

# SUNSHINE STARS



*A good start...a great future!*



2017-2018

# PROVIDER MANUAL

Early Learning Coalition of Pasco & Hernando Counties, Inc.  
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Spring Hill, FL 34610  
727-233-8291  
[www.phelc.org](http://www.phelc.org)



# Sunshine Stars Provider Manual

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*Executive Director*



Fall 2017,

Dear Respected Provider,

The Early Learning Coalition of Pasco and Hernando Counties, Inc. is ready to commence its third year of our Quality Rating Improvement System (QRIS) called “Sunshine Stars.”

We are excited about extending this opportunity to you and your families, as Sunshine Stars will help you provide a high quality and consistent program of care for our community’s young children. Sunshine Stars is open to all legally operating programs within Pasco and Hernando counties that have a School Readiness Provider Contract with the Early Learning Coalition of Pasco and Hernando Counties, Inc.

Quoting from the Tampa Bay Times that published a feature article on our Sunshine Stars in August 2016, “Sunshine Stars had doubled in participation from both parents and providers since its debut last summer” (2015). “Four and Five Star Centers have seen a spike in enrollment as more parents are gravitating to this program.”

The goals of Sunshine Stars are continuous improvement and consumer awareness of early childhood programs. This will be accomplished through your participation in Sunshine Stars and the rating that you will achieve. Throughout your tenure with Sunshine Stars, your program will continue to grow and develop through our Quality Improvement Training and coaching offered after the verification process.

The Coalition’s goal is for all contracted centers and family child care homes to become models for Early Learning for all providers in Florida, by joining Sunshine Stars.

Welcome to **Sunshine Stars!**

Best wishes,

James J. Farrelly  
Executive Director

## Sunshine Stars – Pasco Hernando’s Quality Rating Improvement System

Sunshine Stars is a voluntary rating system that reviews early learning programs according to clearly defined, high quality standards. Sunshine Stars utilizes a five (5) star rating system that evaluates and offers support and training to assist providers in reaching their goals. Sunshine Stars is a Quality Rating Improvement System for School Readiness providers contracted in Pasco and Hernando Counties with the Early Learning Coalition of Pasco and Hernando Counties. Sunshine Stars now has a multi-phase improvement system, where Phase 1 is for the first two years, and upon successful completion, providers are eligible to participate in Phase 2. This two-year commitment is based on Phase 1 values and provides additional areas for growth and quality.

Sunshine Stars is different from child care licensing, accreditation and the Office of Early Learning and the School Readiness Monitoring Tool. Child care licensing regulations are basic requirements that must be met in order to be a legally operating child care program. Accreditation, whether Gold Seal, NAEYC or other affiliated program, represents an achievement of quality, typically through self-study and verification, yet does not focus on **continuous quality improvement**. Sunshine Stars will assist willing providers by offering a comprehensive system of rating and support for **quality improvement** that will help create high quality early learning programs. The support in quality improvement is critical to addressing your program’s strengths and needs in order to improve the quality of care and education being offered to the children enrolled in your programs.

**Sunshine Stars** will provide a rating of quality using a 5-star system similar to those used by hotel websites. A 5-star rating will indicate the highest quality programs. Becoming a participant in Sunshine Stars will also afford programs additional guidance and support toward attaining quality improvement.

The rating can be a useful tool for providers, as well as for families who are deciding where to enroll their children in care. Once your program has earned its stars, this information may be posted on your website and published in your newsletter to parents. The Coalition will also provide information on star rated providers to parents who are seeking this information through the Resource & Referral process, as well as post star ratings on our website and social media pages.

Star Legend	
5 stars	
4 stars	
3 stars	
2 stars	
1 star	



**Vision:**

To create a high quality, market-based approach to Early Learning programs in Pasco and Hernando counties.

**Mission:**

To raise the quality of our early learning centers by identifying strengths and weaknesses within the programs to allow for coaching, professional development and technical assistance.

