



## Quality Indicator Point Detail

January 1, 2021 – December 31, 2022

### Track 4 –Short-Term Operational Programs (includes Family and Group Child Care and Licensed Day Camps)<sup>1</sup>

#### Quality Rating and Improvement System

	★★★	★★★★★	★★★★★★
	Program progresses on healthy nutrition and/or physical activity policy and practice goals	None	None
	Ongoing yearly budget, budget review, record-keeping and accurate tax record	None	None
	Some Family Engagement Practices	None	Accredited by approved accreditation body
	Developmentally appropriate interactions, materials, and environment, incorporating WMELS and/or School-Age Curricular Framework	Accredited by approved accreditation body	Accredited by approved accreditation body
	<b>FAMILY CHILD CARE</b> Provider with Registry Level 7 or higher  <b>GROUP, DAY CAMP</b> Group leaders with Registry Level 7 & Up for 25% of all groups AND Level 6 & up for 25% additional groups	None	<b>FAMILY CHILD CARE</b> Provider with Registry Level 12 or higher  <b>GROUP, DAY CAMP</b> Group leaders with Registry Level 9 & Up for 50% of all groups AND Level 7 & up for remaining groups
★★	Director with Registry Level 10 or higher. If level 10, <u>must also have</u> 6 business specific credits	None	Director with Registry Level 13 or higher. If level 13, must also have Administrator's Credential
In Regulatory Compliance	In Regulatory Compliance	In Regulatory Compliance	In Regulatory Compliance

*Programs not in regulatory or subsidy compliance receive 1 Star and are not eligible for YoungStar services. Programs are required to complete a Self-Assessment and Quality Improvement Plan for micro-grant and/or onsite rating eligibility.*

High-quality school-age care is critical to children’s healthy growth and development and is foundational for future success in school and life. YoungStar assists Wisconsin School-Age Care Providers in improving their program’s quality in areas that lead to improved outcomes for children. YoungStar is based on research and

<sup>1</sup> Track 4 is used to rate programs that are operational 14 consecutive weeks or fewer per year. Licensed Day Camps that have children enrolled for more than 14 weeks are rated using Track 3 (School-Age).

other states' experiences and it uses rating criteria that are: research-based, objective, and verifiable on a regular basis.

**Accreditation: Alternative Path to Four or Five Star**

YoungStar offers an alternate path to a 4 Star or 5 Star rating for some accredited Providers. It currently recognizes the National Association for Family Child Care (NAFCC) accreditation, the City of Madison accreditation, and the American Camp Association (ACA) accreditation. The standards used by these accreditation bodies are nationally recognized as linked to quality and each accreditation requires onsite observations and verification of characteristics that are similar to those in YoungStar.

However, the lead staff educational requirements for each of these accreditation bodies are not equivalent to what is required by YoungStar. For this reason, a program that has achieved accreditation by any of the three accrediting bodies is eligible for a 4 Star rating. With verified credit-based education in addition to these accreditations, programs may be eligible for a 5 Star rating.

The following chart shows the overall elements in YoungStar.

Elements in YoungStar
Lead Teachers/Lead Counselors/Lead Group Leaders) or Provider (FCC) Qualifications
Director/Coordinator/Director/Administrator Qualifications
Learning Environment and Curriculum
Business and Professional Practices
Health and Wellbeing

**Requirement for Participation**

**Signed YoungStar Contract or Renewal**

Each program must sign a YoungStar Contract or Renewal Contract and must be willing to enroll children from families who receive Wisconsin Shares subsidies. Each Contract is valid for a two-year period and can be renewed.

