

## BrightStars Interim Star Rating Application for Child Care Centers



Congratulations! By choosing to participate in BrightStars, you are demonstrating a commitment to quality care and learning for young children. The *BrightStars Interim Star Rating Application for Child Care Centers* was developed in response to the COVID-19 pandemic to streamline quality improvement processes. **The following document, though simplified, does not reflect any change in the BrightStars Standards.** Rather, the *BrightStars Interim Star Rating Application for Child Care Centers* serves as a method for data collection on the state of quality in Rhode Island's child care system. BrightStars reserves the right to return to its full application and processes when deemed appropriate by state partners. Regardless, BrightStars is committed to supporting you through the star rating application process. For questions or support in completing this document, please reach out to your assigned BrightStars Navigator, email [info@riaeyc.org](mailto:info@riaeyc.org), or call (401) 739-6100.

### **General Instructions**

Please complete all **fillable forms** in full **before** submitting your application to BrightStars. Detailed instructions are included. Please read these carefully.

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

BrightStars has entered a data sharing agreement with the Department of Human Services to obtain current licensing statuses of BrightStars programs, including publicly available monitoring reports. No additional documentation related to DHS Licensing is required for this application.

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

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

### **Application Submission**

Applications may be emailed directly to your program's BrightStars Navigator or to [info@riaeyc.org](mailto:info@riaeyc.org).

Alternatively, this application may be printed **after completing the fillable forms** and mailed, faxed, or hand-delivered to:

Rhode Island Association for the Education of Young Children  
535 Centerville Road, Suite 301  
Warwick, RI 02886  
Fax: (401) 739-6101

## BrightStars Interim Star Rating Application for Child Care Centers

|  |   |
|--|---|
| Which type of application is this?                             | <input type="checkbox"/> Applying to BrightStars for the first time<br><input type="checkbox"/> Applying for a 3-year renewal<br><input type="checkbox"/> Re-applying after withdrawal, expiration,<br><input type="checkbox"/> Applying for a rating increase. (Note: This will not change your 3-year renewal cycle.) |
| Program name (full, legal name, as it appears on the license): |   |
| DHS Provider ID (bottom left of license):                      |   |
| License type:  | <input type="checkbox"/> Approve-Regular <input type="checkbox"/> Provisional <input type="checkbox"/> Probationary   |
| Physical location:   |   |
| Mailing address if different than above:                       |   |
| Phone number:  |   |
| Program website:   |   |
| Do you offer weekend care?                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Do you offer evening care?                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Are you open in the summer?                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Primary contact (full name and position):                      |   |
| Primary contact phone number:                                  |   |
| Primary contact email address:                                 |   |
| Preferred method of communication:                             | <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Either/both  |
| Preferred contact language:                                    | <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/>  |
| Do you offer Head Start? How many classrooms?                  | <input type="checkbox"/> Yes <input type="checkbox"/> No      # Classrooms: _____   |
| Do you offer Early Head Start? How many classrooms?            | <input type="checkbox"/> Yes <input type="checkbox"/> No      # Classrooms: _____   |
| Do you offer RI Pre-K? How many classrooms?                    | <input type="checkbox"/> Yes <input type="checkbox"/> No      # Classrooms: _____   |
| Do you accept DHS CCAP?  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Is your program accredited by NAEYC?                           | <input type="checkbox"/> Yes <input type="checkbox"/> No  |

## BrightStars Interim Star Rating Application for Child Care Centers

| Hours of Operation | Open | Close |
|--------------------|------|-------|
| Monday             |      |       |
| Tuesday            |      |       |
| Wednesday          |      |       |
| Thursday           |      |       |
| Friday             |      |       |

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

My programs current BrightStars rating is: \_\_\_\_\_

What rating are you applying for by Standard? (please fill in the box below)

| Standard                             | Requested rating |
|--------------------------------------|------------------|
| Learning Environment                 |                  |
| Minimum Staff-Child Ratio            |                  |
| Minimum Group Size                   |                  |
| Teacher Qualifications               |                  |
| Program Leadership                   |                  |
| Continuous Quality Improvement       |                  |
| Curriculum                           |                  |
| Child Assessment                     |                  |
| Inclusive Classroom Practices        |                  |
| Family Communication and Involvement |                  |

### Classroom Closures:

Please use this table to fill in currently closed in response to reduced enrollment or staff due to the COVID-19 pandemic:

| Classroom Name | Age Group (infant, toddler, etc.) | Capacity | Reason for closure |
|----------------|-----------------------------------|----------|--------------------|
|                |                                   |          |                    |
|                |                                   |          |                    |
|                |                                   |          |                    |