**Goals:**

1. Continuous improvement of early learning centers;
2. Parent awareness of quality centers;
3. Create a path toward quality that will increase family engagement and community knowledge

**Expectations for Providers and Coalition:**

The Expectations of **participating providers** for “Sunshine Stars” include, but are not limited to the following:

1. Commitment to continuous quality
2. Cooperation with coalition in completion of Sunshine Stars
3. Completing all required paperwork and submitting same in a timely manner
4. Implementing the Quality Improvement Plan as outlined by Provider Specialist
5. Displaying the Sunshine Stars banner

The expectations of the **Pasco Hernando Early Learning Coalition** for “Sunshine Stars” include, but are not limited to the following:

1. Ensuring quality programs
2. Respecting and supporting families
3. Supporting programs through training, coaching, technical assistance and development of a Quality Improvement Plan supervised by a Provider Specialist
4. Completing Evaluations in a timely manner
5. Validating and presenting CEU’s for completed training
6. Awarding of stars for successful completion of Sunshine Stars program in a timely manner

## Quality Standards and Star Rating:

The Early Learning Coalition of Pasco and Hernando Counties will have its Sunshine Stars focus on three (3) standards during the first phase (Phase 1) (a two-year period):

- Staff Qualifications and Professional Development
- Learning Environment
- Teacher-Child Interactions
  - a. Infant CLASS (Classroom Assessment Scoring System)
  - b. Toddler CLASS (Classroom Assessment Scoring System)
  - c. Pre-K CLASS (Classroom Assessment Scoring System)

Phase 2 (a two-year period) will include the above and will add:

- Family Engagement

The Center-Based Program and Family Child Care Home Validation Checklist will be available in the manual appendix and on the Coalition's website – [www.phelc.org/QRIS.php](http://www.phelc.org/QRIS.php)

## Sunshine Stars Rating Process

Depending on the outcome of your assessment score totals, your program will receive a Star Rating consisting of **5-stars, 4-stars, 3-stars, 2-stars or 1-star.**

Your star rating will be good for two (2) years and a Quality Improvement Plan (QIP) will be designed specifically for your programs. These are your options:

1. Publish your star rating as it stands
2. Publish your star rating and begin a Quality Improvement Plan which shall not exceed six months
3. Hold off on publishing your star rating until the completion of your Quality Improvement Plan which shall not exceed six months

The Coalition will also include your program's star rating for parents requesting such information through the Resource and Referral process.

If at any time during the two year period your program is monitored by DCF or the Coalition's Provider Specialist and found to have a Class I violation, your star rating will be revoked until further notice. Please see pg. 17 under Stipulations for a full explanation. Reapplication is possible after one year.

## Benefits to Providers

Support services programs will include:

- **Technical Assistance for Quality Improvement:** Each Sunshine Stars program participant will be assigned a Provider Specialist (PS) who is dedicated to supporting the program during the quality improvement process and beyond. The Provider Specialist will work closely with your program staff, specifically your teaching staff, to develop a Quality Improvement Plan (QIP). The QIP is a guide that will outline the additional goals and action plans that may be utilized in order to promote a quality-based learning environment for the children in your program.
- **Career Advisement:** Coalition Staff will help program participants identify what is needed to increase knowledge, skills and qualifications for staff members teaching in early learning and education settings.
- **Educational Training:** Sunshine Stars and the Early Learning Coalition of Pasco and Hernando Counties will provide trainings on a variety of topics designed to increase the classroom knowledge of your teachers. Coalition Staff will work with your program staff members to help them develop a plan to meet their educational goals.
- **Recognition/Marketing/Advertising:** Banners will be provided to centers that have achieved their stars (upgrading will yield an updated banner). These may be displayed outside the center and used as a marketing and advertising tool. The ratings are also beneficial when placed on the center's website. They will appear on the Coalition's website for parents to view.

# **The Process**

## **Eligibility**

Any licensed child care facility including religious exempt child care centers, and family child care homes are eligible to participate in Sunshine Stars. In order to be eligible to participate, however, a program must meet the following criteria:

- Hold a School Readiness Provider Contract with the Early Learning Coalition of Pasco and Hernando Counties and have a program based in Pasco and/or Hernando County.
- Be in good standing with an applicable School Readiness Contract.
- Be in good standing with the Department of Children and Families/Child Care Licensing or other accredited licensing agency.
- Meet Sunshine Stars Licensing Policy:
  - a. Zero (0) Class 1 licensing violations within the last 12 months;
  - b. No more than two (2) of the same Class 2 licensing violations within the last 12 months in the same category.

