

Welcome to STARS

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Welcome to the Statewide Training and Resource System (STARS) for child care providers in Wyoming. Our goal is to answer your questions and help you navigate the system.

Your user name, STARS ID number and password are your keys to the STARS system where you can see your training record, look for local training opportunities on the training calendar, and check out items from the Clearinghouse.

Watch for your

STARS username, STARS identification number and password. It will come to you via email or will be mailed to you if you don't have an email address.

If you are a director you can also see your employee training histories using your Facility ID and password. The STARS system offers many helpful tools in maintaining your child care license, getting required training and staying connected in the field of early care and education. If you do not know your Facility ID and password call STARS.

The address for the website is www.wykids.org. Our toll free telephone number is 1.800.400.3999. We are here to answer questions and help you navigate the system.

Web: www.wykids.org
Toll free: 1-800-400-3999
Cheyenne: 307-635-2272
Fax: 307-632-2272

STARS is a program of the Wyoming Children's Action Alliance and is funded by the Department of Family Services, Division of Early Childhood.

Special points of interest:

- STARS approves instructors who want to facilitate training for child care providers.
- STARS approves classes for child care providers.
- STARS tracks child care provider hours for licensing and career development.

Check out the STARS website!

By going to www.wykids.org you can find information you need in your child care business.

- A full explanation of the Core Areas of Knowledge for child care providers

- Find out about the

annual Stand and Celebrate Conference.

- See materials available from the Clearinghouse.

- Browse the Training Calendar for classes.

- Download forms. For example, do you need to

get a class approved? Find the Class Approval Form and Instructor Approval form under the "Forms" button.

- Click on Career Development and find out more about advancing your skills for quality care.



Dear Early Childhood Professional,

Welcome to the Statewide Training and Resource System, referred to as STARS. All of us here at STARS want to congratulate you on embarking on your new journey as a child care professional! With any new business venture there comes new challenges and expectations. Our goal is to assist you by clearly defining our process and how to utilize our program and what you can expect from our organization.

In this toolkit you will find some helpful information on the following items:

- Overview of STARS
- Required Trainings Overview
- Sample training plan
- STARS Record
- Specialized Guidance for Directors/Program Managers

We hope this packet will give you the tools to successfully navigate the system and maximize the benefits STARS provides! If you need assistance, please call us. We are always here to help!

Sincerely,

The STARS Team

Required Trainings for Child Care Providers in Wyoming by DFS

Infant and Child CPR and Infant and Child First Aid	1 clock hour within 3 months of employment (Renewal required) (A copy of your card is required to gain credit.) (Instructors certified by these agencies accepted by STARS as approved trainers)	American Red Cross, American Heart Association Casper Fire Medic First Aid WY/MT Safety Council – Green Cross	Health, Nutrition and Safety
Blood Borne Pathogens	1 clock hour Within 6 months of employment Taken once per biennium	STARS approved instructor (May be a registered nurse or other qualified person and some American Red Cross or American Heart Association instructors are qualified) or DFS web-based training	Health, Nutrition and Safety
Medication Administration	2 clock hours (One time training) (Graded test required for credit.)	STARS approved registered nurse or pharmacist, medical doctor or physician's assistant	Health, Nutrition and Safety
Fire Safety	1 clock hour Within 6 months of employment Taken once per biennium	STARS approved instructor (Fire Marshal/local fire staff accepted by STARS as approved trainers) or DFS web-based training	Health Nutrition and Safety
Sanitation	1 clock hour Within 6 months of employment Taken once per biennium	STARS approved instructor or DFS web-based training	Health Nutrition and Safety
Recognizing and reporting child abuse and neglect	1 clock hour Within 6 months of employment Taken once per biennium	Instructor approved in this area by STARS or DFS web-based training	Professionalism
Online Child Care Licensing Orientation (Directors and Assistant Directors ONLY)	5 clock hours (One time training) (.5 sanitation, .5 fire safety may be credited in addition) (All elements must be complete to receive credit.)	DFS Child Care Licensing staff (DFS online & licensor supervised work)	Health, Nutrition, Safety, Program Management Professionalism
New staff orientation	2 clock hours (One time training within 3 months of employment)	Director of licensed facility or his/her designee	Program Management
Whenever 4 or more infants are cared for at least one (1) staff person must have 8 hours of specialized training in the care of infants.	8 clock hours (One time training) If the staff member has not received training during the previous two years, at least four hours must be taken during the first year of either the biennium or employment.	STARS approved instructor in the DFS specified infant/ toddler training	Various areas
Any staff member caring for infants	4 clock hours (At least 2 hours in the first year, if staff member has no previous training in caring for infants)	STARS approved instructor for approved Infant/Toddler courses	Various areas
Biennium Total Requirement	30 clock hours	STARS approved instructors for classes across the eight Core Area of Knowledge (Up to 50% clearinghouse materials acceptable)	.5 hour minimum in each of the eight core areas of knowledge

Trainings , continued



Here are some hints on how trainings hours work.

Application of training hours:

- Minimum expectation for the first year is 15 hours with emphasis on completing core requirements in the DFS core four, staff orientation and any combination of hours in other areas. Rules require that the following instruction occur in the first six months of employment: Blood borne pathogens, fire safety, sanitation, recognition and reporting of child abuse and neglect
- Training hours for partial years of service will be prorated at 1.25 hours per month
- No more than 50% of required training hours may come from videos and/or books, except when it is demonstrated that other training options are not available within 50 miles of the facility.
- Minimum expectation for the second year is 30 hours including completion of basic required training accumulated in year one and a distribution of training in the remain core areas of knowledge for at least .5 hours of training in each remaining area
- College courses: each credit converts to 15 clock hours in STARS. Core Area of Knowledge distribution in STARS is determined by the content of the class as assigned by STARS. Credit is assigned in the semester the course was completed.
- Biennium Training Summaries can be viewed and downloaded at the STARS website, www.wykids.org. Providers need their STARS ID or username and password to access their training records.

