



## Star Rating Application Forms for School-Age Childcare (K-5) 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
- Program, Lead Staff, & Group Information Form
- Standard 1 – Child’s Daily Experience
- Standard 2 – Curriculum, Child Assessment & Process of Learning
- Standard 3 – Minimum Staff-Child Ratio
- Standard 4 – Maximum Group Size
- Standard 5 – Family Communication
- Standard 6 – Lead Staff Qualifications
- Standard 7 – Program Director Qualifications
- Standard 8 – Program Management
- Program Observation Information
- Checklist and Signature

### General Instructions

Please complete all forms in full before submitting your application to BrightStars. Detailed instructions to guide you in the application process 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. Regarding BrightStars Standards 3 and 4, no documentation is submitted at this time. However, please mark where appropriate that you acknowledge these standards will be assessed during the program’s site visit. More information on how these standards will be assessed can be found in the BrightStars *School-Age Child Care (K-5) Quality Framework*.

### Application Submission

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

**Rhode Island Association for the Education of Young Children / BrightStars**  
535 Centerville Road, Ste. 301  
Warwick, RI 02886  
info@riaeyc.org



## BrightStars School-Age Childcare Programs 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:

3. Licensing information (for licensed programs only)

Current License Status:  Provisional Approve-Regular Probationary	Provider ID:	License expiration date:
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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 #:	Website:

5. Mailing Address: Same as Above

Street:		Unit/Suite:
City:	State:	Zip Code:

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

6. 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?

7. Primary Contact Information:

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

Preferred Method of Communication: Phone Email  
Preferred Contact Language: English Spanish Other \_\_\_\_\_

8. Business Type: For profit Not for profit

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

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

Is this program COA accredited? YES NO

11. 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>
School-Age (Out of School Time Care)	<input type="checkbox"/> Yes <input type="checkbox"/> No			

15. My program's current Star Rating is:

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

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

Standards		Current Rating *	Rating Requested
1	Child's Daily Experience		
2	Curriculum, Child Assessment		
3	Minimum Staff-Child Ratio		
4	Group Size		
5	Family Communication & Involvement		
6	Lead Staff Qualification		
7	Program Director Qualifications		
8	Program Management		

\*For programs that are not currently rated please mark that column N/A

**BrightStars School-Age Childcare Program Application  
PROGRAM, LEAD STAFF, & GROUP INFORMATION**

**THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION**

**Instructions:** Use this form to report information about classrooms/groups of children in your program and the lead staff in charge of managing each group. For each group, enter the highest number of children allowed in the group at any one time, and the name of the lead group teacher. There should be one lead staff for every 26 children. If your program has more than 10 groups, make a copy of this form and continue listing additional groups.

<b>What is the largest number of children permitted to attend the program on a single day?</b>		<b>Does your program serve kindergarteners?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Which of the following statements best describes your program?</b>	<input type="checkbox"/> <b>Program operates as one large group</b> <i>A large group of children occupies a shared space. Children in a large group intermingle for a majority of the time.</i>	<input type="checkbox"/> <b>Program operates in more than one self-contained group</b> <i>A self-contained group occupies a defined space and generally does not intermingle with other groups.</i>

	Group Name (if applicable)	Group Days/Hours	Primary Age of Group	Max. Number Allowed in Group	Lead Staff	
					Last Name	First Name
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

## BrightStars School-Age Childcare Program Application

### STANDARD 1 – CHILD’S DAILY EXPERIENCE

**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. Programs with probationary and provisional licenses will receive an overall rating of 1 Star.

**Observation:**

At Levels 3 through 5, the School-Age Environment Rating Scale (SACERS) will be administered in a random selection of 25% of groups/classrooms. If your program is currently accredited by COA, a SACERS observation will be performed to give your program feedback on its environment and practices, but the score of the SACERS will not affect your program’s BrightStars rating\*.