**Requirement for Onsite Rating Eligibility**

**Self-Assessment and Quality Improvement Plan**

Criteria	Rationale	Verification
Self-Assessment of program is performed. -- Required for 3, 4 and 5 Star	Demonstration of practice to assess key elements of program for the purpose of making progress toward achieving goals, objectives, and expected outcomes for higher quality care	Review by Consultant/Rater
Provider has completed a Quality Improvement Plan that is informed by the self-assessment. -Required for 3, 4 and 5 Star	Research-based instrument has been utilized to ensure that quality improvement plan covers key areas tied to quality.	Review by Consultant/Rater

*Programs are required to complete a Self-Assessment and Quality Improvement Plan for micro-grant eligibility.*

## A) Lead Staff Education

Staff education is considered one of the most [consistent predictors of quality in child care and camp programs](#). To count for YoungStar, the educational qualifications of all Lead Staff must be entered into an Organizational/Program Profile within The Registry. [The Registry](#) is Wisconsin's recognition system for the early education profession. The Registry verifies educational qualifications using credit-based instruction transcripts. All training is quantified by core knowledge areas as defined by the National Association for the Education of Young Children (NAEYC) or CDA content areas as defined by the Council for Professional Recognition. The Registry awards a certificate verifying that entry level and continuing education requirements defined by the Department of Children and Families have been met.

### Definitions

**Provider:** In family child care, one individual often serves in both the administrative/business role and the lead teaching role. For this reason, YoungStar combines the teacher and administrator qualifications.

**Lead Staff (Day Camp Counselor/Group Leader/Teacher):** A Lead Staff member is responsible for supervising and guiding a group of children in the program under the direction of a Camp Director/Coordinator/Director/Administrator. Lead Staff assist in daily planning and implementing of activities, communication with families, and relations with the community. An individual listed as a Lead must be the person who is with a group of children for the greatest number of hours between the hours of 6 AM and 6 PM. If two or more people work an equal number of hours between the hours of 6 AM and 6 PM, either person can be listed as the Lead Group Leader on the Registry Program Profile. To calculate the number of hours a staff person works, only hours between 6 AM and 6 PM will count.

Every group that is open at least 25% of the time (up to 40 hours) that the program accepts children must be listed on the Program Profile. For the purposes of YoungStar, the maximum ratios of staff to children and the size of a “group” will be based upon licensing rules governing these areas. See Appendix for this information.

**Director/Coordinator/Director/Administrator:** [Research](#) has demonstrated the critical role that the Director/Coordinator plays in the quality of a program. They are responsible for the recruitment, hiring, and guidance of counselors and – when necessary – for firing or dismissal of staff. Research shows that programs with well-qualified Directors/Coordinators/Directors/Administrators demonstrate higher quality. This category recognizes a variety of ways to earn points by meeting higher levels of Director/Coordinator qualifications.

1. In this document, Director/Coordinator/Director/Administrator has been shortened to “Director” in some instances. If the word “Director” is written, it refers to the person serving in any of the Director/Coordinator/Director/Administrator positions.
2. For YoungStar,<sup>2</sup> the person who is designated in The Registry Program Profile as the Director shall be on-site for at least 50% of the total number of hours per week the program is open and shall have the following responsibilities:
  1. Supervision of the planning and implementation of the programming for children
  2. Supervision of the staff at the site
  3. Staff meetings and orientation
  4. Continuing education for the staff
3. For the purposes of YoungStar, the definition of a full-time employee is a Counselor/Group Leader/Teacher or Director who works an average of 40 hours per week at least 6 months of the year. So, if the program is open for 10 weeks (one sixth) of the year and the program wants to earn credit for

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<sup>2</sup> Licensing requirements regarding the role of the Director are different from YoungStar and can be found here: <https://dcf.wisconsin.gov/cclicensing/rules>. Licensing is meant to be a base level for health and safety and YoungStar is meant to be a step higher toward quality. So, while a program may be following licensing requirements for the role of a director, the requirements outlined in this document will be used for YoungStar.

the Quality Indicator C.4.3 which requires 18 paid days off per year for full-time staff, the program would have to demonstrate that they give full-time staff 3 days off per year.