Programs must meet Sunshine Stars Licensing Policy and have been in operation for one year. More clearly, one (1) year from the last disqualifying violation (assuming there were no additional violations during that period). Once a School Readiness Provider, application can be made immediately. If a program has not been operating with an active license for at least one year, it will be eligible one year from the active date. If a program is ineligible due to operating on a probationary license, it will be eligible once it obtains an annual license.



## **The Application**

The Sunshine Stars application form may be found on the Coalition's website under Sunshine Stars– [www.phelc.org/QRIS.php](http://www.phelc.org/QRIS.php) (Please see sample of Phase 1 application on page 10, Phase 2 application on page 25)

All participants are required to fill out the application form – either online directly through the website, print out the form and fax, scan and email, or drop the completed form off at the Coalition's main office in Spring Hill.

After the Coalition has received and verified the information supplied on the application, providers will be notified within 3-5 business days of receipt of the application, as to whether or not they are eligible to participate in Sunshine Stars.

Our timeliness to your evaluation is dependent upon staffing and funding. Terms of agreement are **for two (2) years**, from the star award date, wherein the program and Coalition will work together to complete the process.

### **Application Summary:**

The Sunshine Stars Application is easy and straightforward. The information included is obtained from your records and should be reproduced accurately. Please be sure to fill in all the blank areas:

- Business Contact Information
- Business Information
- Verification of Minimum Criteria
- Agreement to Become a Sunshine Stars Provider
- Signatures

Signing and dating the application begins your Sunshine Stars process.



Early Learning Coalition of Pasco and Hernando Counties,  
 Inc.  
 15506 County Line Road, Spring Hill, 34610  
 727-233-8291  
[www.phelc.org](http://www.phelc.org)

**PHASE 1  
 SUNSHINE STARS APPLICATION FORM**

**BUSINESS CONTACT INFORMATION**

Owner Name:	Date Business Established:
Business Name:	<input type="checkbox"/> Child Care Center <input type="checkbox"/> Family Child Care Home <input type="checkbox"/> Large Family Child Care Home <input type="checkbox"/> School Age Only <input type="checkbox"/> Private School
Phone:	
E-mail:	
Registered Business Address Location:	

**BUSINESS INFORMATION**

Site Name:	Other Business Name (if applicable):
How long at current address:	Primary Business Address (city, state, zip):
DCF License/Exemption #: Expiration Date:	Gold Seal Designation: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Process

**VERIFICATION OF MINIMUM CRITERIA**

School Readiness Provider Contract for Current Year: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Process If no, explain:	
In Good Standing with Department of Children and Families: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:	
Corrective Action Plans in the last 12 months: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	
Class I Violations: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	
Class II Violations: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	
Accreditation: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Process	If yes, Which Accrediting Agency:
If in process, with which accrediting body:	If no, with which accrediting body would you like to eventually seek accreditation:

**AGREEMENT TO BECOME SUNSHINE STARS PROVIDER**

1. By signing and submitting this application, I am aware of the benefits and commitments of participating in Sunshine Stars. (See Expectations in the Provider Manual)
2. By submitting this application, you authorize the Early Learning Coalition of Pasco and Hernando Counties, Inc. to make inquiries into the correctness of any statements provided above.

**SIGNATURES**

Owner Signature:	Director Signature:
Name and Title:	Name and Title:
Date:	Date:



# The Assessment Tools

## Assessment Tool – Center-Based Providers

The two (2) assessment tools that will be used by your Provider Specialist are CLASS (Classroom Assessment Scoring System) and the Quality Environment Assessment.

**Phase 1** of Sunshine Stars will address Staff Qualifications and Professional Development, Learning Environment, and Teacher-Child Interactions.

The number of points achieved for all three standards will determine your star rating:

Star Legend – Infant and Toddler CLASS Results		Star Legend – Pre K CLASS Results		Star Legend-Toddler and Pre K CLASS Results	
39-45 points	5 stars 	37-40 points	5 stars 	46-50 points	5 stars 
31-38 points	4 stars 	29-36 points	4 stars 	38-45 points	4 stars 
23-30 points	3 stars 	21-28 points	3 stars 	29-37 points	3 stars 
15-22 points	2 stars 	13-20 points	2 stars 	19-28 points	2 stars 
14 or fewer points	1 star 	12 or fewer points	1 star 	18 or fewer points	1 star 

