



OKLAHOMA DEPARTMENT OF HUMAN SERVICES

**Request for Child Care Center
Star Certification**



Center name		Area code	Phone
Mailing address	City	State	Zip code
License number	County	Licensing specialist	
Email address			

Please check the star level for which you are applying.

- One star plus** - Items indicated with 1+
- Two star** - Items indicated with 2 or
- Two star** – Head Start or accreditation and only meet and maintain items indicated with A and H
- Three star** – Head Start or accreditation and meet all items indicated with 3

The star column identifies the applicable star levels for each criteria and full wording of the star criteria is available at www.okdhs.org.

Star			Criteria	Check if yes
1+	2	3	A1. Licensing status: OAC 340:110-1-8.4(a). The center has a license or six-month permit.	<input type="checkbox"/>
1+	2	3	A2. Compliance: OAC 340:110-1-8.4(b). The center is compliant with licensing requirements.	<input type="checkbox"/>
1+	2	3	B1. Administrative: OAC 340:110-1-8.5(a). Center staff have access to licensing requirements.	<input type="checkbox"/>
1+	2	3	B2. Administrative: OAC 340:110-1-8.5(a). The director or supervising staff evaluates staff in writing annually using the Oklahoma Core Competencies and develops the educational professional development plan.	<input type="checkbox"/>
1+	2	3	B3. Administrative: OAC 340:110-1-8.5(a). The center provides an employee handbook for staff and includes information on hiring and firing, job duties and responsibilities, professional development requirements, child abuse reporting, and personnel attendance policy.	<input type="checkbox"/>

Star	Criteria	Check if yes														
	Attach an employee handbook.															
1+ 2 3	B4. Administrative: OAC 340:110-1-8.5(a). The center is registered as a direct care organization with the Oklahoma Professional Development Registry, okregistry.org .	<input type="checkbox"/>														
1+ 2 3	B5. Administrative: OAC 340:110-1-8.5(a). Center staff are members of the Oklahoma Professional Development Registry, okregistry.org and have current professional development ladder certificates. New staff must be listed on the registry within 12 months of employment.	<input type="checkbox"/>														
2 3	B6. Administrative: OAC 340:110-1-8.5(b). A policy and procedure manual is maintained on site for staff and includes the program's mission or vision statement, information on organizational structure, code of professional conduct, and the center's discipline philosophy. Attach a policy and procedure manual.	<input type="checkbox"/>														
2 3	B7. Administrative: OAC 340:110-1-8.5(b). A minimum of two staff meetings are conducted annually and include time to discuss quality and its impact on the center.	<input type="checkbox"/>														
2 3	C1. Master teacher qualifications: OAC 340:110-1-8.6. There is a full time master teacher for every 30 children of the licensed capacity. During the second and subsequent years as a two or three star center, there must be a master teacher for every 20 children of the licensed capacity. This number does not include school-age children, if the majority of children in care are younger than five years of age. In centers licensed as school-age programs or in programs where the majority of children are school-age, there must be a master teacher for every 40 children of the licensed capacity. Ratio is determined by using the official floor plan and equipment inventory as maintained in the licensing record. Example: <table style="margin-left: 20px; border-collapse: collapse;"> <tr> <td>Licensed capacity</td> <td style="text-align: right;">60</td> </tr> <tr> <td>School-age children</td> <td style="text-align: right;"><u>-10</u></td> </tr> <tr> <td>Number of children</td> <td style="text-align: right;">50</td> </tr> </table> <p>50 children ÷ 30 = 2 master teachers required for the first year of certification. 50 children ÷ 20 = 3 master teachers required in subsequent years of certification.</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr> <td>Total licensed capacity</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Less school children</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Number of children</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Number of master teachers required</td> <td style="text-align: right;">_____</td> </tr> </table>	Licensed capacity	60	School-age children	<u>-10</u>	Number of children	50	Total licensed capacity	_____	Less school children	_____	Number of children	_____	Number of master teachers required	_____	<input type="checkbox"/>
Licensed capacity	60															
School-age children	<u>-10</u>															
Number of children	50															
Total licensed capacity	_____															
Less school children	_____															
Number of children	_____															
Number of master teachers required	_____															