<b>CHILD’S DAILY EXPERIENCE</b>		
Level	Criteria	Measurement
Level 1	<ul style="list-style-type: none"> <li>• Regular DHS license <i>(probationary/provisional licenses will receive a rating of 1 Star overall)</i></li> </ul>	Copy of DHS license
Level 2	<ul style="list-style-type: none"> <li>• Regular DHS license <b>AND</b></li> <li>• Compliant DHS Monitoring Report <i>(dated within 18 months of application)</i> <b>AND</b></li> <li>• Completed RIPQA forms A &amp; B <i>(dated within 1 year of application)</i> <b>OR</b></li> <li>• A self-assessment summary using the SACERS-U</li> </ul>	<input type="checkbox"/> Copy of DHS license <b>AND</b> <input type="checkbox"/> Compliant Monitoring Report <b>AND</b> <input type="checkbox"/> RIPQA forms A & B <b>OR</b> Self-assessment summary
Level 3	<ul style="list-style-type: none"> <li>• Level 2 criteria <b>AND</b></li> <li>• Average SACERS score of 3.0 or greater with no observed group/classroom score less than 2.5. <b>AND, if your program is accredited:</b></li> <li>• Copy of your current COA After School Recognition Certificate</li> </ul>	<input type="checkbox"/> Copy of DHS license <b>AND</b> <input type="checkbox"/> Compliant Monitoring Report <b>AND</b> <input type="checkbox"/> RIPQA forms A & B <b>OR</b> <input type="checkbox"/> Self-assessment summary <b>AND</b> <input type="checkbox"/> <i>I acknowledge that BrightStars will conduct a site visit to administer the SACERS-U tool</i> <b>AND, if your program is accredited:</b> <input type="checkbox"/> Copy of current COA certificate
Level 4	<ul style="list-style-type: none"> <li>• Level 2 criteria <b>AND</b></li> <li>• Average SACERS score of 4.0 or greater with no observed group/classroom score less than 3.0. <b>AND, if your program is accredited:</b></li> <li>• Copy of your current COA After School Recognition Certificate</li> </ul>	
Level 5	<ul style="list-style-type: none"> <li>• Level 2 criteria <b>AND</b></li> <li>• Average SACERS score of 5.0 or greater with no observed group/classroom score less than 3.0. <b>AND, if your program is accredited:</b></li> <li>• Copy of your current COA After School Recognition Certificate</li> </ul>	

*\*For COA-accredited programs, the score(s) of the SACERS assessment(s) is not calculated into the program’s star rating. If a program loses or chooses not to renew their COA accreditation, BrightStars will then calculate the SACERS score(s) into the program’s star rating.*

**BrightStars School-Age Childcare Program Application**  
**STANDARD 2 – CURRICULUM, CHILD ASSESSMENT, & PROCESS OF LEARNING**

**THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION**

**Documentation:**

At Levels 2 and 3, curriculum is assessed through evidence of self-assessment (see Standard 8). At Levels 4 and 5, programs must demonstrate that their school-age curriculum meets the individual needs of children and provides differentiated learning experiences. Also, BrightStars measures child assessment through a review of assessment information in child files. See Program Observation Information for more details on this criterion.

**Observation:**

If a program applies for 4 or 5 stars, BrightStars will review evidence of child assessment in a random selection of child files/folders as part of the program’s site visit. A minimum of 75% of files reviewed must contain systematic documentation of child assessment. To protect confidentiality, no identifying information will be collected or recorded.

<b>CURRICULUM, CHILD ASSESSMENT, &amp; PROCESS OF LEARNING</b>		
<b>Level</b>	<b>Criteria</b>	<b>Measurement</b>
<i>Level 1</i>	<ul style="list-style-type: none"> <li>Regular DHS license (<i>probationary/provisional licenses will receive a rating of 1 Star overall</i>)</li> </ul>	<input type="checkbox"/> Copy of DHS license
<i>Levels 2-3</i>	<ul style="list-style-type: none"> <li>Level 1 criteria <b>AND</b></li> <li>Compliant DHS Monitoring Report (<i>dated within 18 months of application</i>) <b>AND</b></li> <li>Completed RIPQA forms A &amp; B (<i>dated within 1 year of application</i>) <b>OR</b></li> <li>A self-assessment summary using the SACERS-U</li> </ul>	<input type="checkbox"/> Copy of DHS license <b>AND</b> <input type="checkbox"/> Compliant Monitoring Report <b>AND</b> <input type="checkbox"/> RIPQA forms A & B <b>OR</b> <input type="checkbox"/> Self-assessment summary
<i>Level 4</i>	<ul style="list-style-type: none"> <li>Level 2-3 criteria <b>AND</b></li> <li>Curriculum provides weekly opportunities for each of the following:               <ul style="list-style-type: none"> <li>Physical activity</li> <li>Creative expression</li> <li>Academic support</li> </ul> </li> <li><b>AND</b></li> <li>Program gathers information about each child through at least <b>one</b> method of systematic assessment:               <ul style="list-style-type: none"> <li>Observations</li> <li>Checklists</li> <li>Interest inventories</li> <li>Family/child surveys or interviews</li> <li>School performance information</li> <li>Other (validity to be determined by BrightStars)</li> </ul> </li> </ul>	<input type="checkbox"/> Copy of DHS license <b>AND</b> <input type="checkbox"/> Compliant Monitoring Report <b>AND</b> <input type="checkbox"/> RIPQA forms A & B <b>OR</b> <input type="checkbox"/> Self-assessment summary <b>AND</b> <input type="checkbox"/> Two weeks of lesson plans ( <i>within 30 days of application</i> ) <b>AND</b> <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"> <li>Level 4 criteria <b>AND</b></li> <li>Program gathers information about each child through at least <b>two</b> of the methods of systematic assessment listed at Level 4.</li> </ul>	