4. The person serving as the Director may step in to help out with Lead Staff (Counselor/Group Leader/Teacher) responsibilities if a staff member is ill, during staff break/meal times, when special programming or activities require more adults to be in the room or for emergencies.

YoungStar recognizes a variety of ways that programs can meet the star level requirements for the Coordinator/Director/ Administrator qualifications, including centralized administration and dual-role options.

**Variations—The following variations will be allowed:<sup>3</sup>**

- **Centralized administration (for programs with multiple sites):** if the program is administrated outside the site, the program may ask for a variation from the typical YoungStar staffing requirements. Responsibilities 1 and 2 (listed above) must be performed by a person who is on-site at the site for at least 25% of the total number of hours they work for the program. Responsibilities 3 and 4 may be performed by a person or persons who are located off-site.

In these cases, the program has two options:

- Option 1: List a person from the administrative office who is responsible for 3 and/or 4 as the Site Supervisor.
  - Option 2: List the person who is on-site performing responsibilities 1 and 2 as the Site Supervisor. **If the program wants to choose this option and the person listed as the Director is also a Lead Staff (Counselor/Group Leader/Teacher), the rules for Dual-Role (below) must be followed.**
- **Dual-role:** sites licensed for 50 or fewer children may, in the following limited circumstances, have a Director who is also listed as a Lead Staff member for a group in the Program Profile:
    - To be eligible to earn 3 Stars: The person in the dual-role has 25% of the time the program is open<sup>4</sup> devoted to the responsibilities of the Director **AND** child to staff ratios must follow licensing requirements for licensed group centers. The dual-role Director must also meet the educational qualifications for a 3 Star rating. For example, if the program is open 40 hours per week, the person in the dual-role would have to be in the Director role for 10 hours per week.
  - **Verification of the exceptions to rule 3:** To verify this indicator, the program will be asked to provide schedules, pay stubs, timesheets, job descriptions, employee handbooks and/or employment policy and procedure documentation.

### **Full-time vs. Part-time**

YoungStar recognizes that some short-term operational programs have different operating schedules based on the time of year. For all of the measures within this document, the quantities shall be pro-rated based upon the average number of hours per day or per week a program is open using a definition of full-time as an 8 hour day and a 40 hour week

**Staffing of Programs:** A person can only be associated in The Registry’s Program Profile with one program at a time. This means a person who has responsibilities for more than one program must choose on Program Profile with which to be affiliated.

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<sup>3</sup> In either of these cases, the following rule still applies: A person can only be associated in The Registry’s organizational profile with one program at a time. This means a person who has responsibilities for more than one program must choose one Program Profile with which to be affiliated.

<sup>4</sup> “The time the program is open” means the number of hours the program accepts children for care. If a program had additional hours where staff are present but no children are in care, these hours do not count toward the time the program is open.

**Verification of Staff:** Before approving a rating, the Technical Consultant will visit each classroom or group at least once and must see the person who is listed as the Lead Staff in the Program Profile teaching in that classroom or group. If a Technical Consultant does not see each Lead Staff in the classroom/group in which they are listed in the Registry Program Profile, a Technical Rating will not be completed until the information can be verified. Further proof may be required in the form of time sheets or pay stubs. (Maintaining Your Registry Profile Policy, Updated 9/21/2016.)

**A) Lead Staff Qualifications**

**Family Child Care**

**Education of Provider**

<b>Quality Indicators – Provider Qualifications</b>
Registry Level 7 – <i>Required for 3 Star</i>
Registry Level 12 – <i>Required for 5 Star with Accreditation</i>

**Group, Day Camp**

**Lead Counselor/Lead Group Leader/Teacher Qualifications**

<b>Quality Indicators – Staff Qualifications</b>
Lead Staff with Registry Level 7 or higher for 25% of groups and Lead Staff with Registry Level 6 or higher for an additional 25% of all groups - <i>Required for 3 Star</i>
Lead Staff with Registry Level 9 or higher for 50% of groups, all others with Lead Staff with Registry Level 7 or higher – <i>Required for 5 Star with Accreditation</i>

