



## Keystone STARS Continuous Quality Improvement (CQI) Program Profile

**MPI#:** \_\_\_\_\_

### Facility Information

This facility holds a Pennsylvania Department of Human Services Certificate of Compliance:

Yes  No

This facility holds a Pennsylvania Department of Education Private Academic School License:

Yes  No

This facility holds a current accreditation from a recognized accrediting body:  Yes  No  
If yes, please indicate the type of accreditation: \_\_\_\_\_

Name of Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Facility Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

Facility Type (if applicable, check one below):

Center  Family Child Care Home  Group Child Care Home  School Age Only Site

### Legal Entity Information

Legal Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Number of children program site is certified/licensed for: \_\_\_\_\_

How many years has site been in operation? \_\_\_\_\_

Ages of Children Accepted at this Site: \_\_\_\_\_ to \_\_\_\_\_

Number of Classrooms: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_ to \_\_\_\_\_

Days of Operation: \_\_\_\_\_

Is the Director on-site a minimum of 30 hours per week? Yes No

Does the Director have regular teaching duties? Yes No

Is there internet access on site? Yes No

Is there access to a scanner/fax on site?  Yes  No

Do you currently use coaches or mentors? Yes No

Is your program involved in any quality improvement projects? Yes No

If your program is involved in quality improvement projects, please list below:

The following information is based on current enrollment. Today's Date: \_\_\_\_\_

Based on current enrollment, how many

children: Receive Child Care Works? \_\_\_\_\_

Have documented special needs (e.g. IFSP, IEP, etc.)? \_\_\_\_\_

Are English Language Learners (ELL)? \_\_\_\_\_

Check all that describe this site:

Faith-Based	Not for Profit	Multi-Site (Chain or Franchise)
Head Start	For-Profit	USDA Food Program
Early Head Start	Montessori Montessori Accreditation	NAEYC Accredited
Pre-K Counts	Reggio Inspired	NAFCC Accredited
School Age Only Site Use of After School Quality (ASQ)	Private Academic Preschool	Other: _____
Instrument		

What are you hoping your program will achieve by participating in Keystone STARS?

What are you hoping your program will receive from your Quality Coach and how can Keystone STARS best meet your needs?

Describe one or two program areas you would like to focus on to improve the quality of your program.

How will you ensure that you and your staff will be able to participate in Keystone STARS (i.e. have time for weekly meetings with the coaches or consultants, have the ability to make changes in your program, etc.)?

Do you anticipate any barriers to participating in any of the above-mentioned activities?

Does the staff understand that participating in Keystone STARS means:

- They may have assessors/observers in their room?  Yes  No
- They may have a classroom observation?  Yes  No
- They may be asked to participate in coaching meetings and/or further pursue training and education?  Yes  No

Does your staff receive feedback regarding job performance on a regular basis?  Yes  No  
If yes above, please describe the process and frequency of feedback.

Does staff have the opportunity to provide their supervisor and/administration with input regarding program policies and procedures?      Yes      No

If yes above, please describe how and when.



# pennsylvania

## KEYSTONE STARS

OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING

## Sample CQI Plan Form

## STARS PERFORMANCE INDICATORS

## PROGRAM OBSERVATION INSTRUMENT

Choose One:  CLASS  ERS  OTHER

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Choose One:  CLASS  ERS  OTHER

Indicator	Area of Strength	Area of Growth	Action Steps What, Who, When	Reflection	Completed Y or N

*Note: Attach Individualized Professional Development Plans - discuss this with your Coach prior to sending. Individual plans do not need to be sent, but they should be updated in the PD Registry. If you have specific training goals for your staff, you can add that as a CQI goal.*