## BrightStars Interim Star Rating Application for Child Care Centers

### Classroom Summary Form

**Instructions:** Use this form to report information about classrooms/groups 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 | Group Type (infant, toddler, etc.) | Age Range (i.e. 18-36 mo.) | Max Group Size | DOB of Youngest in Group | DOB of Oldest in Group | Lead Teachers |               |
|-----|------------------------------------|---------------------------|------------------------------------|----------------------------|----------------|--------------------------|------------------------|---------------|---------------|
|     |                                    |                           |                                    |                            |                |                          |                        | Last Name     | First Name    |
| Ex: | <i>Example: Preschool Pumpkins</i> | <i>8:30 am-5 pm</i>       | <i>Preschool</i>                   | <i>36 m-48 m</i>           | <i>18</i>      | <i>8/15/2018</i>         | <i>9/1/2017</i>        | <i>Mello</i>  | <i>Andrea</i> |
| 1.  |                                    |                           |                                    |                            |                |                          |                        |               |               |
| 2.  |                                    |                           |                                    |                            |                |                          |                        |               |               |
| 3.  |                                    |                           |                                    |                            |                |                          |                        |               |               |
| 4.  |                                    |                           |                                    |                            |                |                          |                        |               |               |
| 5.  |                                    |                           |                                    |                            |                |                          |                        |               |               |
| 6.  |                                    |                           |                                    |                            |                |                          |                        |               |               |
| 7.  |                                    |                           |                                    |                            |                |                          |                        |               |               |
| 8.  |                                    |                           |                                    |                            |                |                          |                        |               |               |
| 9.  |                                    |                           |                                    |                            |                |                          |                        |               |               |
| 10. |                                    |                           |                                    |                            |                |                          |                        |               |               |

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

\*\* DHS Child Care Center licensing 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 Interim Star Rating Application for Child Care Centers Standard One: Learning Environment

### Summary of Requirements:

| Level 1   | Level 2   | Level 3   | Level 4   | Level 5   |
|---|---|---|---|---|
| <p>Program is licensed by DHS.</p> <p><b>-OR-</b> Basic Education Program (BEP) compliance (public schools only).</p> | <p>Program is compliant with all DHS licensing regulations</p> <p><b>-AND-</b> One staff member completes relevant Learning Environment Training for each age group served.</p> | <p>One staff member completes relevant Learning Environment Training for each age group served.</p> <p><b>-AND-</b> a daily schedule for one toddler and one preschool classroom</p> <p><b>-AND-</b> Overall average ECERS-3 and ITERS-3 score of 3.0 or greater, with no observed <i>individual classroom</i> scoring below 2.5.</p> | <p>One staff member completes relevant Learning Environment Training for each age group served.</p> <p><b>-AND-</b> a daily schedule for one toddler and one preschool classroom</p> <p><b>-AND-</b> Overall average ECERS-3 and ITERS-3 score of 4.0 or greater, with no observed <i>individual classroom</i> scoring below 3.0.</p> | <p>One staff member completes relevant Learning Environment Training for each age group served.</p> <p><b>-AND-</b> a daily schedule for one toddler and one preschool classroom</p> <p><b>-AND-</b> Overall average ECERS-3 and ITERS-3 score of 5.0 or greater, with no observed <i>individual classroom</i> scoring below 3.0.</p> |

### Required Documentation:

- Copy of your current **DHS license** (all levels)
- Copy of a relevant **Learning Environment Training (LET)** for each age group served. (Levels 2-5)
- Copy of the **daily schedule** for one toddler and one preschool classroom (Levels 2-5)
- I acknowledge that **BrightStars will conduct a site visit** to perform the appropriate number of ERS observations. (Levels 3-5)

## BrightStars Interim Star Rating Application for Child Care Centers

### Standards Two and Three: Minimum Staff-Child Ratio and Maximum Group Size

#### Summary of Requirements:

| Level 1                     | Level 2   | Level 3 | Level 4 | Level 5 |
|-----------------------------|---|---------|---------|---------|
| Program is licensed by DHS. | Program is compliant with all DHS licensing regulations.<br><br>-AND- Program communicates minimum staff-child ratio and maximum group size to parents.<br><br>-AND- The program is in compliance with staff-child ratio and maximum group size in all groups observed during BrightStars' site visit or DHS full monitoring report within 12 months. |         |         |         |

In lieu of a BrightStars visit, BrightStars may use information obtained from DHS full Monitoring Visits to collect information pertaining to ratio and group size requirements. To receive credit, programs must be in full compliance with all DHS Child Care Licensing requirements, and visits must have been conducted within one year of the application. This replaces the need for an additional on-site observation to confirm ratio and group size compliance.

#### Required Documentation:

No additional documentation is required for Standards 2 & 3.