**BrightStars School-Age Childcare Program Application**  
**STANDARD 3 – MINIMUM STAFF-CHILD RATIO**  
**STANDARD 4 – MAXIMUM GROUP SIZE**  
*OBSERVATION ONLY\**

**THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION**

<b>MINIMUM STAFF-CHILD RATIO</b>		
<b>Level</b>	<b>Criteria</b>	<b>Measurement: Observation</b>
<i>Level 1</i>	<ul style="list-style-type: none"> <li>Regular DHS license <i>(probationary/provisional licenses will receive a rating of 1 Star overall)</i></li> </ul>	<input type="checkbox"/> Copy of DHS license
<i>Levels 2-5</i>	<ul style="list-style-type: none"> <li>Level 1 criteria <b>AND</b></li> <li>Compliant DHS Monitoring Report <i>(dated within 18 months of application)</i> <b>AND</b></li> <li>Observed compliance with DHS regulations for staff-child ratio <b>AND</b></li> <li>Staff-child ratio is clearly communicated to families via postings within the program, or information in a program handbook</li> </ul>	<input type="checkbox"/> Copy of DHS license <b>AND</b> <input type="checkbox"/> Compliant Monitoring Report <b>AND</b> <input type="checkbox"/> <i>I acknowledge that BrightStars will conduct a site visit to assess:</i> <ul style="list-style-type: none"> <li><i>Minimum staff-child ratio observed</i></li> <li><i>Minimum staff-child ratio clearly communicated to parents/families</i></li> </ul> <p>Staff-child ratio will be assessed in 25% of classrooms/groups. This is observed and recorded periodically throughout the visit.</p> <p><i>Please note that 100% of classrooms/groups visited must meet both criteria in order to receive 5 Stars.</i></p>
<b>MAXIMUM GROUP SIZE</b>		
<b>Level</b>	<b>Criteria</b>	<b>Measurement: Group Information form &amp; Observation</b>
<i>Level 1</i>	<ul style="list-style-type: none"> <li>Regular DHS license <i>(probationary/provisional licenses will receive a rating of 1 Star overall)</i></li> </ul>	<input type="checkbox"/> Copy of DHS license
<i>Levels 2-5</i>	<ul style="list-style-type: none"> <li>Level 1 criteria <b>AND</b></li> <li>Compliant DHS Monitoring Report <i>(dated within 18 months of application)</i> <b>AND</b></li> <li>Observed compliance with DHS regulations for maximum group size <b>AND</b></li> <li>Maximum group size is clearly communicated to families via postings within the program, or information in a program handbook</li> </ul>	<input type="checkbox"/> Copy of DHS license <b>AND</b> <input type="checkbox"/> Compliant Monitoring Report <b>AND</b> <input type="checkbox"/> Completed Program, Lead Staff, & Group Information form (p. 3), with maximum number of children per group listed <b>AND</b> <input type="checkbox"/> <i>I acknowledge that BrightStars will conduct a site visit to assess:</i> <ul style="list-style-type: none"> <li><i>Maximum group size observed</i></li> <li><i>Maximum group size clearly communicated to parents/families</i></li> </ul> <p>Group size will be assessed in 25% of randomly chosen classrooms/groups. This is observed and recorded periodically throughout the visit.</p> <p><i>Please note that 100% of classrooms/groups visited must meet both criteria in order to receive 5 Stars.</i></p>

*\*Standards 3 and 4 are always assessed together.*



**BrightStars School-Age Childcare Program Application  
STANDARD 5 – FAMILY COMMUNICATION AND INVOLVEMENT**

**THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION**

**Documentation:**

*All submitted documentation should be dated within a year of the date the application was received.*

