



Delaware Stars for Early Success

Policy Guide

2018

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Program Recruitment and Enrollment

Program Eligibility

Delaware Stars serves all types of programs. Private early learning programs include privately owned or nonprofit community early learning programs operating under a governance structure outside state or federal government. Funding for these programs may include parent fees, Purchase of Care (POC), Early Childhood Assistance Program (ECAP), Head Start, Early Head Start-Child Care Partnership, and Part B 619. Public early learning programs include programs operating under the governance of a Local Education Agency, which may include funding such as parent fees, POC, ECAP, Early Head Start-Child Care Partnership, Part B 619, and Title I.

Programs are eligible to apply for enrollment 6 months after initial licensure if they have been issued an annual license.

At the time of enrollment, programs must not be under any enforcement action, including suspension, probation, or warning of probation, and there must be no outstanding concerns with Purchase of Care (POC) or the Child and Adult Care Food Program (CACFP).

Program Application

If a program wishes to enroll in Delaware Stars and meets the eligibility requirements, the program owner or administrator must complete and submit the application found on the Delaware Stars website <http://www.delawarestars.udel.edu/application/>.

All applicants will be considered in accordance with the current criteria for enrollment set by the Delaware Department of Education, Office of Early Learning. Criteria may include consideration of POC enrollment, program type, program size, geographic location, and maximum number of programs being accepted into Delaware Stars.

Delaware Stars has a rolling admissions policy and screens applications monthly. Programs may apply at any time and will be notified of acceptance pending a review of eligibility requirements.

Program Acceptance

Programs accepted into Delaware Stars will receive a Letter of Acceptance from the Delaware Department of Education, Office of Early Learning welcoming them to Delaware Stars. Programs will also receive a welcome letter from the Delaware Institute for Excellence in Early Childhood outlining the first steps in participating as a Delaware Stars program.

Delaware Stars is designed to operate at the facility level. Programs that operate in multiple locations under multiple license numbers will be considered separate programs in Delaware

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Stars and must submit an application for each site. Programs that provide ECE services under multiple auspices within one facility/site will be considered one program and will be designated one Star Level for all ECE services.

Alternative Pathway for NAEYC Accredited Programs

National Association for the Education of Young Children (NAEYC) accredited programs, once accepted into Delaware Stars, must provide a copy of their accreditation. Once complete, NAEYC programs are designated Star Level 5 and may keep their Star Level by maintaining their NAEYC accreditation, submitting copies of their annual NAEYC reports to Delaware Stars at delawarestars@udel.edu within 30 days of receipt.

NAEYC programs are eligible to receive targeted technical assistance and will be assigned a Technical Assistant (TA) as their contact person for Delaware Stars.

NAEYC programs that accept Purchase of Care are eligible to receive tiered reimbursement.

NAEYC programs that discontinue or lose NAEYC accreditation must notify Delaware Stars within 14 days. NAEYC programs that discontinue or lose accreditation will no longer be considered Alternative Pathway and will move to Starting with Stars status and will be required to complete the typical Verification & Assessment process to obtain a higher Star Level Designation.

NAEYC programs that serve school-age children and choose not to undergo the NAEYC school-age review must verify on the School-Age portion of the Delaware Stars ECE standards.

Alternative Pathway for Head Start Programs/Early Childhood Assistance Programs (ECAPs)

Head Start programs and ECAPs that only serve children funded through Head Start or ECAP and are fully monitored by the Office of Head Start or the Delaware Department of Education, respectively, are eligible to become alternative pathway programs.

Once accepted into Delaware Stars, programs must provide a copy of their most recent Compliance Monitoring report. Upon acceptance of the Compliance Monitoring report, eligible programs are designated Star Level 4. Programs may choose to maintain their Star Level 4 by maintaining good standing with Head Start/ECAP monitoring standards, submitting copies of their annual monitoring reports to Delaware Stars at delawarestars@udel.edu within 30 days of receipt.

Head Start/ECAP Alternative Pathway programs may choose to request to move up to a Star Level 5. To achieve Star Level 5, programs must request an ERS assessment and score a minimum of 5.4 on all Environment Rating Scale classroom observations.

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Head Start/ECAP Alternative Pathway programs are eligible to receive targeted technical assistance and will be assigned a Technical Assistant (TA) as their contact person for Delaware Stars.

Head Start/ECAP Alternative Pathway programs must notify Delaware Stars within 14 days of any changes in the population served or to the configuration of the program that creates classrooms or services that are not subject to Head Start/ECAP monitoring. The addition of children funded by non-Head Start/ECAP funds or the addition of non-Head Start/ECAP monitored services will mean that the program is no longer eligible for Alternative Pathway status; the program will move to Starting with Stars status and will be required to complete the typical Verification & Assessment process to obtain a higher Star Level Designation.

Public School Programs

Early childhood programs in public school settings enrolling in Delaware Stars will receive consideration for the demonstrated quality of their services. Participation and Stars designation for public school programs that use funding through Part B/619, Title I, Local funding/Parent Fees, POC, and Blended funding will each be given specific consideration based on the quality standards, requirements and oversight provided by the funding sources.

Policies for Part B 619 Programs

Public and charter schools that are meeting Part B/619 federal requirements and are fully monitored by the Delaware Department of Education are considered alternative pathway programs. Upon acceptance into Delaware Stars, a Delaware Stars Technical Assistant is assigned to the charter or school district site. Once the program's administration team attends the "Creating a Plan for Action: Building on Quality" training provided by Delaware Stars and the Office of Early Learning submits the district's most recent monitoring report to the Delaware Stars Verification & Assessment Manager, Part B/619 programs are designated Star Level 4.

The Office of Early Learning submits annual monitoring reports for each participating district to Delaware Stars. Programs remain Star Level 4 by maintaining good standing with Part B/619 regulations, as defined by the Delaware Department of Education. Part B/619 alternative pathway programs may also choose to request to move up to Star Level 5. To achieve Star Level 5, programs must request verification, score a minimum of 5.4 on all Environment Rating Scale classroom observations, and meet a minimum of 80 points on the Delaware Stars standards. As Part B/619 programs in good standing automatically earn 74 points by virtue of meeting Part B/619 regulations, a minimum of 6 additional points on the Delaware Stars standards are required to meet the threshold of 80 points for Star Level 5.

Part B/619 alternative pathway programs must be in compliance with state guidance on inclusion.

