

Star Rating Application Form for Family Child Care Programs

Application Overview

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

The following forms are included in this application packet:

- Program Overview
- Standard 1 – Learning Environment
- Standard 2 – Minimum Staff-Child Ratio
- Standard 3 – Educator Qualifications
- Standard 4 – Continuous Quality Improvement
- Standard 5 – Curriculum
- Standard 6 – Child Assessment
- Standard 7 – Inclusive Classroom Practices
- Standard 8 – Family Communication and Involvement
- Checklist and Signature

General Instructions

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.

More information on quality standards and criteria can be found in the BrightStars *Family Child Care Quality Framework*, 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
info@riaeyc.org



BrightStars Family Child Care 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. Provider Name: (full legal name, as it appears on license)

Previous Names:

Program Name:

Program Type:

Family Child Care

3. Licensing information (for licensed programs only)

Current License Status:

Provisional

Approve-Regular

Probationary

Provider ID:

License expiration date:

Does your license certificate include the words "Approve-Regular"? YES NO

Does your most recent monitoring report note any areas of non-compliance? YES NO

4. Physical Location:

Street:		Unit/Suite:
City:	State:	Zip Code:
Phone #:	Fax #:	Email:

Has the information above changed in the last 3 years? YES NO

5. Operating Information:

	Open	Close
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Do you offer weekend care? YES NO

Do you offer evening care? YES NO

Open in Summer? YES NO

Is your programming different in the summer? YES NO

If closed in the summer, when is your *last day* of regular programming?

when do you *reopen* for regular programming?

6. Primary Contact for this Application:

First and Last Name:		Role:
Best Phone # to reach you:	Email Address:	

Preferred Method of Communication: Phone Email

Preferred Contact Language: English Spanish Other _____

7. Languages spoken by the program: English Spanish Other:

8. Does this program accept DHS CCAP (childcare subsidies)?: YES NO

9. 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)	Yes	No			
Toddlers (18-36 months)	Yes	No			
Preschool (36 months to K entry)	Yes	No			
School-Age (Out of School Time Care)	Yes	No			

10. My program's current Star Rating is:

11. I am applying for the following overall BrightStars rating of:

12. What Rating are you applying for per Standard?:

Standards		Current Rating*	Rating Requested
1	Learning Environment		
2	Child-Staff Ratio		
3	Teacher Qualifications		
4	Continuous Quality Improvement		
5	Curriculum		
6	Child Assessment		
7	Inclusive Classroom Practices		
8	Family Communication & Involvement		

*If your program is not rated please mark the Current Rating column as N/A

STANDARD 1 – LEARNING ENVIRONMENT

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Documentation:

Programs must submit a regular license issued by DHS. Probationary and provisional licenses will receive an overall rating of 1 Star.

Observation:

At Levels 3 through 5, the *Family Child Care Environment Rating Scale (FCCERS-R)* will be administered in the program. For more information, please see *Information and Policies for the BrightStars Quality Rating and Improvement System*.

LEARNING ENVIRONMENT		
Level	Criteria	Measurement
<i>Level 1</i>	<ul style="list-style-type: none"> • Regular DHS license (probationary/provisional licenses will receive a rating of 1 Star overall) 	<input type="checkbox"/> Copy of DHS license
<i>Level 2</i>	<ul style="list-style-type: none"> • Regular DHS license (probationary/provisional licenses will receive a rating of 1 Star overall) AND • Compliant DHS Monitoring report AND • Learning Environment Training(s) 	<input type="checkbox"/> Copy of DHS license AND <input type="checkbox"/> Copy of your most recent DHS Family Child Care Home Monitoring Report AND <input type="checkbox"/> Learning Environment Training certificate
<i>Level 3</i>	<ul style="list-style-type: none"> • Level 2 criteria AND • Copy of daily schedule AND • A FCCERS score of 3.0 or greater 	<input type="checkbox"/> Copy of DHS license AND <input type="checkbox"/> Copy of your most recent DHS Family Child Care Home Monitoring Report AND
<i>Level 4</i>	<ul style="list-style-type: none"> • Level 2 criteria AND • A FCCERS score of 4.0 or greater 	<input type="checkbox"/> Learning Environment Training certificate AND
<i>Level 5</i>	<ul style="list-style-type: none"> • Level 2 criteria AND • A FCCERS score of 5.0 or greater 	<input type="checkbox"/> Copy of daily schedule AND <input type="checkbox"/> <i>I acknowledge that BrightStars will conduct a site visit to administer the FCCERS-R tool</i>

