

## DRAFT 619/STARS COMPLIANCE DOCUMENTATION

**Stars Standard FC2:** Each classroom provides regular written correspondence with families.

- For classrooms with children predominately 0-36 months, correspondence is individualized and provided daily
- For classrooms with children predominately 37 months and older, correspondence can be group and weekly

**Documentation:**

- 619 Procedures Manual
- School District Staff Training Sign In sheet
- *Communication book?*

Comment [JW1]:

**Stars Standards FC3:** Program conducts conferences with families at least twice annually.

**Documentation:**

Conference schedules  
Sign in sheets  
School Calendar  
Monitoring  
Teacher Binder/computer – schedules and sign in sheets  
Annual Report

**Stars Standard FS1:** Program makes accommodations for families of children with identified disabilities or who are dual language learners.

- Accommodations for families of children with identified disabilities
- Accommodations for families of children who are dual language learners

**Documentation :**

- IEP for children with disabilities - use of evaluation in primary language
- IEP -Interpreter/translator for families,
- Home Language Survey given at registration

**Stars Standards FS2:** Program systematically gathers information from families and uses data to inform program planning annually.

**Documentation:**

- Copy of family survey given to families annually
- IEP
- Documentation that leadership team reviews survey results, analyzed and make any needed corrections

**Stars Standard FS3:** Program implements a variety of family-centered events annually

**Documentation**

- Event Announcement
- Sign In Sheet

**Stars Standard FS4:** Program supports transition for families:

- Into the program
- Within the program
- Out of the program
- **Documentation:**
- Into – IDEA Regulation 619 Tacking Sheet
- Transition Out - Kindergarten transition information that is provided to all families
- Transition Within - IEP revision form or letter
- Letter to families about change in classroom
- Kindergarten Registration packet

**Star Standard FP1:** Program develops and maintains active relations with schools.

- Job description/weekly schedule for itinerant teacher
- Agenda for PD event
- Telephone log

**Stars Standard FP2:** Program develops and maintains active relationships with community-based agencies.

**Documentation:**

School district Directory of specialists or student services including: Coordinators for Homeless, counselors, social workers, crisis counselors

**Star Standard QT3:** Program completes a *Facility Professional Development Plan* to compile information on staff professional development needs.

**Documentation:**

Documentation for PD Plan

PD based on data, needs

**Star Standard MO3:** Program conducts required all-staff meetings.

- Quarterly
- Monthly

**Documentation:**

- Staff meeting attendance and agenda

**Stars Standard MO4:** Program implements strategies to retain 75% of classroom staff on a program year basis.

**Documentation:**

- Teachers – show documentation that low turnover during school year.
- Paras – must show documentation of number of years staff have been in program.

**Stars Standard: LE1:**

Program utilizes a system of continuity of care throughout the day

**Documentation:**

- Class lists

- Student schedules

**Star Standard: LE2:**

Program minimizes transitions with classroom staff throughout program year

**Documentation:**

Class lists

Student Schedules

**Stars Standard: LE3:**

Program implements lower ratios:

Infants (under 12 months)	1:3
Young Toddlers (12-24 months)	1:5
Older Toddlers (24-36 months)	1:7
Young Preschoolers (36-48 months)	1:9
Older Preschoolers (48-60 months)	1:11

- Implements for Infants
- Implements for Toddlers
- Implements for Preschoolers

**Documentation:**

District funding - 1 teacher to 9 identified children

1 teacher, 1 para to 18 children

Class lists

**Stars Standard LO1:** Program observes and documents individual children's progress and reports progress to families twice annually

**Documentation:**

*IEP updates, progress reports, Teaching Strategies Gold, or other outcome assessments*

**Stars Standard: LO2** Program implements a method of assessing growth and progress for all infants, toddlers, and preschoolers enrolled annually:

- Child developmental screening
- Curriculum-based assessment

**Documentation:**

- Checklist for screening, assessment for all children
- Screening and assessing ALL children including typical children

**Star Standard LO3:** Program uses individual child assessments for infants, toddlers, and preschoolers enrolled to inform goal and lesson planning

**Documentation:**

*Assessments/Child Outcome Information*

**Stars Standard LC1:** Program follows a daily schedule that supports child-centered play both indoors and outdoors

**Documentation:**

Daily Schedule

Lesson Plans

**Stars Standard LC2:** Program implements:

- Daily activities and lesson planning for infants, toddlers, and preschoolers enrolled that are based on the *Delaware Early Learning Foundations*
- A written comprehensive curriculum that is aligned with the *Delaware Early Learning Foundations* for infants, toddlers, and preschoolers enrolled
- A supplemental curriculum to support healthy lifestyles, including healthy eating and physical activity

**Documentation:**

- IEPs and lesson plans

**Stars Standard LC3:** Program implements instructional and environmental modifications that support the learning of all children

- Program implements formalized procedures for making accommodations for children with identified disabilities
- Program implements formalized procedures for making accommodations for children who are dual language learners

• **Documentation:**

- **IEP or 504 plan**