## BrightStars Interim Star Rating Application for Child Care Centers Standard Four: Teacher Qualifications

### 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.

### Summary of Requirements:

| Level 1  | Level 2   | Level 3  | Level 4   | Level 5   |
|--|---|--|---|---|
| <p>Program is licensed by DHS</p> <p><b>-OR-</b> Basic Education Program (BEP) compliance (public schools only).</p> | <p>Program is compliant with all DHS licensing regulations.</p> <p><b>-AND-</b> All lead staff have a written Individual Professional Development Plan (IPDP) aligned with RI’s Workforce Knowledge and Competencies.</p> | <p>All lead staff have a written Individual Professional Development Plan (IPDP) aligned with RI’s Workforce Knowledge and Competencies.</p> <p style="text-align: center;"><b>-AND-</b></p> <p style="text-align: center;"><u>At least 50% of teachers have:</u></p> <ul style="list-style-type: none"> <li>• A CDA,</li> <li style="text-align: center;"><b>-OR-</b></li> <li>• 3 college credits in ECE/related field.</li> </ul> | <p>All lead staff have a written Individual Professional Development Plan (IPDP) aligned with RI’s Workforce Knowledge and Competencies.</p> <p style="text-align: center;"><b>-AND-</b></p> <p style="text-align: center;"><u>At least 50% of teachers have:</u></p> <ul style="list-style-type: none"> <li>• 12 college credits in ECE/related field.</li> </ul> <p style="text-align: center;"><b>-AND-</b></p> <p style="text-align: center;"><u>Of these teachers, at least 25% have:</u></p> <p>Associate’s degree/higher (60 college credits is accepted),</p> <p style="text-align: center;"><b>-AND-</b></p> <ul style="list-style-type: none"> <li>• <u>At least 50%</u> of preschool teachers have a RIELDS Certificate relevant to this position (Level II, “Implementing a Standards-Based Curriculum” <b>OR</b> “The Instructional Cycle” <b>AND</b> “Curriculum Planning.”)</li> </ul> | <p>All lead staff have a written Individual Professional Development Plan (IPDP) aligned with RI’s Workforce Knowledge and Competencies.</p> <p style="text-align: center;"><b>-AND-</b></p> <p style="text-align: center;"><u>At least 50% of teachers have:</u></p> <ul style="list-style-type: none"> <li>• 24 college credits in ECE/related field.</li> </ul> <p style="text-align: center;"><b>-AND-</b></p> <ul style="list-style-type: none"> <li>• Associate’s Degree/higher (60 college credits is accepted),</li> </ul> <p style="text-align: center;"><b>-AND-</b></p> <p style="text-align: center;"><u>Of these teachers, 50% of preschool teachers have:</u></p> <p>A Bachelor’s Degree/higher <i>and</i> 24 college credits in ECE/related field</p> <p style="text-align: center;"><b>-AND-</b></p> <ul style="list-style-type: none"> <li>• At least 75% of preschool teachers have a RIELDS Certificate relevant to this position (Level II, “Implementing a Standards-Based Curriculum” <b>OR</b> “The Instructional Cycle” <b>AND</b> “Curriculum Planning.”)</li> </ul> |

### Required Documentation:

- Copy of an **Individual Professional Development Plan (IPDP)** for each lead staff member (levels 2-5).
- Copy of **CDA/degree** for each lead staff member (levels 3-5, if applicable).
- Copy of **college transcripts** for each lead staff member (levels 3-5).
- Copy of a **RIELDS Certificate** for each preschool lead staff member (levels 4-5).
- Complete lead staff **qualifications summary** form on next page (levels 3-5)

## Lead Teacher Qualifications Summary

**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 more than 50% of the time

**Complete this page to report information about each lead staff listed on the classroom summary form.**

| Lead Teacher last name: | Lead Teacher first name: | Date of birth (XX/XX/XX) | Does this teacher have college credits in ECE/related field? How many? | Does this teacher have a valid Child Development Associate credential (CDA)? | Does this teacher have an accepted RI teaching certificate? | Check the highest level of education completed                       | Does this teacher have evidence of RIELDS training?  | Does this teacher have a relevant Learning Environment Training (LET)? |
|-------------------------|--------------------------|--------------------------|--|--|---|--|--|--|
|                         |                          |                          | YES NO   | YES NO   | YES NO  | HIGH SCHOOL<br>SOME COLLEGE<br>ASSOCIATES<br>BA/BA<br>MASTERS/HIGHER | NONE<br>FOUNDATIONS<br>LEVEL 1<br>LEVEL 2<br>LEVEL 3 | YES NO   |
|                         |                          |                          | YES NO   | YES NO   | YES NO  | HIGH SCHOOL<br>SOME COLLEGE<br>ASSOCIATES<br>BA/BA<br>MASTERS/HIGHER | NONE<br>FOUNDATIONS<br>LEVEL 1<br>LEVEL 2<br>LEVEL 3 | YES NO   |
|                         |                          |                          | YES NO   | YES NO   | YES NO  | HIGH SCHOOL<br>SOME COLLEGE<br>ASSOCIATES<br>BA/BA<br>MASTERS/HIGHER | NONE<br>FOUNDATIONS<br>LEVEL 1<br>LEVEL 2<br>LEVEL 3 | YES NO   |
|                         |                          |                          | YES NO   | YES NO   | YES NO  | HIGH SCHOOL<br>SOME COLLEGE<br>ASSOCIATES<br>BA/BA<br>MASTERS/HIGHER | NONE<br>FOUNDATIONS<br>LEVEL 1<br>LEVEL 2<br>LEVEL 3 | YES NO   |
|                         |                          |                          | YES NO   | YES NO   | YES NO  | HIGH SCHOOL<br>SOME COLLEGE<br>ASSOCIATES<br>BA/BA<br>MASTERS/HIGHER | NONE<br>FOUNDATIONS<br>LEVEL 1<br>LEVEL 2<br>LEVEL 3 | YES NO   |
|                         |                          |                          | YES NO   | YES NO   | YES NO  | HIGH SCHOOL<br>SOME COLLEGE<br>ASSOCIATES<br>BA/BA<br>MASTERS/HIGHER | NONE<br>FOUNDATIONS<br>LEVEL 1<br>LEVEL 2<br>LEVEL 3 | YES NO   |
|                         |                          |                          | YES NO   | YES NO   | YES NO  | HIGH SCHOOL<br>SOME COLLEGE<br>ASSOCIATES<br>BA/BA<br>MASTERS/HIGHER | NONE<br>FOUNDATIONS<br>LEVEL 1<br>LEVEL 2<br>LEVEL 3 | YES NO   |
|                         |                          |                          | YES NO   | YES NO   | YES NO  | HIGH SCHOOL<br>SOME COLLEGE<br>ASSOCIATES<br>BA/BA<br>MASTERS/HIGHER | NONE<br>FOUNDATIONS<br>LEVEL 1<br>LEVEL 2<br>LEVEL 3 | YES NO   |
|                         |                          |                          | YES NO   | YES NO   | YES NO  | HIGH SCHOOL<br>SOME COLLEGE<br>ASSOCIATES<br>BA/BA<br>MASTERS/HIGHER | NONE<br>FOUNDATIONS<br>LEVEL 1<br>LEVEL 2<br>LEVEL 3 | YES NO   |