For Office Use Only		
Standards	Total Points Available	Total Points Awarded
S.1 Staff Qualifications and Professional Development	10	
S.2 Learning Environment	15	
S.3 Teacher-Child Interactions (CLASS) <ul style="list-style-type: none"> <li>• Infant CLASS</li> <li>• Toddler CLASS</li> <li>• Pre-K CLASS</li> </ul>	10	
	10	
	15	
Total Points	60	
Star Rating		

Star Legend	
50-60 points	5 stars 
40-49 points	4 stars 
30-39 points	3 stars 
20-29 points	2 stars 
19 or fewer points	1 star 

For Office Use Only		
Standards	Total Points Available	Total Points Awarded
S.1 Staff Qualifications and Professional Development	10	
S.2 Learning Environment	15	
S.3 Teacher-Child Interactions (CLASS)		
• Infant CLASS	10	
• Toddler CLASS	10	
• Pre-K CLASS	15	
Total Points	60	
Star Rating		

**Phase 2** of Sunshine Stars will address Staff Qualifications and Professional Development, Learning Environment, Teacher-Child Interactions, and Family Engagement.

The number of points achieved for all four standards will determine your star rating:

Star Legend – Infant and Toddler CLASS Results		Star Legend – Pre K CLASS Results		Star Legend - Toddler and Pre K CLASS Results	
43-50 points	5 stars 	38-45 points	5 stars 	50-55 points	5 stars 
34-42 points	4 stars 	31-37 points	4 stars 	42-49 points	4 stars 
26-33 points	3 stars 	23-30 points	3 stars 	33-41 points	3 stars 
16-25 points	2 stars 	14-22 points	2 stars 	21-32 points	2 stars 
15 or fewer points	1 star 	13 or fewer points	1 star 	20 or fewer points	1 star 

For Office Use Only		
Standards	Total Points Available	Total Points Awarded
<b>S.1</b> Staff Qualifications and Professional Development	10	
<b>S.2</b> Learning Environment (SRPA)	15	
<b>S.3</b> Teacher-Child Interactions (CLASS) <ul style="list-style-type: none"> <li>• Infant CLASS</li> <li>• Toddler CLASS</li> <li>• Pre-K CLASS</li> </ul>	10	
	10	
	15	
<b>S.4</b> Family Engagement	5	
Total Points	65	
Star Rating		

Star Legend	
55-65 points	5 stars 
43-54 points	4 stars 
33-42 points	3 stars 
21-32 points	2 stars 
20 or fewer points	1 star 

For Office Use Only		
Standards	Total Points Available	Total Points Awarded
S.1 Staff Qualifications and Professional Development	10	
S.2 Learning Environment (SRPA)	15	
S.3 Teacher-Child Interactions (CLASS) <ul style="list-style-type: none"> <li>• Infant CLASS</li> <li>• Toddler CLASS</li> <li>• Pre-K CLASS</li> </ul>	10	
	10	
	15	
S.4 Family Engagement	5	
Total Points		65
Star Rating		

## Assessment Tool Summary for Center Based Programs

**S1.1 - Staff Qualifications:** 5 points possible. This standard will give evidence of center's staff certifications and educational levels. For the Director, this should include DCF Training Transcript (within last 12 months). Also, 100% of the instructional staff will be reviewed to show documentation of high school diploma or GED, and up to date DCF Training Transcript. The standards designate how many points will be achieved depending upon training and educational levels.

**S.1.2 - Professional Development:** 5 points possible. The Director will document the number of in-service hours that have been completed by staff and Director. 100% of the instructional staff files will be selected for review of completed in-service training.

**S.2.1 - Learning Environment (Quality Environment Assessment):** 15 points possible. This standard will recognize providers who maintain an environment where experiences are developmentally appropriate and have been created with the child's needs in mind. This includes center set up, curriculum implementation, individualized lesson plans and developmentally appropriate materials.

**S.3 - Teacher-Child Interactions (Classroom Assessment Scoring System):** 10 total points possible for Toddler Classrooms. This dimension recognizes providers who have developed meaningful relationships and who understand how powerful they are and how effective interactions impact children's development and learning. Emotional and Behavioral Support refers to specific teaching behaviors that help children develop warm, supportive relationships, experience enjoyment and excitement about learning, feel comfortable in the classroom, experience appropriate levels of autonomy or independence, develop behavioral regulations, meet behavioral expectations, and fully participate in classroom activities. Engaged Support for Learning refers to specific teaching behaviors that include the facilitation of activities that enhance children's thinking, reasoning, and verbal skills, build their knowledge of the world, and encourage persistence, attention and motivation.

