

*Foundation* For Catholic Education

Celebrating

10  
Years

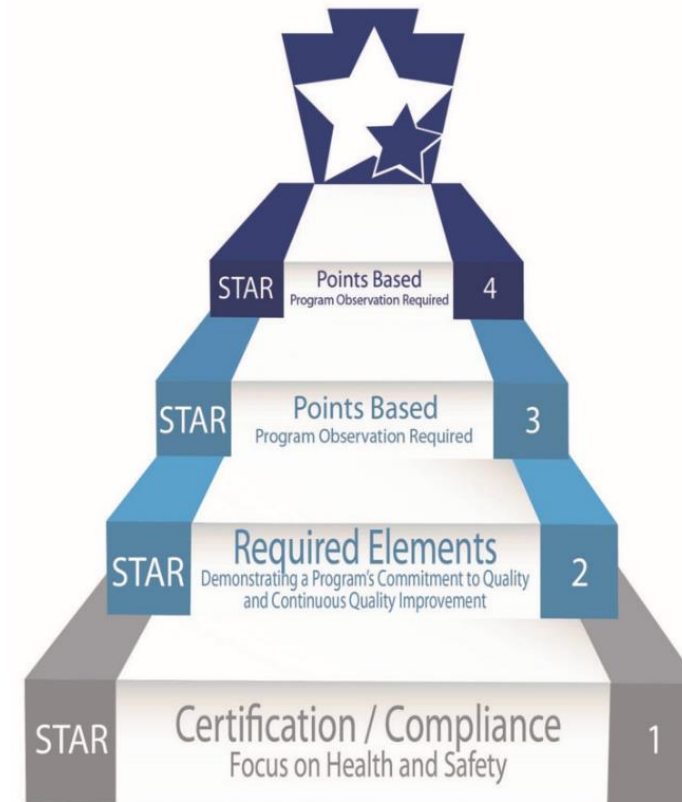


## Getting Started with Keystone STARS



## What is Keystone Stars?

- STARS is an acronym for improving quality through:
  - Standards
  - Training/ Professional Development
  - Assistance
  - Resources
  - Support



## **Primary Goals:**

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- Keystone STARS has four primary goals:
  - To improve the quality of ECE (Early Childhood Education)
  - To support providers in their quality improvement goals
  - To recognize programs for CQI (Continuous Quality Improvement) & meeting higher quality standards
  - To provide families a way to choose a quality program.

## **Eligibility Requirements**

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- Private academic certificate from Pennsylvania's Department of Education
- Good standing with the Commonwealth of Pennsylvania Department of Revenue
- Full Certificate of Compliance from the Department of Human Services (DHS)

## Applying for Full Certificate of Compliance

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- Prior to applying for a certificate of compliance from the department of human services (DHS), a child care facility must obtain a **Certificate of Occupancy** from their local municipality to ensure the facility is zoned appropriately and is allowed to operate within the local municipality.
  - **Can't find yours?** How to get a duplicate occupancy permit:  
<https://www.dli.pa.gov/ucc/Pages/Obtaining-Duplicate-or-Revised-Occupancy-Permits-Certificates.aspx>
- The state recommends having a Certificate of Occupancy prior to applying or attending an orientation session.
- You must also complete and mail in your Civil Rights Compliance Questionnaire prior to applying for your certificate.

## Required Orientations

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- Child care center providers must complete both an online orientation and contact their Regional OCDEL Certification office to register for a more in-depth face-to face orientation. Upon completing the online module, you may register to attend the in-person training session. These mandatory orientations cover topics such as how to fill out the application, important necessary documents, clearances, health and safety regulations, and information on child care subsidy, Keystone STARS, and Early Intervention. Upon completion of these orientations, providers will be given a certificate of completion that is valid for one year.
- DHS Orientation Training Online Module [https://od.bkc.psu.edu/user/sign\\_in](https://od.bkc.psu.edu/user/sign_in)

**OCDEL Southeast Region North and South**  
**Phone: 1-800-346-2929**

Course List

Coaching Guides

Family Forums

CDA Course

Search

SEARCH

Filters

Pennsylvania Approved

STATUS

Developing an Emergency Preparedness Plan (for Center Directors) (D8.3C1) 2hr

Developmentally Appropriate Practice (DAP): An Introduction (K2.14C1) (CDA8) 2hr

DHS Orientation: Opening a Child Care Center or Group Child Care Home 4hr

\$0

COMPLETED

DHS Orientation: Opening a Family Child Care Home 4hr

\$0

Diabetes Awareness and Management for Young Children (K7.5C1) (CDA1) 2hr

\$0

Dual Language Learners: Strategies for Successful Opportunities in ECE (K5.3C1) (CDA8) 2hr