## BrightStars Interim Star Rating Application for Child Care Centers

### Standard Five: Program Leadership

#### Program Leadership:

The Program Administrator:

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. These roles may be stand-alone positions or done by the same person.

Summary of Requirements:

| Level 1   | Level 2  | Level 3  | Level 4  | Level 5  |
|---|--|--|--|--|
| Program is licensed by DHS.<br><br>-OR- Basic Education Program (BEP) compliance (public schools only). | Program is compliant with all DHS licensing regulations. | The Program Administrator has an Associate’s Degree/higher,<br><br>-AND- the <i>Education Coordinator</i> has a RIELDS Certificate relevant to this position (Level III, “Implementing a Standards-Based Program”) | The Program Administrator -OR- the education coordinator has an Bachelor’s Degree/higher<br><br>-AND-<br>The Program Administrator -OR- the Education Coordinator has 6 credits in ECE/related field<br><br>-AND-<br>The Program Administrator has a RIELDS Certificate relevant to this position (Level III, “Implementing a Standards-Based Program”)<br><br>-AND-<br>the Education Coordinator has a RIELDS Certificate relevant to this position (Level III, “Implementing a Standards-Based Program”) | The Program Administrator -OR- the education coordinator has an Bachelor’s Degree/higher<br>-<br>-AND-<br>The Program Administrator -OR- the Education Coordinator has 12 credits in ECE/related field<br><br>-AND-<br>The Program Administrator has a RIELDS Certificate relevant to this position (Level III, “Implementing a Standards-Based Program”)<br><br>-AND-<br>the Education Coordinator has a RIELDS Certificate relevant to this position (Level III, “Implementing a Standards-Based Program”) |

#### Required Documentation:

- Copy of **degree** for the program administrator (levels 3).
- Copy of **degree** for the program administrator or education coordinator (levels 4-5).
- Copy of a **RIELDS Certificate** for the education coordinator (levels 3-5).
- Copy of a **RIELDS Certificate** for the program administrator (levels 4-5).
- Copy of **college transcripts** for the program administrator or education coordinator (levels 4-5).
- Complete program **leadership qualifications summary form** (levels 3-5).

For questions or support in completing this document, please reach out to your assigned BrightStars Navigator, email [info@riaeyc.org](mailto:info@riaeyc.org), or call (401) 739-61

## Program Leadership Qualifications Summary

### Program Leadership:

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. These roles may be stand-alone positions or done by the same person.

**Complete this page to report information about program leadership.**

| Program Leadership last name: | Program Leadership First name: | Date of birth (XX/XX/XX) | Does this person have college credits in ECE/related field? How many? | Does this person have a valid Child Development Associate credential (CDA)? | Does this person have an accepted RI teaching certificate? | Check the highest level of education completed                       | Does this person have evidence of RIELDS training?   | Does this person have a relevant Learning Environment Training (LET)? |
|-------------------------------|--------------------------------|--------------------------|---|---|--|--|--|---|
| Program Administrator:        |                                |                          | YES NO  | YES NO  | YES NO   | HIGH SCHOOL<br>SOME COLLEGE<br>ASSOCIATES<br>BA/BA<br>MASTERS/HIGHER | NONE<br>FOUNDATIONS<br>LEVEL 1<br>LEVEL 2<br>LEVEL 3 | YES NO  |
| Education Coordinator:        |                                |                          | YES NO  | YES NO  | YES NO   | HIGH SCHOOL<br>SOME COLLEGE<br>ASSOCIATES<br>BA/BA<br>MASTERS/HIGHER | NONE<br>FOUNDATIONS<br>LEVEL 1<br>LEVEL 2<br>LEVEL 3 | YES NO  |

