

Step Up To Quality Center Program Standards For a Two-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>The program obtains a written, research-based, comprehensive curriculum aligned with the Early Learning and Development Standards (appropriate to the age group served). Each teacher has daily access to a copy of the curriculum.</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>Programs are not required to obtain a school-age curriculum.</p>	<p>Program is to complete and submit a copy of the JFS 01590 "Curriculum Standard Assessment Alignment Tool: Infants, Toddlers and Preschoolers for Step Up To Quality" or the publisher's alignment with Ohio's Early Learning and Development Standards for each age group(s) served. This documentation to show alignment with the current curriculum is to be maintained on-site for review.</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> <p>The plans for all infants, toddlers, and preschool aged children are to be aligned to all developmental domains in Ohio's Birth-Kindergarten Entry Early Learning and Development Standards.</p>

**Sub-Domain: Child Screening and Assessment (CSA)**

<b>Sub-Domain: Child Screening and Assessment (CSA)</b>	
<b>Program Standard</b>	<b>Requirements</b>
<p><b>CSA 1</b></p> <p>The program obtains a comprehensive developmentally appropriate screening tool(s) for the age groups served. (Does not apply to school-age children).</p> <p>Staff who administer screenings are trained to administer, score, and use the screening tools appropriately.</p>	<p>The tool(s) is to include the following domains: language, cognitive, motor, social and emotional and behavioral.</p> <p>A program may identify more than one tool, depending on the age groups served and the domains each tool addresses.</p>
<b>Sub-Domain: Interaction and Environment (IE)</b>	
<b>Program Standard</b>	<b>Requirements</b>
<p><b>IE 1</b></p> <p>The program completes an annual classroom self-assessment tool(s) that addresses the quality of the classroom environment and staff/child interactions that is developmentally appropriate to age groups served.</p>	<p>The program is to maintain written documentation of the completed and scored classroom self-assessment for each group of children. The tool is to be developmentally appropriate for age groups served and is to be completed annually.</p> <p>Note: The completion of the classroom self-assessment tool is not to be used to meet the teacher observation program standard in the Administrative and Leadership Practices domain.</p>

<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>
<p><b>SS 2</b></p> <p>The program offers one of the approved staff supports.</p>	<p>Maintain documentation that reflects approved staff supports as follows:</p> <ul style="list-style-type: none"> <li>• A total of 5 days of paid leave (sick, vacation, and/or personal)</li> <li>• Health benefits</li> <li>• Retirement</li> <li>• Discount on child care</li> <li>• Tuition reimbursement</li> <li>• T.E.A.C.H. Early Childhood@Ohio</li> <li>• Paid professional development</li> <li>• Paid professional membership</li> <li>• Flexible spending account</li> <li>• Life insurance</li> <li>• Five paid holidays</li> <li>• One hour of paid planning time weekly</li> </ul>
<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>

<p><b>PA 2</b></p> <p>The program completes an annual continuous improvement plan using results from the current annual program self-assessment, which includes a minimum of one goal and at least one action step towards completing the goal.</p>	<p>The program is to complete and submit the required sections of the JFS 01509 "Continuous Improvement Plan (CIP) For Step Up To Quality (SUTQ)". The plan is to be updated annually and should be maintained on-site for review.</p>
<p><b>Sub-Domain: Staff Management (SM)</b></p>	
<p><b>Program Standard</b></p>	<p><b>Requirements</b></p>
<p><b>SM 1</b></p> <p>Lead and assistant teachers have at least one formal observation annually.</p>	<p>The observation is to be completed by the administrator or person(s) designated by the administrator within 30 days of hire and updated at least annually. The program is to maintain documentation of the formal observations for each staff member. The documentation is to include the staff member's name and the date the observation was completed.</p> <p>The sample JFS 01521 "Teacher Observation for Step Up To Quality (SUTQ)" may be used for this requirement.</p> <p>Note: The completion of the classroom self-assessment tool or a self-evaluation by the lead or assistant teacher does not meet the requirement for formal observations.</p>
<p><b>SM 2</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>

	The sample JFS 01587 "Professional Development Plan for Step Up To Quality (SUTQ)" may be used for this requirement.
<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 an associate degree (AA) in an approved related field or a Career Pathways Level (CPL) 3 or an Ohio's School-Age Administrator Professional Endorsement (if serving only school-age children).</p> <p>Twenty-five percent of lead teachers have 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://occcra.org">https://occcra.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>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 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>
<p><b>Domain: Family and Community Partnerships</b></p>	
<p><b>Sub-Domain: Transitions (T)</b></p>	
<p><b>Program Standard</b></p>	<p><b>Requirements</b></p>
<p><b>T 1</b></p> <p>The program provides written information to families on transitioning children into, within, and out of the program.</p>	<p>The program is to have available on-site information given to families on transitioning children into, within, and out of the program.</p>
<p><b>T 2</b></p> <p>The program provides age-appropriate activities for children to prepare them for the transition to a new classroom or educational setting.</p>	<p>The program is to maintain documentation on age-appropriate activities for children to prepare them for the transition to a new classroom or educational setting. The documentation is to include the age group in which the activities were conducted and the purpose of the activity.</p>
<p><b>T 3</b></p> <p>The program transfers any child's records to the new setting at the family's request and with the family's written consent.</p>	<p>The program is to have a written policy explaining the procedure for obtaining family consent and for transferring records that the program and parents have determined to share during the transition.</p> <p>The program is to have available for review completed copies of the document used to obtain written family consent or a sample if no completed copies are available.</p>

	The written consent is to include the child's name, the name of the new setting that the records will be released to, a statement indicating the family would like the records released, the parent/guardian signature, and the date of signature.
<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.
<b>CE 2</b> The program communicates with families using at least two different modes of communication; and at least one mode promotes two-way communication.	The program is to show or be able to describe at least two modes of communication that the program uses to communicate with families.
<b>CE 3</b> The program provides families with combined or separate information on at least one health topic and one child development topic annually that are appropriate to all age groups served at the program.	The program is to maintain examples of information on one health topic and one child development topic that was provided to families.
<b>CE 4</b> The program offers at least one opportunity for all families to engage in activities annually.	The program is to maintain an example of the family engagement opportunity that was offered to families. The example is to include information describing the activity and to whom and when it was offered.