\$5

Early Intervention (EI): An Introduction (K1.3C2) (CDA8) 2hr

\$5

Take this DHS  
Orientation  
Training

## APPLICATION

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- To obtain a certificate of compliance, the submission of a complete application to the appropriate Regional Office of Child Development and Early Learning and an initial inspection completed and passed is required.
- A facilities initial certificate of compliance is on a provisional basis for a period not greater than six months.
- Subsequent certificate of compliance effective dates are dependent on the outcome of the inspection but cannot be for a period greater than twelve months.
- [Application Form](#)
- [What is a Complete Application?](#)



## **What is a Complete Application?**

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- Completed and signed application form
- Certificate of Occupancy
- Food Preparation License (Philadelphia schools only)
- Civil Rights Compliance Approval letter
- Signed disclosure statement
- FBI Fingerprints through Department of Human Services (they will not accept Dept. of Ed.)
- PA Criminal Background Check
- Child Abuse Clearance
- Out of state clearances if responsible party lived out of state over last 5 years
- National Sex Offender Registry Clearance

## **What is a Complete Application? Continued**

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- Business Papers (as filed with Department of the State)
- Certificate of Tax Exempt Status
- Certificate from Orientation Training (DHS Orientation: Opening a Child Care Center or Group Child Care Home through Better Kid Care)
- Certificate from Face to Face Orientation Training
- Certificate from Health and Safety Training (Get Started with Center-Based Care: Building Blocks for Quality through Better Kid Care)
- Certificate from Mandated Reporter Training (MUST be through University of Pittsburgh, state will not accept Protecting God's Children)
- Copy of most recent water bill

## My application is in...What now?

- The regional office will review your application for accuracy and completeness. If it is complete, the regional office will advise you in writing of the next steps in the certification process. If the application is not complete, you will receive written notification from DHS returning the application.
- OCDEL will schedule a time to complete an initial inspection of the center. Typically, these are completed before children attend. If you pass, you will be placed on a provisional license for 6 months. They will come back to complete a full inspection, using the [Certification Inspection Instrument](#) as a guide. If you pass your full inspection, **CONGRATULATIONS!** You are a fully licensed center! If you do not pass, do not worry! They will give you time to make any corrections needed.

*It is important to remember, your certification representative  
is here to help you, not hurt you.*

## Next Steps

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- Once your application is in, it is time to start working on compliance with OCDEL regulations. You will want to become familiar with [PA Code Chapter 3270](#).
  
- The following self-assessment will identify program strengths and gaps in the understanding of and compliance with OCDEL regulations.
  - [OCDEL Self Assessment](#)



## **Questions?**

**Katherine Stansbury**

Keystone Stars Coordinator

Foundation for Catholic Education

[kstansbury@foundationfce.org](mailto:kstansbury@foundationfce.org)

610-793-8256

**OCDEL Regional Office**

1-800-346-2929

## Frequently Asked Questions:

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- **How many children may I have in a classroom?** The allowable number of children in a space is determined by dividing the total square feet in a space by 40. Your certification representative will measure your space and tell you your capacity. Most will subtract one from the total to account for errors. For example, if your classroom is approximately 810 square feet, your classroom would likely be licensed for 19 children. If your certificate of occupancy has a lower capacity than OCDEL, you must use the lower number.
- **Do I have enough toilets and sinks?**
  - 1 toilet for every 15 toddler and preschool aged children and 20 school aged\* children
  - 1 sink for every 25 toddler and preschool aged children and 30 school aged\* children

\*A school aged child is kindergarten to 15 years old\*

## Frequently Asked Questions:

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- **What CPR class should I take?** You will need to take an in-person Pediatric CPR and First Aid course to meet the OCDEL requirement. You can schedule this through the American Red Cross, [The PD Registry site](#), or an outside organization. If you are still struggling, please reach out. I have several recommendations.
- **My staff and I have our fingerprints through the Department of Education. Do I need new fingerprints?** Yes. OCDEL requires the Department of Human Services fingerprints. To register, use the DHS code 1KG738 for employees and 1KG62I for volunteers on [IdentoGO](#) site.
- **What Mandated Reporter Training do I need?** Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania. <https://www.reportabusepa.pitt.edu/>

## Frequently Asked Questions:

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- **Who is the “Legal Entity”?** In most cases, the legal entity will be the school/ principal. The “Responsible Person/ Legal Entity Designee will be the program administrator. In cases where to program is not connected with a school but rather a parish, the legal entity will be the pastor. The FEIN number would be that of the legal entity.



## Frequently Asked Questions:

➤ **What are the staff to child ratios?**

Age Group	Staff	Children
Infants (Birth to 1 year)	1	4
Young Toddler (1-2 years)	1	5
Older Toddler (2-3 years)	1	6
Preschool (3-K)	1	10
Young School-Age (K - 4 <sup>th</sup> Grade)	1	12
Older School-Age (4 <sup>th</sup> Grade - 15 years)	1	15

- When children are grouped in mixed age levels, the age of the youngest child in the group determines the staff : child ratio