## BrightStars Interim Star Rating Application for Child Care Centers

### Standard Six: Continuous Quality Improvement

**Summary of Requirements:**

| Level 1   | Level 2  | Level 3  | Level 4   | Level 5   |
|---|--|--|---|---|
| Program is licensed by DHS.<br><br>-OR- Basic Education Program (BEP) compliance (public schools only). | Program is compliant with all DHS licensing regulations.<br><br>-AND-<br>The program uses at least <b>2 methods</b> of self-assessment to continually improve program quality.<br><br>*Complete the self-assessment form on next page. | The program uses at least <b>2 methods</b> of self-assessment,<br><br>-AND- ERS findings (if available), to continually improve program quality.<br><br>*Complete the self-assessment form on next page. | The program uses at least <b>3 methods</b> of self-assessment,<br><br>-AND-<br>ERS findings (if available), to continually improve program quality.<br><br>*Complete the self-assessment form on next page. | The program uses at least <b>3 methods</b> of self-assessment,<br><br>-AND-<br>ERS findings (if available)<br><br>-AND-<br>family survey results, to continually improve program quality.<br><br>*Complete the self-assessment form on next page. |

A Program Self-Assessment is a comprehensive evaluation of the program’s strengths and weaknesses as observed by those working within or in partnership with the program. The self-assessment involves gathering information about different aspects of the program’s environment and practice.

To complete the form on the next page, your program will need to identify sources of evidence.

Common examples of sources are listed below:

- DHS Monitoring Report
- Child Assessment Information
- Family Survey Results
- Staff Professional Development Plans (IPDPs)
- Board Survey Results
- LISC Self-Assessment Tool
- Formal ERS Observation Results
- Informal ERS Self-Assessment

**Required documentation:**

Please complete the below table if applying for **more than 1 Star** in Standard 6.

**BrightStars Interim Star Rating Application for Child Care Centers**  
**QUALITY IMPROVEMENT SUMMARY (only complete of you are applying for a 2 or higher in this standard)**

|  |  |
|--|--|
| What is your <b>first</b> source of evidence? <b>*(required at levels 2-5)</b>   |  |
| What did that evidence tell you?   |  |
| How will you use this information to improve the quality of your program?  |  |
| What is your <b>second</b> source of evidence? <b>*(required at levels 2-5)</b>  |  |
| What did that evidence tell you?   |  |
| How will you use this information to improve the quality of your program?  |  |
| How does your program use <b>ERS findings</b> to improve program quality?<br><b>*(required at levels 3, 4, and 5, if previously assessed on the ERS)</b> |  |
| What is your <b>third</b> source of evidence? <b>*(required at levels 4 and 5)</b>   |  |
| What did that evidence tell you?   |  |
| How will you use this information to improve the quality of your program?  |  |
| How does your program use <b>family survey results</b> to improve program quality?<br><b>*(required at level 5)</b>                                      |  |

## BrightStars Interim Star Rating Application for Child Care Centers Standard Seven: Curriculum

### Summary of Requirements:

| Level 1   | Level 2  | Level 3   | Level 4   | Level 5   |
|---|--|---|---|---|
| Program is licensed by DHS.<br><br>-OR- Basic Education Program (BEP) compliance (public schools only). | Program is compliant with all DHS licensing regulations. | The program submits <b>lesson plans</b> for <i>each age group (infant/toddler and preschool)</i><br><br>-AND-<br>a <b>curriculum outline</b> aligned with the RIELDS.<br><br>-OR-<br>The program is compliant Head Start Performance Standards<br><br>-OR- is accredited by NAEYC<br><br>-OR- has RIDE CECE approval. | The program submits <b>lesson plans</b> for <i>each age group (infant/toddler and preschool)</i><br><br>-AND-<br>a <b>curriculum framework</b> aligned with the RIELDS, subject to approval by RIDE.<br><br>-OR-<br>The program is compliant with Head Start Performance Standards<br><br>-OR- is accredited by NAEYC<br><br>-OR- has RIDE CECE approval. | The program submits <b>lesson plans</b> for <i>each age group (infant/toddler and preschool)</i><br><br>-AND-<br>a <b>curriculum framework</b> aligned with the RIELDS, subject to approval by RIDE.<br><br>-OR-<br>The program is compliant with Head Start Performance Standards<br><br>-OR- is accredited by NAEYC<br><br>-OR- has RIDE CECE approval. |

### Required documentation:

- Copy of **lesson plans** for each age group served (levels 3-5).
- Copy of **curriculum outline** aligned with the RIELDS (levels 3-4).
- Copy of **curriculum framework** aligned with the RIELDS (level 5 ONLY).
- Copy of compliance with the **Head Start** Performance Standards (if applicable).
- Copy of **NAEYC** accreditation (if applicable).
- Copy of **RIDE CECE** approval (if applicable).