At the Pre-K level: 15 points possible. Emotional Support refers to behaviors that help children develop warm, supportive relationships, experience enjoyment and excitement about learning, feel comfortable in the classroom and experience appropriate levels of autonomy or independence. Classroom Organization describes specific teaching behaviors that help children develop skills to regulate their own behavior, get the most learning out of the day, and maintain interest in learning activities. Instructional Support refers to specific teaching behaviors that help support children's cognitive development and language growth.

**S.4 Family Engagement (For Phase 2 Providers):** 5 points possible. Child Development occurs in a variety of environments including family, culture, community, and learning centers. Effective Early Learning Programs use both the general and family-specific practices to ensure that all families become engaged in their child's early learning and development. This standard will recognize providers who have developed meaningful connections with families to form active partnerships in the child's learning.

## Assessment Tool - Family Child Care Home Providers

The two (2) assessment tools that will be used by your Provider Specialist are the CLASS (Classroom Assessment Scoring System) and the Quality Environment Assessment.

**Phase 1** of Sunshine Stars will address Staff Qualifications and Professional Development, Learning Environment, and Teacher-Child Interactions.

The number of points achieved for all three standards will determine your star rating:

*Legend Toddler CLASS Results*

Star Legend		
32-35 points	5 stars	
24-31 points	4 stars	
17-23 points	3 stars	
11-16 points	2 stars	
10 or fewer points	1 star	

*Legend for Pre K CLASS Results*

Star Legend		
37-40 points	5 stars	
29-36 points	4 stars	
21-28 points	3 stars	
13-20 points	2 stars	
12 or fewer points	1 star	

For Office Use Only		
Standards	Total Points Available	Total Points Awarded
S.1 Staff Qualifications and Professional Development	10	
S.2 Learning Environment	15	
S.3 Teacher-Child Interactions (CLASS) <ul style="list-style-type: none"> <li>• Toddler CLASS</li> <li><b>OR</b></li> <li>• Pre-K CLASS</li> </ul>	10 <b>OR</b> 15	
Total Points		
Star Rating		



**Phase 2** of Sunshine Stars will address Staff Qualifications and Professional Development, Learning Environment, Teacher-Child Interactions and Family Engagement.

The number of points achieved for all three standards will determine your star rating:

*Legend for Toddler CLASS Results*

Star Legend		
37-40 points	5 stars	
29-36 points	4 stars	
21-28 points	3 stars	
13-20 points	2 stars	
12 or fewer points	1 star	

*Legend for Pre K CLASS Results*

Star Legend		
39-45 points	5 stars	
31-38 points	4 stars	
25-30 points	3 stars	
15-22 points	2 stars	
14 or fewer points	1 star	

For Office Use Only		
Standards	Total Points Available	Total Points Awarded
S.1 Staff Qualifications and Professional Development	10	
S.2 Learning Environment	15	
S.3 Teacher-Child Interactions (CLASS) <ul style="list-style-type: none"> <li>• Toddler CLASS</li> <li><b>OR</b></li> <li>• Pre-K CLASS</li> </ul>	10 <b>OR</b> 15	
S.4 Family Engagement	5	
Total Points		
Star Rating		

## Assessment Tool Summary for Family Child Care Homes

**S.1 - Staff Qualifications:** 5 points possible. This standard will give evidence of center's staff certifications and educational levels. For the Director, this should include DCF Training Transcript (within last 12 months). Also, 100% of the instructional staff will be reviewed to show documentation of high school diploma or GED, and up to date DCF Training Transcript. The standards designate how many points will be achieved depending upon training and educational levels.

**S.1.2 - Professional Development:** 5 points possible. The Director will document the number of in-service hours that have been completed by staff and Director. 100% of the instructional staff files will be selected for review of completed in-service training.

**S.2.1 - Learning Environment (Quality Environment Assessment):** 15 points possible. This standard will recognize providers who maintain an environment where experiences are developmentally appropriate and have been created with the children's needs in mind. This includes: center set up, curriculum implementation, individualized lesson plans, and developmentally appropriate materials.

