Checklist for Policies
Includes YoungStar Optional Points
for
Group Child Care, School-Age and Day Camp\(^1\) Programs

**JOB DESCRIPTIONS - required for 4 and 5 Stars**

- Job descriptions written down.
  - Where: _____________ Page #: __________

- 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 how program gives staff job description upon hire.

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

- Hiring process is written down.
  - Where: _____________ Page #: __________

- Process used for recruiting employees is written down.
  - Each person’s responsibility in the recruiting process is written down.

- Process used for interviewing employees is written down.
  - Each person’s responsibility in the interviewing process is written down.

- Process used for selecting employees is written down.
  - Each person’s responsibility in the selection process is written down.

\(^1\) Day camp programs are not eligible through typical YoungStar rating for 4 or 5 Star except through accreditation by American Camp Association.

01-06-14
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

Personnel policies are written down.

Where: ________________

Written policy which states that personnel policies are made available to staff upon hire.

SALARY/BENEFITS SCHEDULES - required for 4 and 5 Stars

Salary scale/schedule is written down.

Where: ________________ Page #: __________

Outlines staff roles and responsibilities; can be found under job descriptions and/or personnel policies. Where: ________________ Page #: __________

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 #: __________

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

Position: ________________ Evaluation tied to job description: Y  N

01-06-14
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

□ Staff disciplinary process is written down.
  o Where: _______________ Page #: __________
  o Written staff disciplinary policy is available to all staff while at the center.
  o Location: _______________
  o Written policy outlines behaviors that are subject to disciplinary action.
  o Written policy outlines consequences of unacceptable behaviors.
    o Policy outlines when violations are repeated the consequences become more severe.
  o Written policy outlines what happens when a violation occurs.
    o Policy outlines the timeline of notification.
    o Policy outlines how notification of violation will be given.
    o Policy outlines how notification of consequence is given.
    o 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

□ Grievance procedures are written down.
  o Where: _______________ Page #: __________
  o Written grievance procedure is available to all staff while at the center.
  o Location: ______________
Grievance procedures explain the steps of a grievance procedure.

- Policy explains who the person with grievance needs to notify.
- Policy explains how the person with grievance needs to report their grievance. (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**

- 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: ________________

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

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

- Program shares written information about WMELS in Parent Handbook.
  - Page number: ________________

**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: ________________

**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.

01-06-14
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.
  - Which document: _______________ Page number: _______
  - Location: _______________

- 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 Parent/Family Involvement: 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
  - Which document: _______________ Page number: _______
  - Location: _______________

  - Encourages family observation prior to enrollment
  - Encourages family observation while enrolled
C.5.2 Parent/Family Involvement: 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 Parent/Family Involvement: Annual parent conferences

☐ Written policy states there are individual parent conferences offered at least once per year when convenient for families’ schedules

  o Which document: __________________________         Page number: _______________

C.5.5 Parent/Family Involvement: 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 CACFP/Nutritious meals and snacks

☐ Written policy addresses 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: ________________