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The following standards are met through Part B/619 regulations and monitored by the Delaware Department of Education:

Domain	Standards Met	Points Earned
Family & Community Partnerships	FC1, FC2, FC3, FS1, FS2, FP1, FP2	13
Qualifications & Professional Development	QE1, QE2, QE3, QE4, QE5, QT1 (partial), QT2	28
Management & Administration	MP1, MO1, MO2, MO4, MO5, MF1	18
Learning Environment & Curriculum	LE1, LE2, LO3, LC3, LC4	15

Total points automatically earned by Part B/619 alternative pathway programs: 74

The following standards are able to be met and will be individually verified at each site:

Domain	Standards to be Met	Points to be Earned
Family & Community Partnerships	FS3 (family-centered events annually)	1
	FS4 (transitions into, within, and out of the program)	6
Qualifications & Professional Development	QT1 (75% training hours are Quality Assured)	1
	QT3 (Facility Professional Development plan)	1
Management & Administration	MO3 (staff meetings open to all staff)	2
Learning Environment & Curriculum	LE3 (lower ratios)	4
	LO1 (developmental screening annually)	3
	LO2 (observation documented twice annually)	3
	LC1 (comprehensive curriculum)	3
	LC2 (supplemental curricula)	2

Public School Programs Using Title I Funding

Title I funded early childhood programs that are run directly by school districts will start with 18 points for Management and Administration, unless the school is “under review” by DDOE. The analysis shows that public schools already meet the following standards in Management & Administration: MP1, MO1, MO2, MO4, MO5 and MF1; and the program may choose to meet MO3 (staff meetings for all staff). Since there are no required quality standards with an appropriate oversight for Title I, in order to participate in Delaware Stars and achieve a star rating, the public school’s Title I funded program must select and verify relevant standards in Family & Community Partnerships, Qualifications & Professional Development, and Learning Environment & Curriculum.

Each program will choose the standards it wants to achieve and/or add to the Quality Improvement Plan (QIP). In addition, programs are required to have an ERS and meet scoring guidelines for Star 3, 4, and 5.

Public School Programs Using Local Funding/Parent Fee

Public Schools using local funding and/or parent fees, directly run by school districts, will start with 15 points for Management & Administration unless the school is “under review” by DDOE. The analysis shows that public schools already meet the following standards in Management & Administration: MO1, MO2, MO4, MO5 and MF1; the program may choose to meet MO3 (staff meetings for all staff) and/or MP1 (paid planning time). Since there are no uniform quality or oversight standards for these programs, in order to participate in Delaware Stars and achieve a

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star rating, the program must select and verify the standards in Family & Community Partnerships, Qualifications & Professional Development, and Learning Environment & Curriculum.

Each program will choose the standards it wants to achieve and/or add to the Quality Improvement Plan (QIP). In addition, programs are required to have an ERS and meet scoring guidelines for Star 3, 4, and 5.

Public School Programs that Secure a Child Care License, Enroll and Participate in Purchase of Care

Public schools that elect to obtain a child care license and enroll and participate in Purchase of Care start in Delaware Stars with a total of 15 points for Management and Administration for Delaware Stars, following the policy articulated under Public Schools Using Local Funding/Parent Fee, and then participate in Delaware Stars by selecting and verifying selected standards in Family & Community Partnerships, Qualifications & Professional Development, and Learning Environment & Curriculum. Each program will choose the standards it wants to achieve and/or add to the Quality Improvement Plan (QIP). In addition, programs are required to have an ERS and meeting scoring guidelines for Stars 3, 4 and 5. Programs that participate in Delaware Stars in this manner are eligible for Tiered Reimbursement.

Public School Programs with Blended Funding Programs

Public School early childhood programs using blended funds (e.g. any combination of ECAP, Part B/619, Title I, Local Funds and/or Parent Fees) follow the requirements set forward by its most rigorous funding stream for 100% of the children in the program, the Delaware Stars policy for the most rigorous program would apply.

However, if blended funding includes Part B/619, the entire site cannot achieve higher than Star 3 unless it meets the LRE requirement. If the program does not apply the most rigorous funding stream requirements to 100% of the children in the program, then the program will need to meet the Delaware Stars requirements as applicable to each specific funding stream.

Private Schools

Private Schools wishing to participate in Delaware Stars must become licensed by the Office of Child Care Licensing for the preschool portion of their services.

Program Commitment

Programs participating in Delaware Stars are expected to make a commitment to improving quality. By making a commitment to improving quality, programs are acknowledging that their participation in Delaware Stars is a multi-step process that takes time and dedication by all staff with leadership from within their program.

Once accepted, programs are required to sign the Letter of Expectations. This is an agreement between Delaware Stars and the program that outlines the key responsibilities and expectations for both parties. Programs will be given the Letter of Expectations at the first visit with the assigned Delaware Stars Technical Assistant.

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Programs are required to annually sign a Delaware Stars Tiered Reimbursement Agreement which will be necessary to receive any tiered reimbursement payments should the program become a Star Level 3 or higher and serve children who access Purchase of Care.

Program Participation Requirements

Starting with Stars

After a program has been accepted for enrollment, the program has one year to complete the following:

- Online orientation
- Creating a Plan for Action: Building on Quality (9-hour professional development training)
- On-boarding visit from Delaware Stars Technical Assistant
- Initial Quality Improvement Plan (QIP)

Programs interested in Delaware Stars may view the online orientation session at any time. Programs that have applied to Delaware Stars may register to attend the Creating a Plan for Action: Building on Quality 9-hour professional development training prior to formal acceptance into Delaware Stars.

After successful completion of each of the above components, the program is eligible to move to Star Level 2. If the program does not achieve Star Level 2 within one year, the program will be removed from Delaware Stars. Programs removed from Delaware Stars are immediately eligible to reapply for enrollment.

Delaware Stars Database

The Delaware Stars database is a comprehensive database used by Delaware Stars staff and participating Delaware Stars programs. Programs have access to their program profile, staffing, and classroom information. Programs select Delaware Stars standards and create a Quality Improvement Plan using the database. Delaware Stars staff utilize the database to record contacts with programs.

Programs are recommended to have select staff trained to update and maintain their own program profile, staff listing, and classroom configuration in the Delaware Stars database. Programs should submit the Delaware Stars Database Contact Form to

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delawarestars@udel.edu to designate which staff members should have access to the program profile on the database.

Quality Improvement Planning

Each Program is required to develop a Quality Improvement Plan (QIP), found on the Delaware Stars database, to outline the individual program's specific goals for reaching quality. The technical assistant will help a program identify Delaware Stars standards that they want to meet and the efforts that will need to be made to achieve them.

The first QIP is developed upon completing the Starting with Stars phase and then is reworked each time a program completes a Star Level and begins working toward the next level.