Star	Criteria	Check if yes			
<table border="1"> <tr> <td>1+</td> <td>2</td> <td>3</td> </tr> </table>	1+	2	3	<p>D2. Professional development: OAC 340:110-1-8.7(a). Director has a written educational professional development plan (EPDP) on file and it is reviewed annually and updated as needed. Attach a copy of the director's EPDP.</p>	<input type="checkbox"/>
1+	2	3			
<table border="1"> <tr> <td>1+</td> <td>2</td> <td>3</td> </tr> </table>	1+	2	3	<p>D3. Staff Professional development: OAC 340:110-1-8.7(b). Center staff employed for at least 12 months have at least two college credits or 20 clock hours of job-related professional development within the last 12 months or within the staff's employment year. General education courses such as English composition, math, science, and history do not count toward professional development. Attach Form 07LC002E, Child Care Staff Summary, and certificates and/or transcripts documenting required staff professional development hours.</p>	<input type="checkbox"/>
1+	2	3			
<table border="1"> <tr> <td>1+</td> <td>2</td> <td>3</td> </tr> </table>	1+	2	3	<p>D4. Professional development: OAC 340:110-1-8.7(b). Center staff have a written individualized EPDP and it is reviewed annually and updated as needed. Attach a sample copy of a written individualized EPDP.</p>	<input type="checkbox"/>
1+	2	3			
<table border="1"> <tr> <td>1+</td> <td></td> <td></td> </tr> </table>	1+			<p>D5. Professional development: OAC 340:110-1-8.7(b). One staff for every 20 children of the licensed capacity must actively work toward the educational requirements to obtain master teacher qualifications. List staff who plan to obtain master teacher qualifications:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>
1+					
<table border="1"> <tr> <td>1+</td> <td>2</td> <td>3</td> </tr> </table>	1+	2	3	<p>D6. Professional development: OAC 340:110-1-8.7(b). Center staff working toward or meeting master teacher qualifications are trained in Oklahoma's ELG.</p>	<input type="checkbox"/>
1+	2	3			
<table border="1"> <tr> <td>1+</td> <td>2</td> <td>3</td> </tr> </table>	1+	2	3	<p>E1. Learning environment: OAC 340:110-1-8.8(a). Center staff have and use current developmentally appropriate weekly lesson plans for all age groups of children. Attach a sample lesson plan for each age group.</p>	<input type="checkbox"/>
1+	2	3			
<p>Star</p>	<p>Criteria</p>	<p>Check</p>			

Star			Criteria	Check if yes
1+	2	3	E2. Learning environment: OAC 340:110-1-8.8(a). Teachers read to children a minimum of 15 minutes each day.	<input type="checkbox"/>
1+	2	3	E3. Learning environment: OAC 340:110-1-8.8(a). The indoor, and as weather permits, outdoor environment are utilized daily for children to engage in physical activity.	<input type="checkbox"/>
1+	2	3	E4. Learning environment: OAC 340:110-1-8.8(a). Television or other screen time is not used for children younger than two years of age. Attach a daily schedule for each age group.	<input type="checkbox"/>
1+			E5a. Learning environment: OAC 340:110-1-8.8(a). Space for children two years of age and older is arranged and equipped in a minimum of six interest areas: art, block building, book reading, dramatic play, manipulative play, and music and movement. Attach a current official floor plan from Oklahoma Child Care Services (OCCS) showing the ages of the children in each classroom and room capacity. Include interest area photos and locations of each classroom. If needed a separate floor plan can be used.	<input type="checkbox"/>
	2	3	E5b. Learning environment: OAC 340:110-1-8.8(b). Space for children two years of age and older is arranged and equipped in a minimum of eight interest areas: art, block building, book reading, dramatic play, manipulative play, math, music and movement, and science or nature. A minimum of two learning centers are available outdoors. Attach an OCCS approved floor plan showing the ages of the children and the capacity of each classroom. Include interest area photos and locations of each classroom. If needed a separate floor plan can be used.	<input type="checkbox"/>
	2	3	E6. Learning environment: OAC 340:110-1-8.8(b). The center has and follows a schedule that allows time for children to complete tasks and reflects a balance and variety of activities including indoor and outdoor play, active and quiet play, rest periods, and meals.	<input type="checkbox"/>
	2	3	E7. Learning environment: OAC 340:110-1-8.8(b). The program uses Oklahoma's ELG as a resource for lesson and curriculum planning.	<input type="checkbox"/>
	2	3	E8. Learning environment: OAC 340:110-1-8.8(b). Center staff participate with children in physical activity at least once per day.	<input type="checkbox"/>

