

Appendix A

Step Up To Quality Center Program Standards For A One-Star Rating

<b>Domain: Learning and Development</b>	
<b>Sub-Domain: Curriculum and Planning (CP)</b>	
<b>Program Standard</b>	<b>Requirements</b>
<p><b>CP 1</b></p> <p>Each lead teacher has available and can access in the classroom the Early Learning and Development Standards (appropriate to the age group served).</p>	
<p><b>CP 2</b></p> <p>Teachers use a written dated plan of activities for all hours of instructional time.</p>	<p>Teachers are to use and have on file for review a current, written, dated plan of activities to support children's development and learning.</p> <p>The activity plans are to include the following information:</p> <ul style="list-style-type: none"> <li>• The teacher's name</li> <li>• The name of the group</li> <li>• The time frame the plan covers (daily, weekly, biweekly, monthly)</li> <li>• Daily activities to support children's development and learning and reflects current activities in the group</li> </ul>

<b>Domain: Administrative and Leadership Practices</b>	
<b>Sub-Domain: Staff Supports (SS)</b>	
<b>Program Standard</b>	<b>Requirements</b>
<p><b>SS 1</b></p> <p>The program has a written wage structure.</p>	<p>The program is to have a written structure used to determine compensation for staff based on criteria established by the program such as education, experience, length of employment, role, or position.</p>
<b>Sub-Domain: Program Administration (PA)</b>	
<b>Program Standard</b>	<b>Requirements</b>
<p><b>PA 1</b></p> <p>The program completes an annual program self-assessment using a standardized tool that is used to assess a program's administrative policies, procedures, and practices.</p>	<p>The program is to keep on file for review, the completed, scored, and dated self-assessment tool. The self-assessment is to be completed and/or updated annually and include the following elements:</p> <ul style="list-style-type: none"> <li>• Human resource leadership and development</li> <li>• Family and community partnerships</li> <li>• Program development and evaluation</li> <li>• Business and operations management</li> </ul>

**Sub-Domain: Staff Management (SM)**

<b>Program Standard</b>	<b>Requirements</b>
<p><b>SM 1</b></p> <p>Administrators, lead teachers and assistant teachers have annual professional development plans.</p>	<p>A professional development plan is a written individualized plan used to document the on-going training and professional development needs of staff and is to be updated at least annually.</p> <p>For initial registrations: Professional development plans are to be created for any individual who has been employed for more than 30 days.</p> <p>Once rated, the initial professional development plan is to be completed within 30 days of hire.</p> <p>Professional development plans are to include the staff member's name, date of hire, position, staff signature, date of completion/update, and on-going training and professional development needs related to meeting the performance goals indicated on the professional development plan. Copies of the plans are to be maintained on-site for review.</p> <p>The sample JFS 01587 "Professional Development Plan for Step Up To Quality (SUTQ)" may be used for this requirement.</p>

<b>Domain: Staff Qualifications and Professional Development</b>	
<b>Sub-Domain: Staff Education (SE)</b>	
<b>Program Standard</b>	<b>Requirements</b>
<p><b>SE 1</b></p> <p>The administrator has a Child Development Associate (CDA) or an associate degree (AA) in an approved related field, or a Career Pathways Level (CPL) 2, or an Administrator Credential 2, or an Ohio's School-Age Administrator Professional Endorsement (if serving only school-age children).</p> <p>Fifty percent of lead teachers have a CDA (at least two lead teachers are to have a CDA or CPL 2) or one lead teacher has an AA in an approved related field or a CPL 3 or an Ohio's School-Age Lead Teacher Professional Endorsement (counts in school-age only group)</p> <p>Approved related fields are defined in rule 5101:2-17-01 of the Ohio Administrative Code.</p>	<p>The CDA is to be current. <a href="http://www.cdacouncil.org">www.cdacouncil.org</a></p> <p>Individuals are to submit their education to the OPR for verification, following the OPR's established policies and procedures. <a href="https://occrpa.org">https://occrpa.org</a></p> <p>Documentation will not be considered complete until it has been verified by the OPR.</p> <p>The administrator meeting the on-site hours is to meet the SUTQ education requirement.</p>
<b>Sub-Domain: Professional Development (PD)</b>	
<b>Program Standard</b>	<b>Requirements</b>
<p><b>PD 1</b></p> <p>All administrators achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>All lead teachers and assistant teachers achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>.</p>	<p>For initial ratings only: Administrators, lead teachers and assistant teachers are not required to achieve the Professional Development Certificate prior to registering for an initial rating. All administrators, lead teachers and assistant teachers are to achieve the Professional Development Certificate prior to the end of the current biennium. The required hours for the Professional Development Certificate are to be prorated based on the rating effective date of the program's initial rating.</p> <p>Once rated, all lead teachers and assistant teachers achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>If an administrator, lead teacher or assistant teacher was hired after the program's initial rating date, the required hours for the Professional Development Certificate are to be prorated based on his or her hire date.</p> <p>The administrator meeting the on-site hours is to meet the Professional Development Certificate requirement.</p>
<p><b>PD 2</b></p> <p>Administrators, lead teachers and assistant teachers are to complete the required quality and child development courses.</p>	<p>All newly hired administrators, lead teachers and assistant teachers are required to complete Ohio's Approach to Quality and Ohio's Overview of Child</p>

	<p>Development within 30 days of being hired unless they have documentation of the courses in the OPR or meet the exemption requirements.</p> <p>The hours accumulated for these two courses are to count as professional development hours.</p> <p>Any post-secondary child development course completed (with a grade of C or better or a passing grade from a pass/fail course) within the previous six years from an accredited institution of higher education is to count toward the Ohio's Overview of Child Development regardless of degree. Documentation of the course is to be submitted to the OPR no later than sixty days prior to the end of the biennium.</p>
<b>Domain: Family and Community Partnerships</b>	
<b>Sub-Domain: Transitions (T)</b>	
<b>Program Standard</b>	<b>Requirements</b>
<b>T 1</b>	
The program provides written information to families on transitioning children into, within, and out of the program.	The program is to have available on-site copies of written information given to families on transitioning children into, within, and out of the program.
<b>Sub-Domain: Communication and Engagement (CE)</b>	
<b>Program Standard</b>	<b>Requirements</b>
<b>CE 1</b>	
The program provides information regarding a minimum of at least two resources and community services to families.	The program maintains examples of at least two resources and community services provided to families to support the family and the development of their children.