Programs must maintain a QIP even if maintaining a Star Level rather than working toward a new Star Level.

Changes in the Status of a Program: Program Changes in Administration or Operation

Programs are required to inform Delaware Stars when there are significant changes in administration or operation of their program. Notification of significant changes should be made prior to implementation, but no later than 30 days after implementation. Failure to do so may jeopardize Delaware Stars tiered reimbursement payments.

Program Changes in Administration or Operation include changes in:

- Ownership or administration
- Site location
- Age groups served
- Program type (e.g., Family Child Care to Large Family Child Care)
- Alternative pathway status

Programs that have been enrolled in Delaware Stars for less than 6 months and experience a change in operation resulting in a change in license will have to reapply for admission.

To support programs that have been participating in Delaware Stars for longer than 6 months, the Program Changes in Administration or Operation document (see Appendix) provides guidance for required steps resulting from a program change.

Critical Incidents

Programs that experience a critical incident involving emergency response personnel or resulting in a police report must notify Delaware Stars at delawarestars@udel.edu within 24 hours. Examples of critical incidents include child death, severe injury or death of staff or others onsite, violent or criminal activity.

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Delaware Stars will follow the lead of the Office of Child Care Licensing (OCCL) for incidents where an enforcement action is taken. However, in some instances where there is no enforcement action taken by OCCL, Delaware Stars reserves the right to defer a program's participation in Delaware Stars pending the results of an investigation. Programs temporarily deferred would not be allowed to advertise their Star Level or receive financial incentives, including Tiered Reimbursement, during the deferral period.

Changes in the Status of Programs: Programs on Enforcement from Office of Child Care Licensing

Programs under enforcement action by Office of Child Care Licensing (OCCL) will be deferred from full participation in Delaware Stars until enforcement action is lifted. Enforcement actions include any of the following actions: Warning of Probation (WOP), Probation (P), or Suspension (S).

Programs deferred from Delaware Stars may not advertise their Star Level. During the period of enforcement action, the program loses any designated Star Level. Programs under Licensing Enforcement actions are not eligible for tiered reimbursement. If the Office of Child Care Licensing revokes a program's license, the program is considered closed and will be removed from Delaware Stars, with all services and incentives immediately terminated.

Once a program is no longer under enforcement action with OCCL, they will be re-instated in Delaware Stars. The program will be re-instated at Starting with Stars unless the program administration remains the same and has completed the requirements to move to Star Level 2, in which case the program will be re-instated at Star Level 2. The program must complete the Verification & Assessment process to move to a higher Star Level Designation. Programs under Suspension by OCCL for a period of less than 60 days will be exempt from re-verification.

During enforcement action by OCCL, Delaware Stars staff will collaborate closely with OCCL specialists to determine the most effective TA and action plan to assist the program. Programs will have access to some services and benefits from Delaware Stars dependent on the level of OCCL enforcement action, detailed in the Programs on Enforcement from Office of Child Care Licensing document (see Appendix).

Delaware Stars Observation of OCCL Violations

Delaware Stars staff will utilize the Chart of Serious Non-Compliance (see Appendix) as a guide for reporting licensing violations to the Office of Child Care Licensing when making onsite visits to participating programs. Delaware Stars staff will not conduct observations specifically to evaluate licensing compliance; however, if serious non-compliances are observed in the course of conducting observations related to quality improvement or program assessment, these will be reported to Delaware Stars administration and to Office of Child Care Licensing.

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Mandatory Reporting of Abuse and Neglect

All Delaware Stars staff are mandatory reporters of suspected child abuse and neglect. Delaware Stars follows the DSCYF mandatory reporting guidelines set forth by the Division of Services for Children, Youth, and their Families (DSCYF). Guidelines and the mandatory reporting form can be found at: https://kids.delaware.gov/fs/fs_iseethesigns.shtml

Program Removal from Delaware Stars

A program may be removed from Delaware Stars if:

- The initial requirements of participation have not been met within one year from acceptance in Delaware Stars.
- The requirements are not met to advance from Star Level 2 to a higher star level within the expected 2-year timeframe.
- Delaware Stars receives notification from the Office of Child Care Licensing that the program has closed.

Programs may withdraw at any time by notifying Delaware Stars in writing at delawarestars@udel.edu. Once withdrawn, programs may not advertise their participation or Star Level and are not eligible for any Delaware Stars services or incentives, including tiered reimbursement. Programs are also required to return their Delaware Stars banner.

Programs that are removed or withdraw will receive a letter from the Delaware Institute for Excellence in Early Childhood as notification of their change in enrollment status. Programs that are removed or withdraw are eligible and welcome to reapply for enrollment in Delaware Stars. If a program chooses to reapply to Delaware Stars, they will re-enter as a new program and must complete all initial requirements for participating in Delaware Stars.

Program Resources and Supports

Technical Assistance

Programs are assigned a Technical Assistant (TA) upon enrollment in Delaware Stars. The assigned TA will contact the program to schedule an on-boarding visit shortly after. From this point forward, the TA is the program's primary contact for Delaware Stars and will guide and assist the program through the quality improvement process.

In the Starting with Stars phase, the TA will meet with the program's Administrator and/or the person designated to lead the quality improvement efforts within the program, with the goals of completing the on-boarding observation and developing the initial QIP. Programs at Star Levels 2 - 5 that are actively working towards quality improvement goals receive visits from their TA approximately once per month. The Delaware Stars Standards and goals included on the QIP shape the focus of TA visits with the program.

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TAs may utilize multiple strategies to assist programs and individual classroom staff in their quality improvement efforts. These strategies include consultation, coaching, modeling, observation, and training. Visits may include meeting with the program Administrator or person designated to lead the quality improvement efforts within the program; meeting with individual or small groups of classroom staff; presenting information and guidance to a larger group of program staff; and classroom observation.

Practice Assessment

Programs may request one practice assessment as they are working towards improving quality to meet minimum score requirements for the Star Level they wish to achieve.

Programs should consult with their TA to determine the ideal time to request a practice assessment.

For practice assessments, programs choose the classroom to be assessed and are encouraged to choose their weakest classroom. Practice assessments and feedback are completed in the same way as verification assessments. The request for a Practice ERS Assessment is submitted through the Delaware Stars database.

After reviewing their practice ERS score, programs with only one classroom or setting may also use the practice ERS score as their final assessment score for the Star Level Designation. For example, in a Family Child Care program with only one setting, the program may request a practice assessment and then choose to use the score of that practice assessment for the final Star Level Designation.