**Observation:**

*None required. This standard is assessed through documentation only.*

<b>FAMILY COMMUNICATION AND INVOLVEMENT</b>		
<b>Level</b>	<b>Criteria</b>	<b>Documentation Needed</b>
<i>Level 1</i>	<ul style="list-style-type: none"> <li>Regular DHS license <i>(probationary/provisional licenses will receive a rating of 1 Star overall)</i></li> </ul>	<input type="checkbox"/> Copy of DHS license
<i>Level 2 &amp; 3</i>	<ul style="list-style-type: none"> <li>Regular DHS license <b>AND</b></li> <li>Compliant DHS Monitoring Report <b>AND</b></li> <li>Programs offers <b>1</b> of the following forms of family communication:               <ul style="list-style-type: none"> <li>-3 monthly newsletters dated w/in a year of the application date</li> <li>-4 examples of family meetings, social events, or workshops in the current year (sign-in sheets, invitations, flyers, agenda)</li> <li>-4 examples of ideas and suggestions to support learning at home</li> <li>-Blank or completed annual family survey</li> <li>-Evidence of an advisory board that meets 4 times a year</li> <li>-Evidence of an online communication platform (i.e. Tadpoles, LifeCubby, Kaymbu, BrightWheel)</li> <li>-Evidence of Parent-staff conferences</li> </ul> </li> </ul>	<input type="checkbox"/> Copy of DHS license <b>AND</b> <input type="checkbox"/> Compliant Monitoring Report <b>AND</b> The required amount of <b>1</b> of the listed family communication methods
<i>Level 4</i>	<ul style="list-style-type: none"> <li>Regular DHS license <b>AND</b></li> <li>Compliant DHS Monitoring Report <b>AND</b></li> <li>Programs offers <b>2 of the above</b> forms of family communication</li> </ul>	Copy of DHS license <b>AND</b> Compliant Monitoring Report <b>AND</b> The required amount of <b>2</b> of the listed family communication methods
<i>Level 5</i>	<ul style="list-style-type: none"> <li>Regular DHS license <b>AND</b></li> <li>Compliant DHS Monitoring Report <b>AND</b></li> <li>Programs offers <b>3 of the above</b> forms of family communication</li> </ul>	Copy of DHS license <b>AND</b> Compliant Monitoring Report <b>AND</b> The required amount of <b>3</b> of the listed family communication methods

## BrightStars School-Age Childcare Program Application STANDARD 6 – LEAD STAFF QUALIFICATIONS

**THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION**

**Instructions:** Please complete this form for **each person** listed as lead staff on the Program, Lead Staff, & Group Information form. Please attach copies of the applicable documentation (listed below) for each individual to their completed Standard 6 cover sheet (this page).

**Definition of Lead Staff:**

Lead staff have primary responsibility for a group of children in the program. Programs must have a sufficient number of lead staff for the number of children permitted to attend the program at one time.

**Documentation:**

**Formal Education:** At Levels 3 through 5, programs must submit documentation of lead group staff formal education. Formal education information must be submitted for each individual listed on the Program, Lead Staff, and Group Information Form.

**Individual Professional Development Plan (IPDP):** At Levels 2 through 5, lead staff must have a written IPDP that must be submitted during the application process (new guidance as of 6/2020).

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

<b>LEAD STAFF QUALIFICATIONS</b>		
Level	Criteria	Documentation Needed
<i>Level 1</i>	<ul style="list-style-type: none"> <li>Regular DHS license (<i>probationary/provisional licenses will receive a rating of 1 Star overall</i>)</li> </ul>	<input type="checkbox"/> Copy of DHS license
<i>Level 2</i>	<ul style="list-style-type: none"> <li>Regular DHS license <b>AND</b></li> <li>Compliant DHS Monitoring Report <b>AND</b></li> <li>All lead staff have an Individual Professional Development Plan (IPDP) submitted at the time of application</li> </ul>	<input type="checkbox"/> Copy of DHS license <b>AND</b> <input type="checkbox"/> Compliant Monitoring Report <b>AND</b> <input type="checkbox"/> IPDP for each lead staff
<i>Level 3</i>	<ul style="list-style-type: none"> <li>All Level 2 criteria <b>AND</b></li> <li>All lead staff have <b>12</b> college credits in any field</li> </ul>	<p style="text-align: center;">All of the above criteria <b>PLUS</b></p> <p style="text-align: center;">**For <b>EACH</b> lead staff listed on the Information Form submit the following:</p> <input type="checkbox"/> Copy of degree (if applicable) <input type="checkbox"/> Copy of college transcript (showing credits earned) <b>AND</b> <input type="checkbox"/> IPDP
<i>Level 4</i>	<ul style="list-style-type: none"> <li>All Level 2 criteria <b>AND</b></li> <li>All lead staff have <b>24</b> college credits in any field</li> </ul>	
<i>Level 5</i>	<ul style="list-style-type: none"> <li>All Level 2 criteria <b>AND</b></li> <li>All lead staff have an Associate’s Degree or higher <b>OR</b> 60+ college credits in any field</li> </ul>	

