

Step Up To Quality Family Child Care Program Standards For A One-Star Rating

Domain: Learning and Development	
Sub-Domain: Curriculum and Planning (CP)	
Program Standard	Requirements
<p>CP 1</p> <p>The lead teacher and/or program owner has available and can access the Early Learning and Development Standards (appropriate to the age group served).</p>	
<p>CP 2</p> <p>Teachers and/or program owner uses a written dated plan of activities for all hours of instructional time.</p>	<p>Teachers and/or program owner 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"> • The teacher's name • The name of the group • The time frame that the plan covers (daily, weekly, bi-weekly, monthly) • Daily activities to support children's development and learning and reflects current activities in the group

Domain: Administrative and Leadership Practices	
Sub-Domain: Program Administration (PA)	
Program Standard	Requirements
<p>PA 1</p> <p>The program owner 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"> • Human resource leadership and development • Family and community partnerships • Program development and evaluation • Business and operations management
Sub-Domain: Staff Management (SM)	
Program Standard	Requirements
<p>SM 1</p> <p>The program owner and all staff have annual professional development plans.</p>	<p>A professional development plan is a written individualized plan used to document the ongoing 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 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>

Domain: Staff Qualifications and Professional Development	
Sub-Domain: Staff Education (SE)	
Program Standard	Requirements
<p>SE 1</p> <p>The program owner has a Child Development Associate (CDA), a Career Pathways Level (CPL) 1, or an Ohio's School-Age Administrator Professional Endorsement (if serving only school-age children).</p>	<p>The CDA is to be current. www.cdacouncil.org</p> <p>Individuals are to submit their education to the OPR for verification, following the OPR's established policies and procedures. https://occrpa.org</p> <p>Documentation will not be considered complete until it has been verified by the OPR.</p>
Sub-Domain: Professional Development (PD)	
Program Standard	Requirements
<p>PD 1</p> <p>The program owner achieves and maintains the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>All child care staff achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p>	<p>For initial ratings only: The program owner and all child care staff are not required to achieve the Professional Development Certificate prior to registering for an initial rating. The program owner and all child care staff 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, the program owner and all child care staff achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>If a child care staff member 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>PD 2</p> <p>The program owner and all child care staff are to complete the required quality and child development courses.</p>	<p>The program owner and all newly hired child care staff 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</p>

	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.
Domain: Family and Community Partnerships	
Sub-Domain: Transitions (T)	
Program Standard	Requirements
T 1 The program provides written information to families on transitioning children into and out of the program.	The program is to have available on-site copies of written information given to families on transitioning children into and out of the program.
Sub-Domain: Communication and Engagement (CE)	
Program Standard	Requirements
CE 1 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.