Curriculum Selection and Review for Early Childhood Programs

Programs working to verify the Delaware Stars Standard for using a comprehensive curriculum will need to choose a curriculum from the listing of Delaware Approved Curriculum posted on the Delaware Stars website at <http://www.delawarestars.udel.edu>.

Early Childhood Formative Assessment

Programs implementing the Delaware Stars Standard for using a formative early childhood assessment must choose an approved assessment tool. Programs must choose from the Delaware list of Approved Formative Assessments posted on the Delaware Stars website at <http://www.delawarestars.udel.edu>.

School Age Curriculum Framework

Delaware Stars programs serving children ages five to twelve will utilize the School Age Curriculum Framework, posted on the Delaware Stars website (<http://www.delawarestars.udel.edu>), when implementing Delaware Stars Standards related to curricula. The Framework provides guidance in the development of learning goals and activities for school age children.

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School Age Child/Youth Assessment

Programs serving children ages five to twelve will utilize the Approved Assessment Rubric posted on the Delaware Stars website (<http://www.delawarestars.udel.edu>) in meeting the Delaware Stars Standards related to child and youth assessment.

Programs serving children ages five to twelve will be required to implement three components of assessment: staff observation, child questionnaire and/or interview, and family questionnaire.

T.E.A.C.H. Scholarship Support for Staff of Delaware Stars Programs

Teaching staff and family child care providers of Delaware Stars programs have priority access to T.E.A.C.H. scholarships. T.E.A.C.H. participants are sponsored by their employer (owners of Family Child Care programs act as their own sponsors) to work on attaining degrees in early childhood from Delaware institutions of higher education. The scholarship plan can include reimbursement for books and travel as well as stipends to the program for release time of the student. Delaware Association for the Education of Young Children administers the T.E.A.C.H. program. For additional information, call 302-764-1501 or <https://deaeyc.org/t-e-a-c-h-early-childhood/>.

Early Childhood Mental Health Consultation

Delaware Stars programs have access to early childhood mental health consultation through the Division of Prevention and Behavioral Services. This service is free and assists programs in addressing and supporting young children's social/emotional development. For further information contact 302-781-3211.

Additional Resources to Support Program Quality

Delaware Stars offers specialized resources to participating Delaware Stars programs to support their quality improvement strategies. These resources are tied to the program's Quality Improvement Plan (QIP). Program eligibility for each resource is individually determined. The resources are:

- Online portfolios for the Ages and Stages Questionnaire developmental screening tool (available for programs at Star Level 3-5)
- Online portfolios for the Teaching Strategies GOLD formative assessment tool (available for programs at Star Level 3-5)
- WAGES education-based salary supplement program for early childhood educators (available for programs at Star Level 2-5)
- Infant/Toddler Specialty Technical Assistance (available for programs at Star Level 3-5)
- Capacity Grant to enhance quality of care in programs (available for programs at Star Level 1-5)

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- Specialty Technical Assistance for Curriculum and Assessment (available for programs at Star Level 3-5)

Interested programs should contact their Delaware Stars Technical Assistant for more information and specific eligibility requirements.

Tiered Reimbursement Incentive

Programs accepting Purchase of Care (POC) are reimbursed a percentage of the market rate for each eligible child enrolled in the program. Programs at Star Levels 3-5 that accept POC are eligible to receive tiered reimbursement payments in addition to the POC reimbursement for each eligible child. The amount of tiered reimbursement payments is determined by the program type, star level, county the program is located in, attendance of children with POC, and ages of children with POC. Current reimbursement amounts are found on Delaware Department of Education, Office of Early Learning website (<https://www.doe.k12.de.us/Page/3868>).

Tiered reimbursement begins the first full month after the Star Level is awarded. For example, if a Star Level 4 was awarded on April 15, the program would receive tiered reimbursement at the Star Level 4 rate beginning for the month of May.

Programs may be ineligible for tiered reimbursement if they are under enforcement action with the Office of Child Care Licensing, have undergone significant changes in the program administration or operation, or if they have been administratively or financially sanctioned by any government office or agency. Programs that have IRS liens or court issued judgments may not be eligible for tiered reimbursement.

Programs are expected to utilize tiered reimbursement funds for the continued operation of a quality program, providing quality professional development, and the recruitment and retention of high-quality staff. Administrators and or owners are required to sign an annual agreement of understanding regarding the purpose and use of tiered reimbursement.

Program Use of Delaware Stars Logo and Promotional Materials

Delaware Stars programs with a Star Level Designation of 2, 3, 4 or 5 may display the Delaware Stars banner and use the official Delaware Stars logo in promotional materials for their program, in accordance with the “Delaware Stars Logo Usage and Guidelines” document (see Appendix). Programs may also advertise their Star Level Designation in communication and promotional materials.

Programs on hold status with Delaware Stars due to licensing enforcement actions or programs that have voluntarily or involuntarily been removed from Delaware Stars may not advertise a Star Level Designation, display the Delaware Stars banner, or use any materials displaying the Delaware Stars logo in connection with the program name or promotion of the program.

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Program Star Level Designation

Program Standards for Verification

Programs work toward higher quality through choosing Standards to implement and by developing a Quality Improvement Plan.

The Delaware Stars Standards are divided into 4 domains:

- Family & Community Partnerships
- Qualifications & Professional Development
- Management & Administration
- Learning Environments & Curriculum

Each domain contains numerous Standards, which are considered indicators of quality and indicate the practice that programs need to implement to achieve higher quality.

There are four sets of Standards for the different program types: Early Childhood Centers, School-Age Centers, Family Child Care, and Large Family Child Care. Each type of program is scored using the following score ranges to determine the Star Level Designation. The Delaware Stars Verification Manuals posted on the Delaware Stars website (<http://www.delawarestars.udel.edu>) provide additional details and explanation about the required verification for each Standard.

Star Rating required points:

- Star Level 340-59 points
- Star Level 460-79 points
- Star Level 580-100 points

Some Standards, known as Essential Standards, are mandatory for programs.