**\*IF YOUR PROGRAM IS NAEYC ACCREDITED, HEADSTART COMPLIANT, OR CECE APPROVED YOU WILL RECEIVE AN AUTOMATIC RATING OF 5 IN THIS STANDARD AND DO NOT NEED TO SUBMIT ANY ADDITIONAL DOCUMENTATION FOR STANDARD 7.**

Do you use a boxed or research-based, prescribed curriculum?  Yes  No

If yes, please select:  Creative Curriculum  Teaching Strategies Gold  High Scope  Other: \_\_\_\_\_

## BrightStars Interim Star Rating Application for Child Care Centers Standard Eight: Child Assessment

### Summary of Requirements:

| Level 1   | Level 2   | Level 3   | Level 4  | Level 5 |
|---|---|---|--|---------|
| Program is licensed by DHS.<br><br><b>-OR-</b><br>Basic Education Program (BEP) compliance (public schools only). | Program is compliant with all DHS licensing regulations.<br><br><b>-AND-</b><br>Developmental Screening Information is provided to families (Early Intervention if program serves infants/toddlers; Child Outreach if program serves preschoolers).<br><br><b>-OR-</b> The program is compliant Head Start Performance Standards<br><br><b>-OR-</b> is accredited by NAEYC. | Developmental Screening Information is provided to families (Early Intervention if program serves infants/toddlers; Child Outreach if program serves preschoolers).<br><br><b>-AND-</b><br>The program gathers information about each child using at least <b>2 methods</b> of child assessment (e.g., child observation, checklist, family survey/interview, etc.) to inform classroom instruction.<br><br><b>-OR-</b> The program is compliant with Head Start Performance Standards<br><br><b>-OR-</b> is accredited by NAEYC. | Developmental Screening Information is provided to families (Early Intervention if program serves infants/toddlers; Child Outreach if program serves preschoolers).<br><br><b>-AND-</b><br>The program collaborates with Child Outreach<br><br><b>-AND-</b><br>The program gathers information about each child using at least <b>3 methods</b> of child assessment (e.g. child observation, checklist, family survey/interview, etc.) to inform classroom instruction.<br><br><b>-OR-</b> The program is compliant with Head Start Performance Standards<br><br><b>-OR-</b> is accredited by NAEYC. |         |

### Required documentation:

Please fill in **all applicable sections** in table below based on requested star rating (levels 2-5).  
 Copy of compliance with the **Head Start** Performance Standards (if applicable).  
 Copy of **NAEYC** accreditation (if applicable).

**\*IF YOUR PROGRAM IS NAEYC ACCREDITED OR HEADSTART COMPLIANT YOU WILL RECEIVE AN AUTOMATIC RATING OF 5 IN THIS STANDARD AND DO NOT NEED TO FILL OUT THE SECTION BELOW FOR STANDARD 8.**

**Required at Levels 2, 3, 4, and 5:** How does your program connect and inform families about Child Outreach and Early Intervention services specifically during pandemic times?

**BrightStars Interim Star Rating Application for Child Care Centers**  
**THIS PAGE IS ONLY REQUIRED IF YOU ARE APPLYING FOR AN OVERALL RATING of 4 or 5**

**Required at Levels 4 and 5:** What methods does your program use to collect comprehensive child assessment data and how often is this data collected? Check all that apply.

| Assessment Type                               |                          | Frequency (required at Level 4 and 5)<br>If choosing "other" please indicate how often data is collected |                          |                                 |                          |                                  |                          |                                 |             |
|---|--------------------------|--|--------------------------|---------------------------------|--------------------------|----------------------------------|--------------------------|---------------------------------|-------------|
| Written Anecdotes/ Running Records            | <input type="checkbox"/> | Daily <input type="checkbox"/>   | <input type="checkbox"/> | Weekly <input type="checkbox"/> | <input type="checkbox"/> | Monthly <input type="checkbox"/> | <input type="checkbox"/> | Yearly <input type="checkbox"/> | Other _____ |
| Children's Work Samples                       | <input type="checkbox"/> | Daily <input type="checkbox"/>   | <input type="checkbox"/> | Weekly <input type="checkbox"/> | <input type="checkbox"/> | Monthly <input type="checkbox"/> | <input type="checkbox"/> | Yearly <input type="checkbox"/> | Other _____ |
| Assessment Information from EI/Child Outreach | <input type="checkbox"/> | Daily <input type="checkbox"/>   | <input type="checkbox"/> | Weekly <input type="checkbox"/> | <input type="checkbox"/> | Monthly <input type="checkbox"/> | <input type="checkbox"/> | Yearly <input type="checkbox"/> | Other _____ |
| Developmental Checklists                      | <input type="checkbox"/> | Daily <input type="checkbox"/>   | <input type="checkbox"/> | Weekly <input type="checkbox"/> | <input type="checkbox"/> | Monthly <input type="checkbox"/> | <input type="checkbox"/> | Yearly <input type="checkbox"/> | Other _____ |
| Photos/Videos                                 | <input type="checkbox"/> | Daily <input type="checkbox"/>   | <input type="checkbox"/> | Weekly <input type="checkbox"/> | <input type="checkbox"/> | Monthly <input type="checkbox"/> | <input type="checkbox"/> | Yearly <input type="checkbox"/> | Other _____ |
| Family Questionnaire                          | <input type="checkbox"/> | Daily <input type="checkbox"/>   | <input type="checkbox"/> | Weekly <input type="checkbox"/> | <input type="checkbox"/> | Monthly <input type="checkbox"/> | <input type="checkbox"/> | Yearly <input type="checkbox"/> | Other _____ |
| Preschool Formative Assessment                | <input type="checkbox"/> | Daily <input type="checkbox"/>   | <input type="checkbox"/> | Weekly <input type="checkbox"/> | <input type="checkbox"/> | Monthly <input type="checkbox"/> | <input type="checkbox"/> | Yearly <input type="checkbox"/> | Other _____ |
| Valid and reliable Reports (TSG)              | <input type="checkbox"/> | Daily <input type="checkbox"/>   | <input type="checkbox"/> | Weekly <input type="checkbox"/> | <input type="checkbox"/> | Monthly <input type="checkbox"/> | <input type="checkbox"/> | Yearly <input type="checkbox"/> | Other _____ |
| Other (please describe)                       | <input type="checkbox"/> | Daily <input type="checkbox"/>   | <input type="checkbox"/> | Weekly <input type="checkbox"/> | <input type="checkbox"/> | Monthly <input type="checkbox"/> | <input type="checkbox"/> | Yearly <input type="checkbox"/> | Other _____ |