**Site Supervisor/Coordinator/Center Director/Administrator Qualifications**

<b>Quality Indicators – Site Supervisor/Coordinator Qualifications<sup>5</sup></b>
Director/Coordinator with Registry Level 10 plus 6 of those credits must be in supervision/personnel management or financial management course work - <i>Required for 3 Star<sup>6</sup></i>
Director/Coordinator with Registry Level 13 - <i>Required for 5 Star with Accreditation</i>

Verification for qualifications is through The Registry. <http://www.the-registry.org/>

**Note:** The information above does not reflect requirements for licensing. The individual serving in a position must minimally meet licensing requirements for that position.

**B) Learning Environment and Curriculum**

**Developmentally Appropriate Environment – Required for 3 Star**

Criteria	Rationale	Verification
Developmentally appropriate environments are created by intentionally considering the physical and social environment, including materials, room arrangement, interactions, schedules and routines incorporating Wisconsin Model Early Learning Standards	<a href="#">Research ties appropriate implementation of developmentally appropriate practice (DAP) to higher quality child care.</a> Counselors can demonstrate they understand developmentally appropriate practices in order to make sound decisions	Review by Consultant/Rater

<sup>5</sup> If a Site Supervisor/Coordinator/Director/Administrator has a Registry Level higher than what is required for a 3 Star rating the individual does not need to have six credits in supervision/personnel management or financial management.

<sup>6</sup> Registry Level 11 or higher without six credits in supervision/personnel management or financial management meets this requirement as well.

and/or School-Age Curricular Framework	with child outcomes in mind.	
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### C) Business and Professional Practices

#### Budgeting/Record Keeping/Payment Agreement – Required for 3 Star

Criteria	Rationale	Verification
<p>Program demonstrates all of the following:</p> <ul style="list-style-type: none"> <li>▪ ongoing annual line-item budget;</li> <li>▪ budget review;</li> <li>▪ record-keeping practices</li> <li>▪ written payment agreements with parents</li> </ul> <p>*Programs are now required by to have a written payment agreement with each parent that receives subsidy for care. Programs are required to retain a copy of each current written payment agreement at the location where care is provided. Programs are also required to retain a copy of an expired written payment agreement for at least three (3) years after the child’s last day of attendance. The agreement must be kept at a location where it can be made available to the Department within 24 hours of a request.</p>	<p><a href="#">Research links effective professional and business practices</a> to high quality learning environments that support nurturing interaction between staff and children.</p> <p>Programs are required by <a href="#">Administrative Rule DCF 201.038 (5)</a> to have a written payment agreement with each parent that receives subsidy for child care by the Provider.</p>	<p>Reviewed by Consultant/Rater</p>

#### Family Engagement – Required for 3 Star

<p>Program has a vested interest in connecting with families of the children that attend the program. Program demonstrates practices aligned with at least one item from each of the four indicators.</p> <p>The four main indicators of quality family engagement are:</p> <ul style="list-style-type: none"> <li>C.5.1 Communication</li> <li>C.5.2 Family Needs and Feedback Inform Program</li> <li>C.5.3 Collaborative Activities with Families</li> <li>C.5.4 Community Resources and Family Support Strategies</li> </ul>	<p><a href="#">Strong parental involvement</a> is linked to higher quality.</p>	<p>Reviewed by Consultant/Rater</p>
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### D) Health and Wellbeing