**S.3 - Teacher-Child Interactions (Classroom Assessment Scoring System):** 10 total points possible for Toddler Classrooms. This dimension recognizes providers who have developed meaningful relationships and who understand how powerful they are and how effective interactions impact children's development and learning. Emotional and Behavioral Support refers to specific teaching behaviors that help children develop warm, supportive relationships, experience enjoyment and excitement about learning, feel comfortable in the classroom, experience appropriate levels of autonomy or independence, develop behavioral regulations, meet behavioral expectations, and fully participate in classroom activities. Engaged Support for Learning refers to specific teaching behaviors that include the facilitation of activities that enhance children's thinking, reasoning, and verbal skills, build their knowledge of the world, and encourage persistence, attention and motivation.

In the Pre-K Classroom – 15 total points possible. Emotional Support refers to the specific teaching behaviors that help children develop warm, supportive relationships, experience enjoyment and excitement about learning, feel comfortable in the classroom and experience appropriate levels of autonomy or independence. Classroom Organization describes specific teaching behaviors that help children develop skills to regulate their own behavior, get the most learning out of each day, and maintain interest in learning activities. Instructional Support refers to specific teaching behavior that helps support cognitive development and language growth.

**S.4 Family Engagement (For Phase 2 Providers):** 5 points possible. Child Development occurs in a variety of environments including family, culture, community, and learning centers. Effective Early Learning Programs use both the general and family-specific practices to ensure that all families become engaged in their child's early learning and development. This standard will recognize providers who have developed meaningful connections with families to form active partnerships in the child's learning.

## **Stipulations for Star Ratings**

The Early Learning Coalition of Pasco and Hernando Counties, Inc. and its program, Sunshine Stars of Pasco Hernando, reserve the right to take any action necessary for the betterment, preservation and validity of this initiative. The Coalition's Executive Director can initiate termination of the program at any time based on recommendations of Coalition staff or system partners AFTER the provider has received an opportunity to have a meeting for due process and explanation.

### **Grounds for immediate termination from Sunshine Stars**

- One (1) Class 1 violation during the past 12 months
- Being placed on probationary status by DCF during the past 12 months
- Any other major DCF non-compliance issues which endanger the health and safety of children at the center
- No more than two (2) of the same Class 2 licensing violations within the last 12 months in the same category

### **Change in owner or locations**

- If there is a change, notification by owner must be submitted to Coalition in writing within five (5) business days
- The star rating is non-transferrable to new owners or another location

### **Change in Director**

- Must notify Coalition within five (5) days of change
- A Coalition staff member will visit facility to evaluate continued participation
- Re-application may be necessary

### **Limitations of Participation**

- Participation is voluntary. Either party may discontinue participation, but should give the other thirty (30) days written notice. The Early Learning Coalition of Pasco and Hernando Counties, Inc. will give prior notification and justification in the event that participation is to be terminated
- Participation in Sunshine Stars does not guarantee a high star level designation or allow the center/home to be eligible to waive county or state licensing
- Our timeliness of your participation is dependent upon our staffing and funding
- Terms of agreement/participation/tenure are for two (2) years in Phase 1. Providers can continue with a second application (see Appendix) for another two years for Phase 2. After the star rating is awarded, the Program and Coalition continue to work together

### **Reapplication**

- Providers wishing to participate in Phase 2 must reapply using application in Appendix
- Providers that have had their Sunshine Stars revoked, may re-apply after one year

# **Quality Improvement and Reapplication Process**

## **Quality Improvement Plan**

All providers that have completed the Sunshine Stars Formal Validation and have received their Sunshine Stars rating can immediately begin their Quality Improvement Plan (QIP) if they wish to increase their star rating.

This process will encourage further Quality in provider programs and will foster increased star ratings. This will be accomplished through upgrading your scores on CLASS which in turn raises the number of stars your center earns. Provider Specialists will make periodic spot checks to give positive feedback on progress.

The Quality Improvement Plan should not exceed 6 months. The number of visits made by the Provider Specialist will depend on time, budget and necessity.

## **Process for Reapplication for Sunshine Stars**

The Star designation shall be valid for a period of two years (24 months). Ninety days (90) before the expiration date, it will be the responsibility of the Provider to re-apply for Sunshine Stars. This can be done on-line or with the reapplication found in the Appendix of the Provider Manual. Once the reapplication has been filled out, it can be emailed to PHELC for review. The Coalition has 14 days to acknowledge the reapplication and inform the Provider of the next steps to take to complete the process.