**On site Child Assessment file check Required at Levels 4 and 5:**

- 4 child files will be checked in each age group the program serves (I/T and preschool/PRE-K). (75% of files must meet the requirements)
- Each file must be organized by child and all assessment entries must be dated and within the past year.
- All assessment entries must be aligned to the RIELDS.
- Child files must demonstrate that assessment is ongoing and collected in a routine/systematic manner.

**BrightStars Interim Star Rating Application for Child Care Centers**

**THIS PAGE IS ONLY REQUIRED IF YOU ARE APPLYING FOR AN OVERALL RATING of 4 or 5**

**Required at Levels 4 and 5:** How does your program document that the child assessment data collected aligns to the RIELDS?

**Required at Levels 4 and 5:** How is the child assessment data you collect shared with families?

**Required at Level 5:** How does your program accommodate diverse populations, such as dual language learners or children with special needs?

**Required at Level 5:** How does the program utilize information from developmental screenings, such as Child Outreach or Early Intervention?

**Required at Level 5:** How does your program use child assessment data to inform curriculum planning?



## BrightStars Interim Star Rating Application for Child Care Centers

### Standard Nine: Inclusive Classroom Practices

**Summary of Requirements:**

| Level 1   | Level 2   | Level 3   | Level 4 | Level 5  |
|---|---|---|---------|--|
| <p>Program is licensed by DHS.</p> <p><b>-OR-</b> Basic Education Program (BEP) compliance (public schools only).</p> | <p>Program is compliant with all DHS licensing regulations.</p> | <p>The program supports children and families of all abilities; modifies the program; makes reasonable accommodations; and collaborates with key partners to support children with developmental delays and disabilities in inclusive/integrative classroom settings.</p> <p><b>-OR-</b> The program is in full compliance with Head Start Performance Standards.</p> |         | <p>The program supports children and families of all abilities; modifies the program; makes reasonable accommodations; and collaborates with key partners to support children with developmental delays and disabilities in inclusive/integrative classroom settings.</p> <p style="text-align: center;"><b>-AND-</b></p> <p>The program makes staff available to collaborate with IEP/IFSP teams by attending meetings, participating in relevant training, and/or sharing information (e.g., child assessment results) to support children with developmental delays or disabilities and their families.</p> <p><b>-OR-</b> The program is in full compliance with Head Start Performance Standards.</p> |

**Required documentation:**

- Please fill in **all applicable sections** in table below based on requested star rating (levels 3-5).
- Copy of compliance with the **Head Start** Performance Standards (if applicable).

***\*IF YOUR PROGRAM IS HEADSTART COMPLIANT YOU WILL RECEIVE AN AUTOMATIC RATING OF 5 IN THIS STANDARD AND DO NOT NEED TO FILL OUT THE SECTION BELOW FOR STANDARD 9.***

BrightStars Interim Star Rating Application for Child Care Centers

**THIS PAGE IS ONLY REQUIRED IF YOU ARE APPLYING FOR A RATING of 3 or HIGHER IN THIS STANDARD**

**\*Required at Levels 3, 4, and 5:** What is your program's philosophy on inclusive practices?

**\*Required at Levels 3, 4, and 5:** How do you support children and families of all abilities?

**\*Required at Levels 3, 4, and 5:** How does your program modify and make reasonable accommodations for children/families of different abilities?

**\*Required at Levels 3, 4, and 5:** How do you accommodate children with diagnosed disabilities?

**\*Required at Levels 3, 4, and 5:** Who do you collaborate with to support children with disabilities and their families?