Star	Criteria	Check if yes			
<table border="1"> <tr> <td data-bbox="191 289 256 331">1+</td> <td data-bbox="256 289 321 331">2</td> <td data-bbox="321 289 354 331">3</td> </tr> </table>	1+	2	3	<p>F1. Family engagement: OAC 340:110-1-8.9(a). The center has established a system and maintains it for sharing and communicating with families the happenings, activities, and related issues about their child's emotional and physical state.</p> <p>Attach a sample or describe how this is done:</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>
1+	2	3			
<table border="1"> <tr> <td data-bbox="191 590 256 632">1+</td> <td data-bbox="256 590 321 632">2</td> <td data-bbox="321 590 354 632">3</td> </tr> </table>	1+	2	3	<p>F2. Family engagement: OAC 340:110-1-8.9(a). Families are welcome in the center at all times.</p>	<input type="checkbox"/>
1+	2	3			
<table border="1"> <tr> <td data-bbox="191 758 256 800">1+</td> </tr> </table>	1+	<p>F3. Family engagement: OAC 340:110-1-8.9(a). Individual parent conferences are arranged for and documented at least annually.</p> <p>List when annual conferences are held:</p> <p>_____</p>	<input type="checkbox"/>		
1+					
<table border="1"> <tr> <td data-bbox="191 968 256 1010">1+</td> <td data-bbox="256 968 321 1010">2</td> <td data-bbox="321 968 354 1010">3</td> </tr> </table>	1+	2	3	<p>F4. Family engagement: OAC 340:110-1-8.9(a). There is a family resource area.</p> <p>Describe the location and type(s) of resources:</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>
1+	2	3			
<table border="1"> <tr> <td data-bbox="191 1188 256 1230">1+</td> <td data-bbox="256 1188 321 1230">2</td> <td data-bbox="321 1188 354 1230">3</td> </tr> </table>	1+	2	3	<p>F5. Family engagement: OAC 340:110-1-8.9(a). Family meetings with guest speakers or special events are held at least twice per year.</p> <p>List events:</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>
1+	2	3			
<table border="1"> <tr> <td data-bbox="191 1451 256 1493">1+</td> <td data-bbox="256 1451 321 1493">2</td> <td data-bbox="321 1451 354 1493">3</td> </tr> </table>	1+	2	3	<p>F6. Family engagement: OAC 340:110-1-8.9(a). The center uses two of these methods to inform families of center programs:</p> <p>Bulletin board <input type="checkbox"/> Parent handbook <input type="checkbox"/></p> <p>Newsletter <input type="checkbox"/> Email <input type="checkbox"/></p> <p>Website (specific to each center location) <input type="checkbox"/></p> <p>Describe bulletin board location, website, and email address. _____</p> <p>Attach a newsletter and/or handbook.</p>	<input type="checkbox"/>
1+	2	3			