Infant/Toddler Director Credential

- This is a separate certification element and needed in facilities where four or more infants are in care.
- The credential is acquired once, renewal is not required
- There are multiple paths to gaining this DFS issued credential including
 - A college class of three or more credits on infant development which meets all the competencies and includes a laboratory or experiential component (C grade or better)
 - Classes currently include EDEC 2300 and EDEC 1030 + EDEC 1035 (Lab portion)
 - Acquisition of an Infant/Toddler CDA (#3741) or the renewal of an Infant/Toddler CDA (#4353)
 - West Ed PITC modules I & II (10 hours + 2 hour demo)(#5563 and #5564)
 - WestEd training (all four modules)
 - Module I (#3937)
 - Module II (#3938)
 - Module III (#3939)
 - Module IV (#3940)
 - Montessori Education Center of the Rockies: American Montessori Infant/Toddler Credential
 - Other training approved by DFS
- Completion of the requirements is tracked in STARS and DFS is notified as providers complete the requirements

Hints for Directors and Program Managers



Tools for Directors

In the event you hire new employees, you will need to conduct a staff orientation to assure the integrity of your program's mission and policies. Directors need to submit a Staff Orientation Instructor and Class Approval Application to obtain STARS approval.

Once in the registry, the instructors need to maintain their instructor status by updating information once every two years.

As a director, you will have access to the training records of all your employees by

logging into our website using the facility number and associated password. By using training plans, directors can lead their employees through a strategic planning process of quality training opportunities.

Individual child care providers are added to the STARS system as we receive evaluations from staff orientation training or in some cases, when we receive completed New Provider Registration Forms. After a child care provider is

added to the system, a STARS ID letter will be sent to the provider's personal email address or home. The information in this letter will allow the individual and their employer to make sure that STARS training hours, and other related information in our records is up-to-date and current for licensing and career development purposes. Please reference the specific employee's STARS ID number in any future correspondence or follow-ups to assure accuracy.

STARS is here to help you with tracking training for licensing and developing your career.

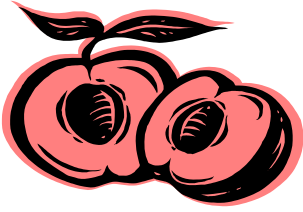
Confidentiality Policy

Because childcare is a state licensed process, basic information on each childcare facility is public information. STARS must provide the business name, owner name and address of any or all childcare facilities when requested by any member of the public. This information is a public record and must be provided when requested.

Other information such as training records and demographic information is confidential and will be shared only in aggregate

form or in a manner which prevents individuals from being personally identified. For example, STARS may share or talk about the number of child care providers attending the annual conference or the general profile of training among all child care providers in Wyoming.

Some compiled records are available to a limited number of individuals. For example, your individual biennium training record is available to you, your employer and your DFS licensor but no one else without your permission.



Email is at the heart of our communication with providers.

Email is important

The STARS system relies heavily on email and the phone to communicate with providers.

STARS sends quarterly newsletters via email and periodic announcements of major training opportunities as well.

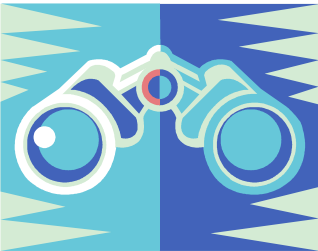
Stars will provide confirmation of training, instructor and class approval confirmations by email also.

Providers can also use the internet to check their training records or take certain classes for credit.

We know that people change their email addresses for lots of reasons but when you do it is important to also update your STARS record with that new address.

STARS is available at 1-800-400-3999 for questions.

Training Calendar & Clearinghouse



Great tools help you find the training you need throughout the year.

You can easily see what trainings are being offered in your area by checking the training calendar.

As soon as a local training is approved by STARS it is posted to the training calendar on the website. You can search for training by county or by

core area of knowledge.

You can also see what self-directed internet courses have been approved by STARS for Clearinghouse credit.

The Clearinghouse is also available on-line. You may search for item by topic, see a list of the whole library or download

your own copy of the library listing.

If you need a training and don't see a course offered you can also go to "trainers" and search for a local instructor who might teach a class for your area, if you invite them to do so.

STARS Staff Listing

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Wyoming Children's Action Alliance

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Phone: 1-800-400-3999

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New Provider Toolkit



See all the policies for STARS by clicking on the "Policy" link at the web site, www.wykids.org.

See Your STARS Record

You can see your STARS training record from your work or home computer any time. Go to www.wykids.org, enter your username or STARS ID number and your password.



www.wykids.org

On the left side click on "Providers" and a list will appear. Click on "Training Record" for bi-ennium training summary, or complete training history for every training you have taken or get a CDA transcript. Remember each of these reports are

different and reflect different time periods and total training hours.

Your STARS training record does several things:

- Tracks training for licensing
- Tracks training for specialized certification
- Tracks your progress on the Wyoming Career Development Ladder

All providers can now com-

plete the "core four" trainings offered by DFS on-line.

You will need your STARS ID number and password to sign-in through the link at: www.wykids.org or at the DFS website, <http://dfsweb.state.wy.us/>.

Be sure to click the "complete training" button after each course. Your completion information is sent automatically, no paper forms for these courses.