## BrightStars Interim Star Rating Application for Child Care Centers

**\*Required at Levels 3, 4, and 5:** Are your accommodations made in inclusive, integrated settings?

Yes    No    If no, please explain.

**\*Required only at Level 5:** Please describe how program staff, including classroom teachers, made available to collaborate with IEP/IFSP teams. Examples of collaboration may include attending IEP meetings, virtual meetings, or participating in relevant trainings.

**BrightStars Interim Star Rating Application for Child Care Centers  
Standard Ten: Family Communication**

**Summary of Requirements:**

| Level 1   | Level 2  | Level 3  | Level 4  | Level 5   |
|---|--|--|--|---|
| <p>Program is licensed by DHS.</p> <p><b>-OR-</b> Basic Education Program (BEP) compliance (public schools only).</p> | <p>Program is compliant with all DHS licensing regulations.</p> <p><b>-AND-</b> The program offers two (2) or more of the methods of <b>family communication</b> listed below.</p> <p><b>-OR-</b> The program is in full compliance with Head Start Performance Standards</p> <p><b>-OR-</b> is accredited by NAEYC.</p> | <p>The program offers two (2) or more of the methods of <b>family communication</b> listed below.</p> <p><b>-AND-</b> The program offers <b>family-teacher conferences</b> at least twice annually.</p> <p><b>-OR-</b> The program is in compliance with Head Start Performance Standards</p> <p><b>-OR-</b> is accredited by NAEYC.</p> | <p>The program offers three (3) or more of the methods of <b>family communication</b> listed below.</p> <p><b>-AND-</b> The program offers <b>family-teacher conferences</b> at least twice annually.</p> <p><b>-AND-</b> The program conducts an <b>annual family survey</b>.</p> <p><b>-OR-</b> The program is in full compliance with Head Start Performance Standards</p> <p><b>-OR-</b> is accredited by NAEYC.</p> | <p>The program offers three (3) or more of the methods of <b>family communication</b> listed below.</p> <p><b>-AND-</b> The program offers <b>family-teacher conferences</b> at least twice annually.</p> <p><b>-AND-</b> The program conducts an <b>annual family survey</b>.</p> <p><b>-AND-</b> An <b>advisory board</b>, which includes families, meets at least four times annually.</p> <p><b>-OR-</b> The program is in full compliance with Head Start Performance Standards</p> <p><b>-OR-</b> is accredited by NAEYC.</p> |

**Required documentation:**

- Copy of your program's **Family Handbook** (levels 2-5)
- Please fill in **all applicable sections** in table below based on requested star rating (levels 2-5).
- Copy of compliance with the **Head Start** Performance Standards (if applicable).
- Copy of **NAEYC** accreditation (if applicable).

**\*IF YOUR PROGRAM IS NAEYC ACCREDITED OR HEADSTART COMPLIANT YOU WILL RECEIVE AN AUTOMATIC RATING OF 5 IN THIS STANDARD AND DO NOT NEED TO FILL OUT THE SECTION BELOW FOR STANDARD 10.**

**BrightStars Interim Star Rating Application for Child Care Centers**

**THIS PAGE IS ONLY REQUIRED IF YOU ARE APPLYING FOR A RATING of 2 or HIGHER IN THIS STANDARD**

**FAMILY COMMUNICATION SUMMARY**

|  |  |            |       |       |
|--|--|------------|-------|-------|
| Please indicate which methods of family communication your program utilizes and fill in the corresponding fields for each method chosen.<br><b>*evidence of two required at levels 2-3; three methods required at levels 4-5</b> | <input type="checkbox"/> Monthly newsletter (3 required) | Date:      | Date: | Date: |
|  | <input type="checkbox"/> Social event (4 required)       | Date:      | Date: | Date: |
|  | <input type="checkbox"/> Ideas/suggestions (4 required)  | Date:      | Date: | Date: |
|  | <input type="checkbox"/> Supports transitions            | Event:     |       | Date: |
|  | <input type="checkbox"/> Connects to communities         | Event:     |       | Date: |
|  | <input type="checkbox"/> Online communication tool       | Tool used: |       |       |

**PLEASE FILL IN BASED ON YOUR REQUESTED LEVEL FOR STANDARD 10**

|   |       |       |       |       |
|---|-------|-------|-------|-------|
| <input type="checkbox"/> Family-teacher conferences ( <b>required at levels 3-5</b> ) | Date: | Date: |       |       |
| <input type="checkbox"/> Family survey ( <b>required at levels 4-5</b> )              | Date: |       |       |       |
| <input type="checkbox"/> Family advisory board ( <b>required at level 5</b> )         | Date: | Date: | Date: | Date: |

**BrightStars Interim Star Rating Application for Child Care Centers**  
Checklist and Signature

**I acknowledge that it is my responsibility to submit copies of the requested documentation along with this completed application as requested by BrightStars:**

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 DHS hosted 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 BrightStars will use information obtained from DHS full Monitoring Visits to collect information pertaining to ratio and group size requirements.
- I will notify BrightStars in writing within 10 days of a change to my program's license status.

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*Signature and Date*

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*Printed Name and Title*