For all Early Childhood Center-based programs the following Standards must be met when verifying or re-verifying for Star 4 or 5:

- Designated Administrator Obtains Administration Credential
- Designated Curriculum Coordinator Obtains Curriculum & Assessment Credential

For all Early Childhood programs (includes Family and Large Family Child Care and Centers), the following Standards must be met when verifying or re-verifying for Star Level 4 or 5:

- Child Developmental Screening
- Child Formative Assessment
- Early Childhood Comprehensive Curriculum

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For all Early Childhood programs (includes Family and Large Family Child Care and Centers) the following Standard must be met when verifying or re-verifying for Star Level 5:

- Integration of Child Observation and Curriculum

For all School-Age Only programs, the following Standards must be met when verifying or re-verifying for a Star 4 or 5:

- Youth Developmental Assessment
- Informed Goal and Lesson Planning
- Framework for Curriculum Planning

Program Assessment: Environment Rating Scales (ERS)

The Environment Rating Scales are tools used to assess the quality of early care environments and are the measure for assessment chosen by Delaware Stars. There are four scales, each used to assess a specific age group:

The *Infant/Toddler Environment Rating Scale – Revised (ITERS-R)* is used to assess classrooms where the majority of children are birth to 30 months. *The subscale on Parents and Staff and the subscale on Personal Care Routines are not being used by Delaware Stars.*

The *Early Childhood Environment Rating Scale - Revised (ECERS-R)* is used to assess classrooms where the majority of children are between 30 months and the start of kindergarten. *The subscale on Parents and Staff and the subscale on Personal Care Routings are not being used by Delaware Stars.*

The *Family Child Care Environment Rating Scale – Revised (FCCERS-R)* is used to assess the unique features of the multi-age environment of Family Child Care and Large Family Child Care programs. *The subscale on Parents and Providers and the subscale on Personal Care Routines are not being used by Delaware Stars.*

The *School-Age Care Environment Rating Scale – Updated (SACERS-U)* is used to assess classrooms or groups of children from kindergarten through the 6th grade. *Items 10-18, 27, 33, 34, 39-41, 43-47 are not being used by Delaware Stars.*

The required minimum classroom ERS scores are as follows:

Star Level 3	3.40
Star Level 4	4.40
Star Level 5	5.40

Program Assessment: ERS Clarifications

In addition to the ERS Clarifications located on the ERSi website (<https://www.ersi.info/>), the Delaware Stars Clarifications posted on the Delaware Stars website (<http://www.delawarestars.udel.edu>) are required to be used with the Environment Rating Scales. The Delaware Stars clarifications include details that will be implemented in order for

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Delaware Stars to remain consistent with the Office of Child Care Licensing. Delaware Stars Clarifications will be reviewed and updated as necessary. Programs are responsible for understanding and following updates after they are messaged through Delaware Stars email communications.

Program Assessment: Verification

Programs may choose to request verification when they believe that they are ready to be successful in achieving the next Star Level Designation. Programs not making the score necessary to move to the next Star Level will be allowed to request another verification 90 days after the verification results have been shared.

All programs will be required to submit for re-verification of their Star Level every three years. Programs may be subject to a re-verification when significant changes or enforcement actions have occurred. Programs that do not complete re-verification of Star Levels 3-5 within the expected three-year timeframe will be moved down to a Star Level 2 until the verification process is complete.

Once a request for Verification is submitted in the database, Delaware Stars staff will conduct unannounced ERS assessment(s) within the next 60 calendar days. As part of submitting a request, programs are asked to identify up to seven blackout days within the 60-day window in which assessors will not visit the program. In addition to the seven blackout days, if a scheduled Spring Break, Winter Break, or state observed holiday falls within the program's 60-day window, programs are permitted to remove the days that are part of the break from their 60-day window, replacing them with sequential additional dates at the end of the window.

On the day of an assessment, if the program has an unusual circumstance, for example, a classroom teacher is unexpectedly absent, they may elect to continue with the assessment by signing a waiver.

All areas in which children spend time (for example, the outdoor playground and indoor gross motor area) need to be accessible to the assessor regardless of whether it is used the day of the assessment, so that items related to those areas may be assessed. The assessment is incomplete if these areas are not assessed. This applies to all scales.

Assessors cannot answer specific questions related to an observation, provide feedback, or provide technical assistance to the program.

Programs will be contacted to schedule a date during the same 60-day window to review the required documentation to meet their selected Delaware Stars standards.

Programs will be notified with complete verification results within 15 business days after the last assessment or standards review visit. The Star Level that the program assesses and verifies at will be the Star Level awarded by the DIEEC. Programs will be sent a notice and certificate of

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their awarded Star Level from the Department of Education, Office of Early Learning. The program’s TA will schedule a visit with the program after verification results are shared in order to support the program in incorporating verification feedback into the Quality Improvement Plan.

Summary of Required Score Thresholds for Star Level Designations	Delaware Stars Standards points	ERS classroom scores
Star Level 3	40	3.40
Star Level 4	60	4.40
Star Level 5	80	5.40

Assessors cannot answer specific questions related to an observation, provide feedback, or provide technical assistance to the program. Assessment results and summaries will be emailed to the program’s designated Stars contact. The program’s TA will schedule a visit with the program to support the process of incorporating assessment feedback into their Quality Improvement Plan.

Delaware Stars Assessors are rigorously trained to reliability and participate in on-going reliability assessments to maintain their status as reliable assessors.

ERS Assessment by Program Type:

For centers: Once a verification request is received, classroom assessments are scheduled for 1/3 of each age group enrolled in the program. Age groups are delineated by: infants (0-11 months), toddlers (12-29 months), preschoolers (30 months-start of kindergarten), and school-age children (kindergarten and up). Classrooms and alternate classrooms are randomly chosen.

Programs will not be informed of which classrooms/groups will be assessed until the assessor(s) arrive on the day of assessment. Alternate classrooms are only assessed if, on the day of assessment, the first classroom chosen would not reflect a typical day (for example, the lead staff person is out unexpectedly). If it is not possible to select an alternate classroom, the program may elect to continue with the assessment by signing a waiver.

For infant, toddler, and preschool classrooms in a center: Assessors will arrive between 8:00 am and 8:30 am the day of the assessment. They will meet briefly with the Administrator and then proceed to the classroom being assessed. They will ask a series of questions of the lead staff person in the classroom to frame the observation, but once the observation begins, they are not allowed to interact with staff or children.

A typical assessment may last between 3-4 hours, but may take longer to ensure mealtime and nap is observed, if those are regular components of the classroom schedule. It is typical that multiple Assessors are scheduled for the assessment of a large program where multiple classrooms are being assessed.

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After the observation ends, the lead staff member will need a period of time when they are not responsible for the care of children to answer questions to complete the assessment.

Administrative staff are not interviewed as part of the assessment process.

For school-age classrooms in a center or school-age only programs: The lead staff will be asked to answer questions prior to and/or after the observation. These assessments usually last up to 3 hours, depending upon when the children arrive and when the center closes or the hours of the after-school program.

For school-age program assessments during the summer when children are in care all day, the same assessment format described above for infant, toddler, and preschool classrooms will be followed.