BrightStars Family Child Care Application
STANDARD 2 – MINIMUM STAFF-CHILD RATIO
OBSERVATION ONLY*

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Staff-Child Ratio	Clarification
1:6	<i>A provider with no assistant who cares for children less than 18 months old can have no more than four children less than six years old; of these four, no more than two can be less than 18 months old.</i>
2:8	<i>Of these children, no more than four can be less than 18 months old.</i>
2:12* <i>*applies to group family childcare homes only</i>	<i>The 2:12 ratio applies to children over 18 months old. For children less than 18 months, the ratio is one staff to four children.</i>

MINIMUM STAFF-CHILD RATIO		
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 align="center">AND</p> <ul style="list-style-type: none"> Staff-child ratio is clearly posted. Ratio may be indicated on the program’s license; if it is observed that the program’s DHS License is posted conspicuously, this criterion is met. 	<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>

BrightStars Family Child Care Application
STANDARD 3 – EDUCATOR QUALIFICATIONS

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

BrightStars assesses/collects information on the qualifications of the *licensed family childcare provider only*. *Qualifications of assistants are not assessed.*

Documentation:

Formal education: All programs must provide information related to the education of the program’s licensed providers (one person per program). At Levels 3 through 5, providers must also submit documentation of formal education.*

**BrightStars recognizes degrees and credits appearing on transcripts issued by any college/university whose accreditation has been verified by the U.S. Department of Education. For more information about college/university accreditation, visit the Department of Education’s website, <http://ope.ed.gov/accreditation/>. BrightStars also recognizes foreign transcripts/degrees. Foreign transcripts will be translated/evaluated by BrightStars using a qualified credential evaluation service.*

Rhode Island Early Learning and Development Standards (RIELDS) training: All programs must provide information related to the provider’s RIELDS training [formerly called RI Early Learning Standards (RIELS) training].

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

TEACHER FORMAL EDUCATION AND RIELDS		
Level	Criteria	Documentation Needed
<i>Level 1</i>	<ul style="list-style-type: none"> Not applicable 	N/A
<i>Level 2</i>	<ul style="list-style-type: none"> Provider has an Individual Professional Development Plan (IPDP) 	<input type="checkbox"/> IPDP
<i>Level 3</i>	The provider has: <ul style="list-style-type: none"> CDA OR 3 college credits in ECE/related field AND An Individual Professional Development Plan (IPDP) 	<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
<i>Level 4</i>	The provider has: <ul style="list-style-type: none"> A minimum of 12 college credits in ECE/related field AND A RI Early Learning and Development Standards (RIELDS) Certificate <i>relevant to the position</i> (if serving preschoolers) AND An Individual Professional Development Plan (IPDP) 	<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)
<i>Level 5</i>	The provider has: <ul style="list-style-type: none"> An Associate’s Degree or higher (<i>60 college credits is accepted</i>) AND 24 college credits in ECE/related field AND A RI Early Learning and Development Standards (RIELDS) Certificate <i>relevant to the position</i> (if serving preschoolers) AND An Individual Professional Development Plan (IPDP) 	<input type="checkbox"/> RIELS/RIELDS Certificate relevant to the position AND <input type="checkbox"/> IPDP

**BrightStars Family Child Care Application
STANDARD 3 – EDUCATOR QUALIFICATIONS**

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Documentation:

All programs must complete this form to report information about the provider’s qualifications.

1. General information:

Last Name	First Name
<input type="text"/>	<input type="text"/>
Date of Birth (MM/DD/YYYY)	Last 4 Digits of Social Security Number
<input type="text"/>	<input type="text"/>

2. Does the provider 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"/> attach copy of transcript* indicating <i>date and type</i> of degree conferred
<input type="checkbox"/> Bachelor’s degree or higher	<input type="checkbox"/> if <i>date and type</i> is not listed, then also attach copy of diploma*
<input type="checkbox"/> No degree	

4. Does the provider have college credits in ECE/related field¹?

<input type="checkbox"/> Yes	<input type="checkbox"/> attach copy of transcript(s)*
<input type="checkbox"/> No	

5. Does the provider have a RIELDS Certificate? (RIELS Certificates accepted)

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

*Copies are accepted; originals not required
¹ See *Information and Policies for the BrightStars Quality Rating and Improvement System*.