**BrightStars School-Age Childcare Program Application  
STANDARD 7 – PROGRAM DIRECTOR QUALIFICATIONS**

**THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION**

**Definition of Program Director:**

*The individual responsible for overall operations for the program and compliance with licensing/regulation.*

**Documentation:**

**Formal education:** At Level 5, programs must submit documentation of the **Program Director's** formal education.

**Observation:**

*None required. This standard is assessed through documentation only.*

Last Name	First Name

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

<b>PROGRAM DIRECTOR QUALIFICATIONS</b>		
<b>Level</b>	<b>Criteria</b>	<b>Documentation Needed</b>
<i>Level 1</i>	<ul style="list-style-type: none"> <li>Regular DHS license (<i>probationary/provisional licenses will receive a rating of 1 Star overall</i>)</li> </ul>	<input type="checkbox"/> Copy of DHS license
<i>Level 2</i>	<ul style="list-style-type: none"> <li>Regular DHS license</li> <li><b>AND</b></li> <li>Compliant DHS Monitoring Report</li> </ul>	<input type="checkbox"/> Copy of DHS license <b>AND</b> <input type="checkbox"/> Compliant Monitoring Report
<i>Level 5</i>	<ul style="list-style-type: none"> <li>Level 2 criteria</li> <li><b>AND</b></li> <li>Program Director has a Bachelor's Degree or higher <b>AND</b> 18 college credits in Child/ Youth Development or a related field</li> <li><b>OR</b></li> <li>An accepted R.I. Teaching Certificate</li> </ul>	<input type="checkbox"/> Attach a copy of college transcripts <input type="checkbox"/> Attach copy of diploma if it is not stated on the transcripts with the type of degree and date conferred <b>OR</b> <input type="checkbox"/> Attach a copy of accepted R.I. Teaching Certificate

**BrightStars School-Age Childcare Program Application  
STANDARD 8 – PROGRAM MANAGEMENT**

**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 written self-assessment using the *RIPQA-Younger Youth Version* or the *SACERS-U Tool*. The self-assessment must be dated within the past year.

The *RIPQA-Younger Youth Version* is composed of two separate tools: the *School-Age Program Quality Assessment (SAPQA)*, developed by the Weikart Center for Youth Program Quality, and an administrative component (Form B) developed locally in Rhode Island. If using the *RIPQA* for self-assessment, both forms A and Form B must be completed and submitted with your application.

<b>PROGRAM MANAGEMENT</b>		
<b>Level</b>	<b>Criteria</b>	<b>Documentation Needed</b>
<i>Level 1</i>	<ul style="list-style-type: none"> <li>Regular DHS license (<i>probationary/provisional licenses will receive a rating of 1 Star overall</i>)</li> </ul>	<input type="checkbox"/> Copy of DHS license
<i>Level 5</i>	<ul style="list-style-type: none"> <li>Regular DHS license</li> <li><b>AND</b></li> <li>Compliant DHS Monitoring Report</li> <li><b>AND</b></li> <li>A completed RIPQA form A and B</li> <li><b>OR</b></li> <li>A comprehensive program self-assessment using the SACERS-U tool</li> </ul>	<input type="checkbox"/> Copy of DHS license <b>AND</b> <input type="checkbox"/> Compliant Monitoring Report <b>AND</b> <input type="checkbox"/> RIPQA forms A & B <b>OR</b> <input type="checkbox"/> A written program self-assessment using the SACERS-U

**BrightStars School-Age Childcare Program 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"/> Program, Lead Staff, & Group Information form | <input type="checkbox"/> Standard 6 form(s) & attachments*<br><i>*for each lead staff member</i> |
| <input type="checkbox"/> Standard 1 form & attachments                 | <input type="checkbox"/> Standard 7 form & attachments   |
| <input type="checkbox"/> Standard 2 form & attachments                 | <input type="checkbox"/> Standard 8 form & attachments   |
| <input type="checkbox"/> Standards 3 & 4 form                          | <input type="checkbox"/> Checklist and Signature form  |

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***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 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), 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 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