.e. Tadpoles, LifeCubby, Kaymbu, BrightWheel) 	<input type="checkbox"/> Submit 2 of the following methods: <ul style="list-style-type: none"> <input type="checkbox"/> 3 monthly newsletters dated within a year of the application date <input type="checkbox"/> 4 examples of family meetings, social events, or workshops in the past/current year (such as sign-in sheets, letters of invitation, flyers, agenda, or announcements in newsletter) <input type="checkbox"/> 4 examples of ideas and suggestions provided to families in the past/current year to support learning at home (such as flyers or instructions relating to the activity or description of activity in program newsletter) <input type="checkbox"/> Blank or completed surveys sent to families within the year; or, results from surveys may also serve as evidence of meeting this criterion <input type="checkbox"/> Evidence of transitioning support <input type="checkbox"/> Evidence of connection to community services <p>OR</p> <input type="checkbox"/> Evidence of Head Start compliance (auto 5) <p>OR</p> <input type="checkbox"/> Evidence of NAEYC Accreditation (auto 5)
Level 3	<ul style="list-style-type: none"> Programs offers 2 of the above bulleted forms of family communication <p>AND</p> <ul style="list-style-type: none"> Family-Teacher Conference dates (2) <ul style="list-style-type: none"> Documentation showing that parents/families were invited to schedule or attend 2 conferences in the past/current year (such as letters, flyers, announcements in newsletters, policy in parent handbook) 	<input type="checkbox"/> 2 of the above methods of family communication
Level 4	<ul style="list-style-type: none"> Programs offers 2 of the above bulleted forms of family communication <p>AND</p> <ul style="list-style-type: none"> Family-Teacher Conference dates (2) <p>AND</p> <ul style="list-style-type: none"> Evidence of an annual Family Survey <ul style="list-style-type: none"> Blank or completed surveys sent to families within the year; or, results from surveys may also serve as evidence of meeting this criterion 	<input type="checkbox"/> 2 of the above methods of family communication
Level 5	<ul style="list-style-type: none"> Programs offers 3 of the above bulleted forms of family communication <p>AND</p> <ul style="list-style-type: none"> Family-Teacher Conference dates (2) <p>AND</p> <ul style="list-style-type: none"> Evidence of an annual Family Survey <p>AND</p> <ul style="list-style-type: none"> Advisory Board dates (4) <ul style="list-style-type: none"> Documentation of an advisory board that meets at least 4 times in a recent/current 12-month period (such as schedule of meetings, agendas, sign-in sheets) 	<input type="checkbox"/> 3 of the above methods of family communication

**BrightStars Child Care Center and Public School Application
CHECKLIST AND SIGNATURE**

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Please make sure your application includes all of the below *required* items:

- Program Overview**
- Classroom Summary**
- Standard 1: Learning Environment:** Include form/attachments
Daily activities and interactions show that the program is providing a safe, healthy, and stimulating environment.
- Standard 2: Minimum Staff/Child Ratio:** Include form
The program has enough staff members at all times to supervise the children and to support early learning and development. This standard reiterates what is expected of programs through compliance with state regulation.
- Standard 3 Maximum Group Size:** Include form
Maximum group size is determined by the number of children cared for by a caregiver or group of caregivers in a classroom or designated area.
- Standard 4: Teacher Qualifications:** Include form/attachments (one for each lead teacher listed on the Classroom Summary form)
Each group of children shall have a teacher who works under the supervision and guidance of the Education Coordinator to care for the children and implement the classroom curriculum. The teacher has the formal education and professional preparation to work with children in their assigned age group.
- Standard 5: Program Leadership:** Include form/attachments
The Program Administrator is responsible for overall operations and compliance with licensing regulations. The Education Coordinator is responsible for the development and implementation of the early learning and development program, including classroom curriculum, organization of children's groups, and staff performance.
- Standard 6: Continuous Quality Improvement:** Include form/attachments
The program conducts a comprehensive self-assessment, at least once a year, to assess compliance with regulations and standards and to determine its effectiveness in meeting the needs of the children and families it serves. The program then uses this information to create program goals to continually improve quality and documents progress towards achieving these goals.
- Standard 7: Curriculum:** Include form/attachments
The program uses a curriculum or curriculum framework, aligned to the RI Early Learning and Development Standards (RIELDS), for all age groups served, including infants and toddlers. Teaching staff have emotional connections with children and respond appropriately to individual early learning and development needs.
- Standard 8: Child Assessment:** Include form/attachments
The program connects families to developmental screenings for their children, and systematically and routinely gathers information about each child in order to meet the individual needs of children and provide differentiated learning experiences.
- Standard 9: Inclusive Classroom Practices:** Include form/attachments
The program supports the inclusion of children with disabilities and developmental delays.
- Standard 10: Family Communication and Involvement:** Include form/attachments
The program communicates regularly with families by engaging in two-way communication with families, offering ongoing opportunities for family involvement, and working to build partnerships with families.
- Checklist and Signature form (below)**

BrightStars Child Care Center and Public School Application CHECKLIST AND SIGNATURE

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Rights and Responsibilities

By signing this BrightStars application, I verify/agree to the following (please check all):

- I have read *Information and Policies for the BrightStars Quality Rating and Improvement System*. I understand and will adhere to all policies contained within.
- All of the information contained in this application is accurate and true.
- I will post my BrightStars rating certificate in my program in a place highly visible to families/the public.
- I understand BrightStars Confidentiality Policy: A program's star rating, the level achieved for each BrightStars standard, and other basic program information (address, phone number, ages served, etc.) will be made available on the BrightStars or Exceed websites. Information submitted as part of your BrightStars application will be shared within the state data system with state agency partners, including the RI Department of Human Services (DHS), the RI Department of Education (RIDE), the RI Department of Children, Youth and Families (DCYF), the RI Department of Health (DOH), and The Center for Early Learning Professionals (CELP) at an aggregate level for the purposes of data reporting. Identifiable and specific information about your program may be shared with state agency representatives for the purposes of record keeping, data analysis and program assessment in a situation where a program applies for RIDE Comprehensive Early Childhood Education (CECE) Approval. Identifying information may be shared with others only with your specific, signed permission.

BrightStars participation is required for programs participating in the Department of Human Services (DHS) Child Care Assistance Program (CCAP) and ending your participation in BrightStars will be communicated to DHS. The Department of Human Services has access to all data gathered and stored by BrightStars.

- I understand that if I have applied for a 2 Star or higher, BrightStars will conduct an onsite observation of the program. If BrightStars uses the Environment Rating Scales as a part of my onsite observation, this may be conducted on a tablet-based system. BrightStars trained observers may take photos of your program to verify assessment results but will not have permission to take identifying photos of children.
- I will notify BrightStars in writing within 10 days of a change to my program's license status.

Signature

Date

Printed Name and Title