For school-age programs on school campuses, it is the program's responsibility to ensure that school personnel know that Delaware Stars staff will be on their campus prior to the assessment to interview program staff and that assessors must have access to the playground as part of the assessment.

For the FCCERS-R assessment of Family Child Care and Large Family Child Care programs: Assessments should take place on a typical day. Assessors will arrive between 8:00 am and 8:30 am the day of the assessment. They will ask a series of questions to frame the observation, but once the observation begins, they are not allowed to interact with the provider or children. A typical assessment may last between 3-4 hours, but may take longer to ensure mealtime and nap is observed, if those are regular components of the program schedule. After the observation ends, the provider will need to be available for a period of time to answer questions to complete the assessment.

Appeals Process

There are two separate appeals processes regarding ERS assessments, verification for Star Level Designations, and suspension from Delaware Stars: the Technical Review Process and the Dispute Resolution Process. A program may choose to participate in either or both processes. The purpose of these processes is to ensure that an accurate rating is arrived at for any participating program and that any other grievances are addressed through due process. The Dispute Resolution Process may also be used to appeal a decision to remove a program from Delaware Stars. Issues that arise from an assessment must be considered through one of these processes.

The Appeals Processes involve two levels of review:

- The first level is a review by Delaware Stars leadership
- The second level is a review by the Delaware Stars Management Team, which includes state agency members

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The request form for appeals, the Technical Review/Dispute Resolution Form, is posted on the Delaware Stars website (<https://www.delawarestars.udel.edu>).

Technical Review:

Level 1 Technical Review

A program may initiate a Technical Review of its ERS rating or Standards review within 30 calendar days of the date that the program received its rating results or verification review of Standards for a Star Level Designation. The purpose of the Technical Review is to correct errors in documentation or calculations in the rating or if there were discrepancies in how Standards were verified.

To initiate a Technical Review a program must complete a “Request for Technical Review/Dispute Resolution Form” available on the Delaware Stars website. On this form the program should indicate error(s) in the ERS rating or Standards verification and provide documentation of the correct information. The Delaware Stars Director and Verification & Assessment Manager will evaluate the Request form and accompanying documentation. This evaluation and determination of error(s) is at the sole discretion of Delaware Stars. If the review reveals any errors, then the program’s rating score(s) will be adjusted and documentation will be generated (both in paper and electronic forms where appropriate) for the program indicating the new rating.

Delaware Stars will issue a decision on a Level 1 Technical Review within 30 calendar days of its initiation. Errors brought forward after the 30 day period following the receipt of the ERS rating results or Verification for Star Level Designation will not be subject to review.

Level 2 Technical Review

If the program continues to not be satisfied with the results of the ERS rating or Verification for Star Level Designation, they may request a review by the Management Team for Delaware Stars. The request for the second level of review must be submitted within 10 days of receipt of the decision of the Level 1 Review. The program must submit any accompanying documentation with the request for review. The program should provide specific reasons as to why they do not agree with the report and response to the Level 1 Dispute. The Management Team for Delaware Stars will review the request form and accompanying documentation.

Delaware Stars will issue a decision by the Management Team on a Level 2 Technical Review within 30 calendar days of its initiation. Issues brought forward after the 10 day period following the receipt of the decision of the Level 1 Technical Review from Delaware Stars will not be subject to further review.

Dispute Resolution:

Level 1 Dispute Resolution Review

A program may initiate a Dispute Resolution Process within 30 calendar days of receiving its ERS ratings results or Verification of Star Level Designation. This process is used to address instances where established Delaware Stars protocols were not used with fidelity, to address instances

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where any component of the rating was applied inappropriately or to address instances of inappropriate or unprofessional actions on the part of a Delaware Stars employee or subcontract employee of Delaware Stars that resulted in an incorrect rating. To initiate a Dispute Resolution a program must complete a “Request for Technical Review/Dispute Resolution Form” available on the Delaware Stars website. On this form the program should indicate in detail, using additional pages if necessary, the scope of the problem and provide as much documentation as possible. The Delaware Stars Director and Verification & Assessment manager for Delaware Stars will review the request form and accompanying documentation. This evaluation and determination of error(s) is at the sole discretion of Delaware Stars. If the review reveals any errors then the program’s rating score(s) will be adjusted and documentation will be generated (both in paper and electronic forms where appropriate) for the program indicating the new rating and/or Star Level Designation. Should the review reveal improper actions on the part of a Delaware Stars employee, these matters will be handled internally by Delaware Stars.

Delaware Stars will issue a decision on a Level 1 Dispute Resolution within 30 calendar days of its initiation.

Issues brought forward after the 30 day period following the receipt of the ERS rating results or Verification for Star Level Designation will not be subject to review.

Level 2 Dispute Resolution Review

If the program is not be satisfied with the results of the Dispute Resolution, they may request a review by the Management Team for Delaware Stars. The request for the second level of review must be submitted within 10 days of receipt of the result of the Level 1 Review. The program must submit any accompanying documentation with the request for review. The program should provide specific reasons as to why they do not agree with the report and response to the Level 1 Dispute. The Management Team for Delaware Stars will review the request form and accompanying documentation.

Delaware Stars will issue a decision by the Management Team on a Level 2 Dispute Resolution within 30 calendar days of its initiation.

Issues brought forward after the 10 day period following the receipt of the Level 1 Dispute Resolution Report from Delaware Stars will not be subject to further review.

Dispute Resolution for Suspension from Delaware Stars:

Level 1 Dispute Resolution for Suspension from Delaware Stars Review

A program may initiate a Dispute Resolution Process within 30 calendar days of receiving its letter removing it from Delaware Stars. To initiate a Dispute Resolution, a program must complete a “Request for Technical Review/Dispute Resolution Form”. On this form the program should indicate in detail, using additional pages if necessary, reasons why the program should not be suspended from Delaware Stars and provide as much documentation as possible. The Management Team for Delaware Stars will review the request form and accompanying

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documentation. Review of suspension from Delaware Stars is at the sole discretion of the Management Team. If sufficient information is available to determine that a program should not be suspended from Delaware Stars, the decision will be reversed.

Delaware Stars will issue a decision by the Management Team on a Dispute Resolution for Suspension within 30 calendar days of its initiation.

Issues brought forward after the 30 day period following the receipt of the letter suspending a program from Delaware Stars will not be subject to review.

Level 2 Dispute Resolution for Suspension from Delaware Stars Review

If the program is not satisfied with the results of the Level 1 Dispute Resolution for Suspension, they may request a review by a designated State Team for Delaware Stars. This team will be determined by the Department of Education. The request for the second level of review must be submitted within 10 days of receipt of the Level 1 Review. The program must submit any accompanying documentation with the request for review. The program should provide specific reasons as to why they do not agree with the report and response to the Level 1 Dispute. The State Team will review the request form and accompanying documentation.