Star	Criteria	Check if yes
1+ 2 3	F7. Family engagement: OAC 340:110-1-8.9(a). Families participate in program and policy development through board involvement, planning meetings, or questionnaires. Describe how this is done: _____	<input type="checkbox"/>
1+ 2 3	F8. Family engagement: OAC 340:110-1-8.9(a). The center makes licensing requirements available to families.	<input type="checkbox"/>
2 3	F9. Family engagement: OAC 340:110-1-8.9(b). Parent conferences are held at least twice a year and a written report is provided to the parents at the conference. List when these conferences are held or will be held: _____	<input type="checkbox"/>
2 3	F10. Family engagement: OAC 340:110-1-8.9(b). The program maintains a current list of available community resources and assists families in locating and connecting with these services. Attach a resource list.	<input type="checkbox"/>
1+ 2 3	G1. Program evaluation: OAC 340:110-1-8.10(a). Indoor and outdoor space health and safety checklists are completed annually and kept on file at the center. Checklist completion date: _____	<input type="checkbox"/>
1+ 2 3	G2. Program evaluation: OAC 340:110-1-8.10(a). Parents and staff are surveyed annually. Attach survey copies and list dates: _____	<input type="checkbox"/>
1+ 2 3	G3. Program evaluation: OAC 340:110-1-8.10(a). An equipment inventory is conducted annually using the appropriate OKDHS form and kept on file at the center. Attach a completed equipment inventory copy.	<input type="checkbox"/>
2 3	G4. Program evaluation: OAC 340:110-1-8.10(b). The director/owner agrees to utilize the listed program evaluation methods within one year of receipt of two star status, repeating as required.	<input type="checkbox"/>
2	G5. Program evaluation: OAC 340:110-1-8.10(b). The center is assessed within one year of two star status and then every three years using an OCCS approved assessment tool. If a center is nationally accredited this is not required.	<input type="checkbox"/>

Star	Criteria	Check if yes
2 3	G6. Program evaluation: OAC 340:110-1-8.10(b). Program goals are established and updated annually based on information gathered from all program evaluation items.	<input type="checkbox"/>
2 3	G7. Program evaluation: OAC 340:110-1-8.10(b). The center has a written plan for meeting established goals including professional development and educational needs of center staff as well as center policies and procedures.	<input type="checkbox"/>
2 3	G8. Program evaluation: OAC 340:110-1-8.10(b). Center staff participate in program evaluation and the established goals are shared with staff.	<input type="checkbox"/>

Accreditation. To qualify as a three star center per OAC 340:110-1-8.3(c)(4), a center must meet one star plus and two star criteria, have current accreditation by an OKDHS approved national accrediting agency or is a Head Start program, and be compliant with Head Start Performance Standards. A center may also meet two star criteria per OAC 340:110-1-8.3(c)(3) by having a compliant licensing record and current accreditation by an OKDHS approved national accrediting agency or is a Head Start program and is compliant with Head Start Performance Standards.

Star	Criteria	Check if yes
2 3	<p>H. The center is accredited by an OKDHS approved accrediting agency or a Head Start program and is compliant with Head Start Performance Standards.</p> <p>Accrediting agency name: _____</p> <p>Expiration date: _____</p> <p>Attach a copy of the current accreditation certificate or Head Start documentation.</p>	<input type="checkbox"/>

I hereby certify that the information provided on this request form is true, complete, and I agree to meet the level of criteria as indicated by the marked checkboxes.

I agree to notify OCCS in writing within five working days if any portion of this information changes. I understand my star certification level may be reduced for failure to notify OCCS if the certification requirements have not been met for over 90 days.

I understand any violation of these criteria may result in the reduction of star certification level and star certification may be reduced when:

- the center developed a history of numerous, repeated, or serious non-compliance with licensing requirements;
- a serious incident occurs resulting in injury or imminent risk to a child;
- violations are not corrected within the agreed-upon time frame;
- an Emergency Order, notice of proposed denial, or revocation of license is issued.

Owner signature	Date
Printed owner name	
Director signature	Date
Director printed name	

Send the original form, completed and signed, to your Stars Outreach Specialist (SOS). You will be notified of the decision by mail. Incomplete applications are returned to applicants.

For OCCS use only	
	SOS

Routing: Original - OCCS
Copy - Child Care Center