It should be noted that a new application, evaluation and possible Quality Improvement Plan will be part of the reapplication process. Reapplication automatically begins Phase 2. Nothing carries over from the last contract. This is to ensure that quality has been maintained, or improved and technical assistance has moved Providers to a newer/higher/professional level.

## **Contact Information**

### **Sunshine Stars Consultant - contact:**

Ms. Edna Lennox, QRIS Consultant – 727-233-8291 ext. 106

### **General questions about Sunshine Stars - contact:**

Ms. Ljubica Sevic, Supervisor of Instructional Programs – 727-233-8291 ext. 119

Ms. Carolyn Casler, Program Manager- 727-233-8291 ext.112

### **Provider Specialists - contact:**

Ms. Jane Franco                      727-233-8291 ext 129

Ms. Katie Leslie                      727-233-8291 ext 118

## **Appendix**

### **Verifications - Center-Based Programs**

#### **Staff Qualifications and Professional Development:**

##### **Director:**

1. DCF Childcare Training Transcript (current)

##### **Staff:** 100% for review

1. Documentation of High School diploma or GED (if Applicable)
2. DCF Childcare Training Transcript (current)

##### **Director and Staff:**

1. Copy of completed in-service training record including Virtual Training

#### **Learning Environment:**

##### Evidence of:

1. Pleasing center set up
2. Curriculum implementation is developmentally appropriate
3. Individualized lesson plans
4. Developmentally appropriate materials are prominent

#### **Teacher-Child Interactions: (CLASS) Infant Classrooms:**

##### Evidence of:

1. Responsive Caregiving
  - a. Relational Climate
  - b. Teacher Sensitivity
  - c. Facilitated Exploration
  - d. Early Language Support

#### **Teacher-Child Interactions: (CLASS) Toddler Classrooms:**

##### Evidence of:

1. Emotional and Behavioral Support
  - a. Positive Climate
  - b. Negative Climate
  - c. Teacher Sensitivity
  - d. Regard for Child Perspectives
  - e. Behavioral Guidance

2. Engaged Support for Learning
  - a. Facilitation of Learning Development
  - b. Quality of Feedback
  - c. Language Modeling

### **Teacher-Child Interactions: (CLASS) Pre-K Classrooms:**

Evidence of:

1. Emotional Support
  - a. Positive Climate
  - b. Negative Climate
  - c. Teacher Sensitivity
  - d. Regard for Student Perspectives
2. Classroom Organization
  - a. Behavioral Management
  - b. Productivity
  - c. Instructional Learning Formats
3. Instructional Support
  - a. Concept Development
  - b. Quality of Feedback
  - c. Language Modeling

### **Family Engagement**

Evidence of:

1. Open door policy
2. Signs, invitations, notices of activities
3. List of family support systems visible and/or readily available
4. Family support questionnaire
5. Formal activities scheduled and executed
6. Dialogue present between parents and providers
7. Developmental screening carried in home language
8. Family conferences
9. Workshops, videos, classes available and publicized
10. Transition notices, conferences taking place as needed
11. Nutrition information visible
12. Parent activity participation lists
13. Family Advisory Board meeting minutes
14. Family Center evaluations in writing

## **Verifications - Family Childcare Home**

### **Staff Qualifications and Professional Development:**

#### **Director:**

1. DCF Childcare Training Transcript (current)

#### **Staff:** 100% for review

1. Documentation of High School diploma or GED (if applicable)
2. DCF Childcare Training Transcript (current)

#### **Director and Staff:**

1. Copy of completed in-service training record

### **Learning Environment:**

#### Evidence of:

1. Pleasing center set up
2. Curriculum Implementation is developmentally appropriate
3. Individualized lesson plans
4. Developmentally appropriate materials are prominent

### **Teacher-Child Interactions Toddler or Pre-K**

#### Evidence of:

1. Emotional and Behavioral Support
  - a. Positive Climate
  - b. Negative Climate
  - c. Teacher Sensitivity
  - d. Regard for Child Perspectives
  - e. Behavioral Guidance
2. Engaged Support for Learning
  - a. Facilitation of Learning Development
  - b. Quality of Feedback
  - c. Language Modeling
3. Classroom Organization (Pre-K)
  - a. Behavioral Management
  - b. Productivity
  - c. Instructional Learning Formats
4. Instructional Support (Pre-K)
  - a. Concept Development
  - b. Quality of Feedback
  - c. Language Modeling