Delaware Stars will issue a decision by the State Team on a Dispute Resolution for Suspension within 30 calendar days of its initiation.

Issues brought forward after the 10 day period following the receipt of the Level 1 Dispute Resolution for Suspension Report from Delaware Stars will not be subject to further review.

Governance

Governance of Delaware Stars

Delaware Stars is a state sponsored program with input from multiple state partners and community collaborators. The Delaware Department of Education, Office of Early Learning contracts with University of Delaware's Delaware Institute for Excellence in Early Childhood for the primary operation and implementation of Delaware Stars. The State contracts with multiple community partners for the delivery of additional resources and services to participating Delaware Stars programs.

Delaware Stars Roles

Delaware Stars Leadership Team: The Delaware Department of Education, Office of Early Learning manages the Delaware Stars for Early Success initiative, including the direct responsibility for the establishment of policy and procedures along with implementation of the Delaware Stars program. The Delaware Stars Leadership team works with its Contracting Partners, along with key stakeholders such as state agencies, the IRMC and the Delaware Early Childhood Council to support the implementation of Delaware Stars.

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Delaware Stars Management Committee: This Committee, which consists of State agency partner representatives as well as the key community implementation partners, comes together to support and inform program and policy development, to make sure that all partners are well informed about the status of program implementation, and to share information and problem-solve about operations, and, as needed, design of the Initiative. Final decisions about Delaware Stars policy and program development and implementation are the responsibility of the Delaware Department of Education, Office of Early Learning. The partner representatives on the Committee include: Children and Families First; Delaware Institute for Excellence in Early Childhood; Division of Family Services/Office of Child Care Licensing; Division of Social Services/Purchase of Care; Early Learning and Development Resources of DOE (including ECAP, Head Start Collaboration Office, Part B/Preschool Special Education); Office of Early Learning; and Part C/Early Intervention.

Contracting Partners: Delaware Stars has many partners and additional partners may join this group to implement new supports for the ongoing development of this program. Overall, the role of partners is to implement with quality; to inform program and policy development; to work cooperatively with the Department of Education, Office of Early Learning; and to serve as champions and advocates for the program.

IRMC: The IRMC reviews, informs and supports strategic priorities to advance Delaware Stars, and acts as a champion and advocate for the Initiative. Pursuant to state law, the IRMC has administrative responsibility for the appropriations for the program.

Delaware Early Childhood Council: The Council advises the State on the establishment and implementation of comprehensive services for young children with a focus on ensuring that children come to school ready to be successful, with Delaware Stars serving as a critical part of the state's comprehensive approach. Through the Delaware Early Childhood Council High Quality Program and Professional Committee, multiple stakeholders come together to inform and influence program and policy development and implementation, and to serve as advocates for the Delaware Stars program.

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Appendix

Program Changes in Administration or Operation

Change	Request Date for Change	Continued Tiers and/or Grants	Required Steps
New Director	Notification 30 days prior to change	Yes	Director must complete the required steps within 6 months: <ul style="list-style-type: none"> • Sign new letter of expectations • Attend Creating a Plan for Action: Building of Quality • Complete Online Orientation • Complete on-boarding with TA to review program status • Verify qualifications & Career Lattice in Delaware Stars database • Review and update QIP as needed
Change in the age groups licensed to serve: <ul style="list-style-type: none"> • Infants 0-11 months • Toddlers 12-29 months • Preschoolers 30 months up to Kindergarten age • School-age • Mixed age group 	Notification 30 days prior to change	<ul style="list-style-type: none"> • Yes, for up to 6 months for existing age groups • If program does not request verification for new age group(s) within 6 months, tiered reimbursement will end for all age groups served 	<ul style="list-style-type: none"> • Sign new letter of expectations • Request Verification of new age group(s) within 6 months • Review and update QIP <ul style="list-style-type: none"> ○ Include review of existing age groups with staffing, administrative, and standards changes • The expiration of the SLD remains the same as the initial designation unless the program re-verifies all of their age groups
Change in Location (Program already in Delaware Stars and in good standing)	Notification 30 days prior to change	<ul style="list-style-type: none"> • Yes, up to 6 months for existing services under prior license • Limited to enrollment of prior site until verifies new site for SLD • If program does not request verification for new site within 6 months, tiered 	<ul style="list-style-type: none"> • Sign new letter of expectations • Complete updated application for new location • Complete on-boarding with TA. <ul style="list-style-type: none"> ○ On-boarding includes an update of program organization, staffing and administration ○ Review and update QIP • Request Verification within 6 months.

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		reimbursement will end	
FCC to LFCC (Program already in Delaware Stars and in good standing)	Notification 30 days prior to change	<ul style="list-style-type: none"> • Yes, up to 6 months • Limited to enrollment of prior site until verifies new site for SLD • If program does not request verification under new program within 6 months, tiered reimbursement will end 	<ul style="list-style-type: none"> • Sign new letter of expectations • Complete updated application for new program type • Complete on-boarding with TA. <ul style="list-style-type: none"> ○ On-boarding includes an update of program organization, staffing and administration ○ Review and update QIP • Request Verification within 6 months
ECE Program with New Owner (Program already in Delaware Stars and in good standing)	Notification 30 days prior to change	<ul style="list-style-type: none"> • Yes, up to 6 months • If program does not request verification under new program within 6 months, tiered reimbursement will end 	<ul style="list-style-type: none"> • Sign new letter of expectations • Complete updated application • Complete on-boarding with TA within 30 days <ul style="list-style-type: none"> ○ On-boarding includes an update of program organization, staffing and administration ○ Review and update QIP • If operation remains the same, but under new ownership, SLD remains the same • Re-verification of the SLD would be required if: <ul style="list-style-type: none"> ○ Addition of significant number of classrooms (1/3 more) ○ change in hours of operation ○ change in administrator ○ significant change (50% or more) in staff or ○ different age groups served • If re-verification is required: <ul style="list-style-type: none"> ○ Request Verification within 6 months

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<p>Change in Status for Alternative Pathway programs (NAEYC, Head Start/ECAP)</p> <ul style="list-style-type: none"> • Loses NAEYC Accreditation • Non-compliance with Head Start/ECAP Performance Standards resulting in corrective action • Adds service or age group not covered and/or monitored under Head Start/ECAP Performance Standards 	<p>Notification within 30 days of change in status</p>	<ul style="list-style-type: none"> • No, if no longer in good standing with accrediting or monitoring body • Remove Star Level Designation and designate as Starting with Stars 	<ul style="list-style-type: none"> • Sign new letter of expectations • Follow process for verifying under regular pathways for Star Level Designation
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Programs on Enforcement from Office of Child Care Licensing