BrightStars Family Child Care Application
STANDARD 4 – CONTINUOUS QUALITY IMPROVEMENT

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Documentation:

Beginning at Level 2 and continuing through Level 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 *summary* of the 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 and a description of the assessment **findings**. Information from previous FCCERS-R assessments should be included (if available) in addition to the required sources of evidence. BrightStars provides information about self-assessment with the application packet.

Possible sources of evidence/tools/methods: Monitoring Report, Child assessment information, Family Survey, Staff Professional Development Plans, 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		
Level	Criteria	Documentation Needed
<i>Level 1</i>	<ul style="list-style-type: none"> • <i>Not applicable</i> 	<input type="checkbox"/> N/A
<i>Level 2</i>	<ul style="list-style-type: none"> • Program self-assessment which includes 2 sources of evidence. Examples include: <ul style="list-style-type: none"> ○ DHS Monitoring Report ○ Child Assessment information ○ Family Survey ○ Staff IPDP ○ Others (validity to be determined through BrightStars’ document review process) 	<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
<i>Level 3</i>	<ul style="list-style-type: none"> • Program self-assessment which includes 2 sources of evidence AND • FCCERS-R 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 • FCCERS-R findings (if available)
<i>Level 4</i>	<ul style="list-style-type: none"> • Program self-assessment which includes 3 sources of evidence AND • FCCERS-R 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 • FCCERS-R findings (if available)
<i>Level 5</i>	<ul style="list-style-type: none"> • Program self-assessment which includes 3 sources of evidence AND • FCCERS-R 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 • Family survey results AND • FCCERS-R findings (if available)

BrightStars Family Child Care Application

STANDARD 5 – CURRICULUM

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Documentation:

Programs must submit a recent two-week curriculum or lesson plan for each age group (infants, toddlers and/or preschool) that is aligned with the RIELDS. Programs are not required to submit lesson plans for school-age children. The curriculum or lesson plans must be from a recent (within 30 days of application) two-week period. The submitted curriculum/lesson plans must *clearly indicate* specific learning goals from each of the 9 domains of the RIELDS.

At Level 5, programs must also demonstrate that their curriculum framework is aligned with the RIELDS. RIDE staff will review the program’s curriculum framework to determine whether the program meets this criterion.

CURRICULUM		
Level	Criteria	Documentation Needed
<i>Levels 2</i>	<ul style="list-style-type: none"> • <i>Compliant DHS Monitoring report</i> 	<input type="checkbox"/> Copy of Compliant Monitoring report
<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) 	<input type="checkbox"/> Two weeks’ worth of lesson plans for each age group served that include the RIELDS
<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 RIELDS 	<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 with the RIELDS

BrightStars Family Child Care Application

STANDARD 6 – CHILD ASSESSMENT

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Documentation:

Developmental Screening Information: At Levels 2 through 5, programs must demonstrate that they provide written information to families about developmental screenings. At Level 5, programs must also demonstrate that: (1) they collaborate with Child Outreach to provide on-site development screenings or provide families with specific dates and locations of screenings, and (2) demonstrate that their formative assessment is systematic, routine, and used to inform classroom practice.

Observation:

At Levels 4-5, during an unannounced site visit, BrightStars will review evidence of child assessment, in a random selection of child files. A minimum of 75% of the files reviewed must contain evidence of child assessment.

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). 	<p><i>Please select any applicable options below, and attach copies for reference:</i></p> <input type="checkbox"/> Recent letter(s) to parents about EI/Child Outreach <input type="checkbox"/> Recent announcement(s) in newsletter about EI/Child Outreach <input type="checkbox"/> A directory of resources that includes EI/Child Outreach or health care settings <input type="checkbox"/> EI/Child Outreach or health care setting program brochures distributed to parents <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 developmental screening information to families <i>(as described above)</i> AND • Child assessment file check in 75% 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"/> 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 <input type="checkbox"/> <i>I acknowledge that BrightStars will review child assessment files as part of my program's site visit</i>
<i>Level 5</i>	<ul style="list-style-type: none"> • The program provides developmental screening information to families <i>(as described above)</i> AND • Evidence that the program collaborates with Child Outreach AND • Demonstrated use of systematic assessment tools to inform curriculum planning: <ul style="list-style-type: none"> ▪ <i>Organization:</i> educators can access information on a regular basis; information is maintained on-site; information is organized by child; data is recent (within the last three months); programs can explain assessment cycle and how information is used to plan 	<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"/> Demonstrated use of systematic assessment tools to inform curriculum planning 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

