



## List of Required Documents for 2-, 3- and 4-STAR Status

### **2-STAR**

Essential Element 2 A – Effective July 1, 2008, verification that all staff members working directly with children have a high school diploma or equivalent.

Essential Element 2 D – A written plan of on-going professional development for each staff member, including the director.

Essential Element 2 E – Statement supportive of family involvement, that includes an open door policy to the child's classroom, is incorporated into the parent handbook.

Essential Element 2 G – A compensation philosophy statement that is incorporated into the personnel handbook.

### **3-STAR**

Essential Element 3 C – A written curriculum that represents all the critical elements listed on page 22 and 23 of the AIM HIGH Essential Elements. Identification of the assessment instrument that the program has chosen and a written plan the program uses for assessing children's progress. Evidence that the staff have been trained on how to observe children. Evidence that the assessment tool/instrument is being used for individual curriculum and program planning. Evidence that the program communicates assessment information with families. Weekly lesson plans. A written description of the role of the teacher.

Essential Element 3 D – Evidence of an on-going staff professional development plan for each staff member and the director.

Essential Element 3 E – Evidence that at least two Family Involvement activities have been provided.

Essential Element 3 F – Evidence that program has a business plan. Evidence of a one-year budget. Policies and procedures for handling of financial transactions.

Essential Element 3 G – Evidence that an employee compensation plan is in place and at least three employee benefits has been provided.

## **4-STAR**

**Essential Element 4 A** – Evidence that an evaluation tool is used to evaluate staff at least on an annual basis. Evidence that the program has a staff improvement plan in place, based on staff evaluation results. Evidence that staff meetings are held on a regular basis.

**Essential Element 4 C** – A written curriculum that represents all critical elements listed in 4C of the AIM HIGH Essential Elements. Evidence that the assessment information and child observations are used for individual curriculum and program planning.

**Essential Element 4 D** – Evidence that individual professional development plans established in Level 2 and Level 3 are progressing for each staff member and the director. Evidence of career guidance to ensure that all training contributes to program goals and individual goals.

**Essential Element 4 E** – Evidence that at least three Family Involvement activities have been provided.

**Essential Element 4 F** – Evidence that the program has a written plan to evaluate all aspects of the program's operation and a plan for using the results of the evaluation for program improvement. Evidence that exit interviews are conducted with staff who terminate employment with the program and that feedback from these interviews are used in program planning.

**Essential Element 4 G** – Evidence that the program has continued to implement an incremental compensation plan. Evidence that at least four employee benefits have been provided.