OCCL Enforcement Action	Delaware Stars Status and Database Record	Star Level Designation during Enforcement Action	Services available from Delaware Stars	Access to Tiered Reimbursement	Re-Verification of Previous Star Level Designation
<i>Warning of Probation (WOP)</i>	<i>Program will have "Hold" status (WOP) in database</i>	None *May not advertise SLD and will be removed from SLD listing in Delaware Stars website	Technical assistance only	No	Program must have new verification for SLD except when the WOP is for a period of less than 60 days.
<i>Probation (P)</i>	<i>Program will have "Hold" status (P) in database</i>	None *May not advertise SLD and will be removed from SLD listing in Delaware Stars website	Technical assistance only	No	Program must have new verification for SLD except when the probation is for a period of less than 60 days.
<i>Suspension (S)</i>	<i>Program will have a "Hold" status (S) in database</i>	None *May not advertise SLD and will be removed from SLD listing in Delaware Stars website	No services available	No	Program must have new verification for SLD except when the suspension is for a period of less than 60 days.
<i>Revocation</i>	<i>Program will be removed from Delaware Stars and removed from database</i>	None *May not advertise SLD and will be removed from Delaware Stars website	No services available	No	Program must re-apply to Delaware Stars if they are issued a new license

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OCCL Chart of Serious Non-Compliance

This table was developed to help guide staff of agencies in the child care community in determining what observations or reported events should be conveyed to OCCL. This table is not intended to take the place of professional judgment, nor does it account for every scenario. For the safety of children, OCCL recommends that if an agency representative observes a serious non-compliance, they will address it with the staff and administrator to prevent potential risk to a child before contacting OCCL. OCCL may take reported events as a complaint.

Serious Non-Compliance – Observed or Reported to the Agency Representative	
Child Abuse or Neglect	Committing act(s) of child abuse or neglect as defined in Delaware Code, or having knowledge of child abuse or neglect and failing to report it to the DSCYF Hot Line and OCCL. See #1 for regulations.
Improper Discipline	Using any means of discipline prohibited by DELACARE Regulations, such as using “time out” for more than one minute per year of the child’s age; corporal punishment (shaking, hair pulling, biting, pinching, slapping or spanking); yelling; frightening; making disparaging comments; depriving child of food or toilet use; tying/taping/caging/or placing a child in mechanical restraints or in an uncomfortable physical position; or taking punitive action for a child not going to sleep, toileting accidents, and/or failure to eat. See #2 for regulations.
Improper Staff to Child Ratio	Failing to follow DELACARE Regulations regarding the number of staff required for a group of children based on the age of the youngest child present. See #3 for regulations.
Lack of Supervision	Leaving a child unattended: in a classroom; elsewhere on the facility grounds; in a vehicle; at a different location; or if the child leaves the facility or group without staff knowledge. See #4 for regulations.
Over-Capacity	Having more children in care than a Licensee is licensed to care for. See #5 for regulations.
Safe Sleep Violations	Failing to follow DELACARE Regulations in regard to safe sleep such as allowing infants (children under age 1) to sleep on soft surfaces such as soft mattresses, pillows, sofas, or waterbeds; using cribs that do not meet current safety standards; not setting the crib/port-a- crib/playpen mattress position at the lowest setting; having mattresses that aren’t firm and tight fitting; allowing blankets, comforters, quilts, pillows, sheep skin, stuffed animals, dolls or any toy in the crib/port-a-crib/playpen while an infant is in it; and failing to place infants on their back to sleep. See #6 for regulations.
Transporting Children in Unsafe Manner	Transporting children in a way that could result in adverse consequences, such as exceeding the rated vehicle capacity; using a cell phone while driving in violation of State law; failing to use seat belts, car seats, or booster seats as appropriate; or allowing an unlicensed or person under the influence to drive; using a vehicle with a rated capacity that is in violation of the law or OCCL regulations. See #7 for regulations.
Under the Influence of Drugs and/or Alcohol	Being at a facility while under the influence of drugs or alcohol. See #8 for regulations.
Unsafe Building/Environment	Occupying or using a building, playground, or other area that presents a potential danger to children such as having structural damage, non-working plumbing, electrical hazards, or severely broken equipment. See #9 for regulations.

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DELACARE Regulations associated with Serious Non-Compliance.

	Serious Non-Compliance	Centers	Family Child Care	Large Family Child Care
1.	Child Abuse and Neglect	24	90	103 & 183
2.	Improper Discipline	65	316 & 317	372 & 373
3.	Improper Staff to Child Ratios	30		186 - 188
4.	Lack of Supervision	30	125 & 356	189 & 413
5.	Over-Capacity		149 & 150	198 & 199
6.	Safe Sleep Violations	42	327 & 328	383 & 384
7.	Transporting Children in Unsafe Manner	53 & 54	348, 349, & 351	405, 406, & 408
8.	Under the Influence of Drugs and/or Alcohol	22	120	150
9.	Unsafe Building/Environment	36 & 40	170, 214, 215, 217, 218	219, 220, 266, 269, & 270

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Delaware Stars Logo Usage and Guidelines



Do:

- Always use the electronic or hard copy reproduction art provided to reproduce the Delaware Stars logo. The Delaware Stars logos above are available as .JPG files on the Delaware Stars website.
- Keep all elements of the logo together.
- Always position the logo in a clear area free from other text and graphics.
- Use only the official colors when reproducing the logo in more than one color.
- Enlarge or reduce the full logo proportionately. For example, do not change the size of the type in relation to the star, or vice versa.
- Use the logo along with your own unique branding (e.g. logo, letterhead, etc.), making sure the Delaware Stars logo stands apart from any other graphic or text.
- Include the logo on your website if you are a Delaware Stars program, or are promoting Delaware Stars.
- Include the logo on promotional materials for your program.
- Discontinue any use of another Delaware Stars logo – use only the Delaware Stars logo above.

Do not:

- Alter the logo in any way.
- Add any new elements without approval from the Office of Early Learning.
- Scan, redraw, stretch or change the logo in any way.
- Change the colors.
- Use the logo to refer to any service other than Delaware Stars.
- Use the Delaware Stars logo in promotional material representing an early childhood care and education program not in Delaware Stars, or after the program is no longer part of Delaware Stars.