#### Healthy Nutrition and Physical Activity – Required for 3 Star

Criteria	Rationale	Verification
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<p>Program supports healthy nutrition and/or physical activity policies and practices through:</p> <ul style="list-style-type: none"> <li>• Use of a self-assessment tool for quality improvement in the area of nutrition and/or physical activity.</li> <li>• Development of a Quality Improvement Plan based upon the results of the self-assessment tool.</li> <li>• If the program allows meals, snacks or beverages to be brought from home, the program has a policy which states that program will supplement the meals, snacks and beverages if they do not meet the guidelines established by the Child and Adult Care Food Program (CACFP).</li> </ul> <p>Programs having met this requirement in the past must also demonstrate progress on at least one nutrition and/or physical activity goals from the previous quality improvement plan.</p>	<p>Sound nutritional and physical activity practices lead to establishment of healthy eating patterns and prevention of obesity in the future.</p>	<p>Reviewed by Consultant/Rater</p>
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**Appendix**

**Professional Development Opportunities for Credit Based Instruction:**

For those interested in taking credit-based college coursework in school-age education, the most up-to-date information on options available – including both traditional and non-traditional routes (including online, weekend and evening courses, and accelerated programs) – is by contacting the institution of higher education directly. Another option is to contact a Professional Development counselor at Wisconsin Early Childhood Association: phone 1-800-783-9322, ext. 7240 or email [teach@wisconsinearlychildhood.org](mailto:teach@wisconsinearlychildhood.org) .

To assist you, the WECA website, <https://wisconsinearlychildhood.org/programs/t-e-a-c-h/> has a link at this site (Wisconsin Colleges and Universities) will take you to a map of all Wisconsin institutions of higher education; simply click on a college or university to access their website and contact information.

Professional Development Counseling Support opportunities are available through the Wisconsin Early Childhood Association. Information is available at: <http://wisconsinearlychildhood.org>

**Credit for Prior Learning and Experience:**

Institutions of Higher Education may offer credit for prior learning and award degree credit(s) to individuals who can demonstrate relevant skills and knowledge that they have previously acquired through non-traditional schooling, work or other life experiences. Credit for Prior Learning (CPL) can help child care teachers and child care providers ease into the higher education system. In Wisconsin, each college has its own process of evaluation established. The process requires the teacher/provider to document relevant experiences. Examples include: Training completion certificates, portfolio development that reflects work experiences and transcripts if available.

## Licensed Day Camp Profile Structure

Licensed day camps are required to follow staff to child ratios indicated in DCF 252.42 Licensing Rules for Day Camps for Children at <https://dcf.wisconsin.gov/cclicensing/rules>. For mixed age groups, licensed day camps must comply with standards for staff to child ratios as explained in DCF 252.42(3). A ratio chart is included below:

<b>TABLE DCF 252.42 COUNSELOR-TO-CHILD RATIO FOR CHILDREN IN A DAY CAMP</b>	
<b>Age of Children</b>	<b>Minimum Number of Counselors to Children</b>
3 Years to 4 Years	1:4
4 Years to 5 Years	1:6
5 Years and 6 Years	1:12
7 Years and Over	1:18

Although there is no maximum group size for Day Camps in regulation, the Registry Program Profile should be maintained to meet YoungStar standards that align with the policy of other rating tracks. For Day Camps that operate in large groups, the Registry profile should include multiple groups of children, each with an associated YoungStar Lead Counselor, with no one group of children exceeding the maximum group sizes listed below. Day Camps must continue to maintain the ratio standards listed above even though every Counselor may not appear on the Registry Program Profile.

**Note:** For Day Camps with clearly defined groups of children that do not exceed the maximum group size listed below, each clearly defined group should be listed with an associated Lead Counselor.

There should never be more than 36 children listed as a single group in a Day Camp Program Profile, with smaller maximum groups sizes for children under age 7. For the purposes of YoungStar, Day Camps will complete their Program Profile using the same maximum group size as Group Child Care DCF 251 as follows:

- 3 – 4 years old, the maximum number of children in a group is 20
- 4 – 5 years old, the maximum number of children in a group is 24
- 5 – 6 years old, the maximum number of children in a group is 34
- 6 years and over, the maximum number of children in a group is 36

For example, a Day Camp with enrollment of 60 children ages 7 and up would have one group with 36 children and one YoungStar Lead Counselor and a second group with 24 children and another YoungStar Lead Counselor. Four Counselors are required to meet ratio standards which means at least 2 groups must be listed in the Registry program profile. There should never be more than 36 children listed as a single group in the profile.