BrightStars Family Child Care Application

	<ul style="list-style-type: none">▪ <i>Lesson plans/curriculum</i>: programs can provide lesson plans; programs can describe how assessment information has been used to inform lesson plans/curriculum; programs can explain how educators vary what they do in the classroom based on assessments▪ <i>Connection to RIELDS</i>: assessment information is tied to RIELDS <p>AND</p> <ul style="list-style-type: none">• Child assessment file check in 75% of randomly selected child files for each age group served (conducted during an on-site visit)	<p><input type="checkbox"/> <i>I acknowledge that BrightStars will review child assessment files as part of my program's site visit</i></p>
--	---	---

BrightStars Family Child Care Application
STANDARD 7 – INCLUSIVE CLASSROOM PRACTICES

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Documentation:

Beginning at Level 3 and continuing through Level 5, programs must provide a written philosophy statement 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.

PHILOSOPHY/STAFF RELEASE 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>Level 2</i>	<ul style="list-style-type: none"> • Compliant DHS Monitoring report 	<input type="checkbox"/> Copy of your most recent DHS Family Child Care Home Monitoring Report
<i>Levels 3-4</i>	<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 	<input type="checkbox"/> A written program philosophy that meets the criteria determined through the BrightStars’ document review process
<i>Level 5</i>	<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 <p>AND</p> • 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

BrightStars Family Child Care Application
STANDARD 8 – 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.

FAMILY COMMUNICATION AND INVOLVEMENT 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>Level 2</i>	<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 ▪ 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
<i>Level 3</i>	<ul style="list-style-type: none"> • Programs offers 2 of the above bulleted forms of family communication AND • 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 AND <input type="checkbox"/> Family Conference dates (2 dates)
<i>Level 4</i>	<ul style="list-style-type: none"> • Programs offers 2 of the above bulleted forms of family communication AND • Family-Teacher Conference dates (2) AND • 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 AND <input type="checkbox"/> Family Conference dates (2 dates) AND <input type="checkbox"/> Evidence of an Annual Family Survey
<i>Level 5</i>	<ul style="list-style-type: none"> • Programs offers 3 of the above bulleted forms of family communication AND • Family-Teacher Conference dates (2) AND • Evidence of an annual Family Survey 	<input type="checkbox"/> 3 of the above methods of family communication AND <input type="checkbox"/> Family Conference dates (2 dates) AND <input type="checkbox"/> Evidence of an Annual Family Survey

**BrightStars Family Child Care Application
CHECKLIST AND SIGNATURE**

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

Please make sure your application includes all of these required items:

- | | |
|--|---|
| <input type="checkbox"/> Program Overview | <input type="checkbox"/> Standard 5 form/attachments |
| <input type="checkbox"/> Standard 1 form/attachments | <input type="checkbox"/> Standard 6 form/attachments |
| <input type="checkbox"/> Standard 2 form | <input type="checkbox"/> Standard 7 form/attachments |
| <input type="checkbox"/> Standard 3 form/attachments | <input type="checkbox"/> Standard 8 form/attachments |
| <input type="checkbox"/> Standard 4 form/attachments | <input type="checkbox"/> Checklist and Signature form |

Rights and Responsibilities

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

- I have read *Information and Policies for the BrightStars Quality Rating and Improvement System*. I understand this information and have asked all questions I have at this time.
- 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 Center for Early Learning Professionals (CELP), the RI Department of Children, Youth and Families (DCYF) and the RI Department of Health (DOH) and 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 are prohibited from taking videos or photos of staff, children or programs without permission to do so.
- My program's overall star rating, level achieved for each standard, and program contact information will be posted on the BrightStars website and may be provided to the media.
- I have the right to appeal my program's star rating. Appeals must be made in writing and received within thirty (30) days of the issuance of the rating.
- I will notify BrightStars in writing within 10 days of a change to my program's license status.

Signature

Date

Printed Name and Title