



Dear Directors,

Assessments are underway for providers that are participating in the Look for the Stars Initiative and providers that serve school readiness scholarship children.

When your site is assessed by the Children's Forum team they will conduct both the **Environmental Rating Scale classroom assessments** and a **document review** which includes looking at randomly selected **teacher and child files**.

- The document review takes place **immediately following the classroom assessments**.
- It is the **provider's responsibility to have all required documentation** listed on the Validation Checklist organized in a file box or binder, ready to be reviewed.
- The **assessor will not be able to conduct the document review** if materials are not prepared.
- The provider may **lose the points related to the document review** if the assessor is not able to review documentation and files.
- Assessors will **inform the Coalition the same day** if they are unable to do the document and file review because the provider was not prepared.

Remember, in order for your site to get credit for having processes in place you must demonstrate what you are doing and assessors must be able to **review documentation to verify your procedures**.

#### **Staff Qualifications and Professional Development Domains in the Look for the Stars System**

These 2 domains count for 30% of the total Look for the Stars score, or 15 points. Determining the points in these areas is a **two step process**.

The **first step** is part of the **document and file review described above**. Assessors verify that directors keep complete and accurate staff records by a random review of several teacher files to see that credentials and professional activities are documented for staff.

The **second step** is for directors to complete and return to the Coalition specific site and staff information. In order for your program to get the credit you deserve in these domains you **must accurately complete the forms** including all the information requested and return them to the Coalition at the address below **within 2 weeks of your assessment**. Directors are given this 2 week window because the Coalition wants staff and site information that is accurate at the time of the assessment.

There are 4 separate forms:

- Site Information and Director Qualifications
- Lead Teacher Qualifications
- Assistant Teacher Qualifications
- Other Professional Staff Qualifications

**Professional goals for each staff member** are a **required element** and **must be listed**. The number of hours of curriculum and standards trainings completed for each staff member should also be included.

**Salary information** is requested in order to determine the salary ranges in our community. Any specific information on staff salary is completely confidential. This data will be compiled and analyzed and then shared with directors. For an accurate picture of wage scales in our community we need information from all directors.

*The Coalition looks forward to continuing to work with you and appreciates your efforts every day on behalf of young children in our community!*

The Early Learning Coalition Look for the Stars Team