**NOTE:** All other short-term operational programs that are licensed/regulated as groups, family, school-age or public school will follow the requirements of staff-to-child ratios for the type of regulation the program follows.

### **YoungStar Resource Citations**

American Camp Association, ACA Research and Trends. <http://www.acacamps.org/research>.

Harms, Thelma, Debby Cryer, and Richard M. Clifford. Family Child Care Environment Rating Scale, Third Edition. New York: Teachers College Press, 2019.

Harms, Thelma, Ellen Vineberg Jacobs, and Donna Romano White. School-Age Care Environment Rating Scale - Updated, New York: Teachers College Press, 2014.

Talan, Teri N. and Paula Jorde Bloom. Business Administration Scale for Family Child Care. New York: Teachers College Press, 2009.

Talan, Teri N. and Paula Jorde Bloom. Program Administration Scale: Measuring Early Childhood Leadership and Management. New York: Teachers College Press, 2004.





## Career Levels

Use this document to identify your career status, and understand what you need to take your career to the next level.

To see if the training, courses, credentials, credits or degrees you have qualify, call 608-222-1123 or email [support@the-registry.org](mailto:support@the-registry.org).

1	Registry Membership									
2	Verified high school diploma or GED									
3	80 hours (any tier)	Registry Tiered Training								
4	120 hours (any tier)									
5	160 hours (40 hours must be tier 2 or higher)									
6	Non-Credit Credentials	CDA	OR	MATCE Montessori Credential	OR	Family Services Credential	Related Credits	3 Related Credits		

7	Mentor and Mentor-Protégé			6 Related Credits		
8	Family Services Credential (6-9 Credits)	OR	Early Childhood Ed. Technical Diploma (9-12 credits)	12 Related Credits		
9	Registry Credentials 4 courses (12 total credits) per credential	- After-school & Youth Dev. - Family Child Care - Inclusion	- Infant Toddler Leadership - Program Development	18 Related Credits		
10	Registry Credentials 6 courses (18 total credits) per credential - Administrator - Preschool	OR	Apprenticeship Program (18 credits)	24 Related Credits		

11	WTCS One-Year Diploma (24 or more credits.)	OR	Any 2 Registry Credentials	30 Related Credits	OR	Associate's Degree + Registry Credential				
12	Associate's Degree			Bachelor's Degree	OR	Associate's Degree + 2 Registry Credentials	OR	Associate's Degree + 30 Related Credits		
13	Associate's Degree + Registry Credential			Bachelor's Degree + Registry Credential	OR	Bachelor's Degree + 30 Related Credits				
14	Bachelor's Degree	OR	Bachelor's Degree + Professional Educator DPI License	Master's Degree	OR	Bachelor's Degree + 2 Registry Credentials	OR	Bachelor's Degree + 36 Related Credits		
15	Bachelor's Degree + Registry Credential	OR	Bachelor's Degree + Registry Credential + Professional Educator DPI License	Doctorate	OR	Bachelor's Degree + 3 Registry Credentials	OR	Bachelor's Degree + 48 Related Credits	OR	Master's Degree + Registry Credential
16	Master's Degree	OR	Master's Degree + Professional Educator DPI License	Master's Degree + 36 Related Credits	OR	Master's Degree + 2 Registry Credentials	OR	Doctorate + Registry Credential		
17	Doctorate	OR	Doctorate + Professional Educator DPI License	Doctorate + 36 Related Credits	OR	Doctorate + 2 Registry Credentials				

Find more information at: <http://www.the-registry.org/Membership/CareerLevels.aspx>