## **Family Engagement**

Evidence of:

1. Open door policy
2. Signs, invitations, notices of activities
3. List of family support systems visible and/or readily available
4. Family support questionnaire
5. Formal activities scheduled and executed
6. Dialogue present between parents and providers
7. Developmental screening carried in home language
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9. Workshops, videos, classes available and publicized
10. Transition notices, conferences taking place as needed
11. Nutrition information visible
12. Parent activity participation lists
13. Family Advisory Board meeting minutes
14. Family Center evaluations in writing



## SUNSHINE STARS QULAITY IMPROVEMENT PLAN CONTRACT

This contract is between the Early Learning Coalition of Pasco and Hernando Counties (Coalition) and the following Provider indicated below:

\_\_\_\_\_

The Provider may choose one of four methods to implement their Quality Improvement Plan. Please review the options below and choose one of the following:

\_\_\_\_\_1. The above Provider can begin a Quality Improvement Plan and may publish immediately after receiving their Star rating. The Star rating is in place for two years from the award (validation) date.

\_\_\_\_\_2. The above Provider can begin a Quality Improvement Plan and NOT publish. Provider must publish star rating after a successful Quality Improvement Plan has been designed and executed.\*

\_\_\_\_\_3. The above Provider will publish and will NOT enter into a Quality Improvement Plan

\_\_\_\_\_4. The above Provider will NOT publish and will NOT enter into a Quality Improvement Plan. At this point, there is no obligation on either the Coalition or the Provider to pursue further.

**PROVIDERS MUST APPLY 90 DAYS PRIOR TO EXPIRATION DATE NOTED ON THIS CONTRACT AND SUNSHINE STARS CERTIFICATE. THIS WILL ALLOW PROVIDER SPECIALIST TO ACCOMMODATE AND EVALUTAE APPLICATIONS BEFORE FINAL EXPIRATION DATE.**

\*The Quality Improvement Plan may not exceed 6 months in duration and will be monitored by a Provider Specialist.

Signed \_\_\_\_\_  
Provider Date

\_\_\_\_\_  
Program Manager Date

QIP Start Date \_\_\_\_\_ Maximum Completion Date \_\_\_\_\_



Early Learning Coalition of Pasco and Hernando Counties, Inc.  
 15506 County Line Road, Spring Hill, 34610  
 727-233-8291  
[www.phelc.org](http://www.phelc.org)

**PHASE 2  
 SUNSHINE STARS RE-APPLICATION  
 FORM**

**BUSINESS CONTACT INFORMATION**

Owner Name:	Date Business Established:
Business Name:	<input type="checkbox"/> Child Care Center <input type="checkbox"/> Family Child Care Home <input type="checkbox"/> Large Family Child Care Home <input type="checkbox"/> School Age Only <input type="checkbox"/> Private School
Phone:	
E-mail:	
Registered Business Address Location:	

**BUSINESS INFORMATION**

Site Name:	Other Business Name (if applicable):
How long at current address:	Primary Business Address (city, state, zip):
DCF License/Exemption #: Expiration Date:	Gold Seal Designation: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Process

**VERIFICATION OF MINIMUM CRITERIA**

School Readiness Provider Contract for Current Year: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Process If no, explain:	
In Good Standing with Department of Children and Families: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:	
Corrective Action Plans in the last 12 months: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	
Class I Violations: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	
Class II Violations: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	
Accreditation: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Process	If yes, Which Accrediting Agency:
If in process, with which accrediting body:	If no, with which accrediting body would you like to eventually seek accreditation:

**AGREEMENT TO BECOME SUNSHINE STARS PROVIDER**

- By signing and submitting this application, I am aware of the benefits and commitments of participating in Sunshine Stars.  
(See Expectations in the Provider Manual)
- By submitting this application, you authorize the Early Learning Coalition of Pasco and Hernando Counties, Inc. to make inquiries into the correctness of any statements provided above.

**SIGNATURES**

Owner Signature:	Director Signature
Name and Title:	Name and Title:
Date:	Date: