



Checklist for YoungStar Policies  
Group Child Care and School-Age Programs  
Includes YoungStar Optional Points

**C.2.2 Employment Policies and Practices - program chooses six of eight activities**  
**JOB DESCRIPTIONS – required for 4 and 5 Stars**

- Written Job descriptions.
  - Where: \_\_\_\_\_ Page number: \_\_\_\_\_
- Job descriptions are based upon responsibilities of the job (and linked to items on staff evaluation; see EVALUATION PROCEDURES below).
- Each position has a different written description. (i.e., Teaching staff /Director/Assistant Director)
  - Position: \_\_\_\_\_
  - Position: \_\_\_\_\_
  - Position: \_\_\_\_\_
  - Position: \_\_\_\_\_
- Written procedure describing how the program gives staff job description upon hire.

**HIRING PRACTICES – required for 4 and 5 Stars**

- Written hiring process.
  - Where: \_\_\_\_\_ Page number: \_\_\_\_\_
- Written process for recruiting employees
  - Who is responsible? \_\_\_\_\_
- Written process for interviewing employees.
  - Who is responsible? \_\_\_\_\_
- Written process-for selecting employees.
  - Who is responsible? \_\_\_\_\_
- Information on what the interviewer may not ask, so as not to discriminate against the job candidate, is available as it applies to the Equal Employment Opportunity (EEO) law.

- Where: \_\_\_\_\_
- Program ensures this information is reviewed by people involved in interviewing process.

**PERSONNEL POLICIES – required for 4 and 5 Stars**

Written Personnel policies:

- Available to staff while at center. Located where: \_\_\_\_\_
- Written policy which states that personnel policies are made available to staff upon hire.

If program has staff expectations, they may be included in the Personnel Policies. (Can be in a separate document or part of the job description or personnel policies.)

- Which document(s): \_\_\_\_\_

**SALARY/BENEFITS SCHEDULES – required for 4 and 5 Stars**

Written Salary scale/schedule

- Where: \_\_\_\_\_ Page number: \_\_\_\_\_
- Outlines staff roles and responsibilities; can be found under job descriptions and/or personnel policies. Where: \_\_\_\_\_ Page number: \_\_\_\_\_
- Salary scale uses at least three factors when differentiating between salary schedules encompassing educational qualifications, specialized training, and/or years of experience related to the age group served.
- Written policy which states that salary and benefits schedules are made available to staff upon hire.
- Salary and benefits schedules are made available to staff while at the center. Location: \_\_\_\_\_
- Written policy that documents annual process for increasing salary and benefits.

**EVALUATION PROCEDURE – required for 4 and 5 Stars**

Written policy that documents annual process for evaluations.

- Where: \_\_\_\_\_ Page number: \_\_\_\_\_
- A written performance appraisal process is available to all staff while at the center. Location: \_\_\_\_\_
- Policy details how staff have input into appraisal process.

Appraisal process is different for each role; evaluation is tied to specific responsibilities outlined in each job description. (i.e., Teaching staff /Director/Assistant Director)

- Position: \_\_\_\_\_ Evaluation tied to job description: Y N

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- Position: \_\_\_\_\_ Evaluation tied to job description: Y N
  
- If program has not been open one year:* 100% of staff who have been working for 90 days or more have a written appraisal on file.
- OR**
- If program has been open at least one year:* all staff who have been working for 90 days or more have a written appraisal on file and all employees who have been there one year have an annual performance appraisal on file.
  
- Appraisals are kept in a confidential manner: Y N
  
- Performance appraisals include a self-evaluation for staff to complete: Y N
  
- Program has a written performance appraisal from the board of directors or owner on file for the Director/Site Supervisor (alternative for programs that don't have a board or other supervisor for the Director is to have the Director fill out a self-evaluation): Y N

**STAFF DISCIPLINARY POLICIES – required for 4 and 5 Stars**

- Written Staff disciplinary process.
  - Where: \_\_\_\_\_ Page number: \_\_\_\_\_
  - Written staff disciplinary policy is available to all staff while at the center.
  - Location: \_\_\_\_\_
  - Written policy outlines behaviors that are subject to disciplinary action.
  - Written policy outlines consequences of unacceptable behaviors.
    - Policy outlines when violations are repeated the consequences become more severe.
  - Written policy outlines what happens when a violation occurs.
    - Policy outlines the timeline of notification.
    - Policy outlines how notification of violation will be given.
    - Policy outlines how notification of consequence is given.
    - Policy includes confidentiality clause which states this notification is done in private between the employee and the person they report to.

**GRIEVANCE PROCEDURES – required for 4 and 5 Stars**

- Written Grievance procedures.
  - Where: \_\_\_\_\_ Page number: \_\_\_\_\_
  - Written grievance procedure is available to all staff while at the center.

- Location: \_\_\_\_\_
- Grievance procedures explain the steps to be completed by staff.
  - Policy explains *who* the person with grievance needs to notify.
  - Policy explains *how* the person with grievance needs to report it. (Does it need to be in writing?)
  - Policy explains how the grievance will be evaluated. (Will the board vote? Who is responsible for the final decision? Is there an appeal process?)

**PROGRAM POLICIES – required for 4 and 5 Stars**

- Written program policies are available to all center staff and families.
  - Location: \_\_\_\_\_

**STAFF EXPECTATIONS – required for 4 and 5 Stars**

- Written Staff expectations ~~are written down~~. (Can be in a separate document or part of the job description, personnel policies, and/or performance appraisal.)
  - Which document(s): \_\_\_\_\_
- Written staff expectations available to all center staff.
  - Location: \_\_\_\_\_

\*Signed and dated document(s) verifying receipt and review of at least 6 of the 8 selected policies.

**OPTIONAL POINTS – these entries below support portions of indicators in YoungStar. Proof of policy does not ensure satisfactory completion of entire indicator.**

**B.1.3 Developmentally Appropriate Practices**

- Program has a written philosophy on developmentally appropriate practices in the employee handbook and the parent handbook.
  - Employee handbook page: \_\_\_\_\_
  - Parent handbook page: \_\_\_\_\_

**B.2.2 Curriculum/Programming aligned with WMELS or SACF**

- Program shares written information about WMELS to families in two ways
  - Location: \_\_\_\_\_
  - Location: \_\_\_\_\_

**B.3.1 Individual child portfolios**

- Written policy in parent handbook describes portfolio process, including the regular practice of sending portfolios home, if this is the program's practice.

- Page number: \_\_\_\_\_
- Verification of support of practice: \_\_\_\_\_

**B.3.3 Developmental Screening Practices**

- A statement about programs' developmental screening practices is written in the program policies.
  - Which document? \_\_\_\_\_ Page number: \_\_\_\_\_

**C.4.1 Staff Benefits: Access to health insurance with 25% contribution**

- Written policy, conveniently located, states that the employer covers at least 25% of the monthly premiums for all full-time Lead Teachers/Group Leaders/Counselors/Director.
  - Which document: \_\_\_\_\_ Page number: \_\_\_\_\_
  - Location: \_\_\_\_\_

**C.4.3 Staff Benefits: Paid Time Off (PTO)**

- Written policy, conveniently located, states amount of Paid Time Off (PTO) Lead Teachers/Group Leaders/Counselors and Director earn.
  - Which document: \_\_\_\_\_ Page number: \_\_\_\_\_
  - Location: \_\_\_\_\_
  - Program has written policy which states PTO will be pro-rated for part-time Lead Teachers/Group Leaders/Counselors, if applicable. **OR** This is not applicable to this program.
  - This written policy states at least 18 days (or appropriate pro-rated amount) of PTO is available to Lead Teachers/Group Leaders/Counselors/Director during the first year of employment.

**C.5.1-5 Family Engagement – required for 3, 4 and 5 Stars**

**C. 5.1 Family Engagement: Parents given philosophy, orientation and resources**

- Written policy states program's philosophy
  - Which document: \_\_\_\_\_ Page number: \_\_\_\_\_
  - Location: \_\_\_\_\_
- Written procedure explains orientation process of new families
  - Which document: \_\_\_\_\_ Page number: \_\_\_\_\_
  - Location: \_\_\_\_\_

- Written policy encourages families to observe program
  - o Which document: \_\_\_\_\_ Page number: \_\_\_\_\_
  - o Location: \_\_\_\_\_
  - o Encourages family observation prior to enrollment
  - o Encourages family observation while enrolled

**C.5.2 Family Engagement: Families provide input on program policies and procedures**

- Written policy explains how program will gather families' input on the program's policies and procedures
  - o Which document: \_\_\_\_\_ Page number: \_\_\_\_\_

**C.5.3 Family Engagement: Annual parent conferences**

- Written policy states that individual parent conferences are offered at least ~~once~~ two times per year when convenient for families' schedules
  - o Which document: \_\_\_\_\_ Page number: \_\_\_\_\_

**C.5.5 Family Engagement: Family outreach, education, and social opportunities**

- Written policy in parent handbook publicizes family outreach/educational/social events
  - o At least two events are noted per calendar year.

**D.1.1 Program supports healthy nutrition and/or physical activity policies and practices – Required for 3, 4 and 5 Star**

- Written policy **and** procedures address children's allergies AND dietary restrictions
  - o Which document: \_\_\_\_\_ Page number: \_\_\_\_\_
  - o Document is on-site Location: \_\_\_\_\_

- Written procedures address children's allergies AND dietary restrictions
  - o Which document: \_\_\_\_\_ Page number: \_\_\_\_\_
  - o Document is on-site Location: \_\_\_\_\_

**D.1.2 Program supports physical skill development and healthy physical activity**

- Written policy that addresses how screen time is used
  - o Which document: \_\_\_\_\_ Page number: \_\_\_\_\_