KPES Group B (Mid) Documentation Required

The following documents should be uploaded to your district’s OneStop in SharePoint. This document must be completed by June 1st. These documents will be used to renew KY All Stars ratings.

\*\*Documentation must be submitted per site.

| **Regulation** | **Suggested Evidence** |
| --- | --- |
| **3. Program Operation - 704 KAR 3:410 Section 6** | |
| b) With a double session or 5 day sessions, provisions are to be made to allow staff to prepare for the session as well as give individual attention to children entering and leaving the program.  **KY All Star Standard: Administrative and Leadership Practices:**   * **\*Teaching staff are provided weekly lesson planning time.**  *(2 points)*   *(\*Teaching Staff means- Teachers and assistants- may use 1 assistant per classroom)* | Classroom Schedule |
| **4. Staffing/Teacher Credentials - 704 KAR 3:410 Section 7 and 8, 16 KAR 2:040, 704 KAR 3:420, 16 KAR 2:140** | |
| 1. The lead teacher holds an Interdisciplinary Early Childhood Education (IECE) certification or statement of eligibility, or has been exempted by the Kentucky Education Professional Standards Board from additional certification.   *EPSB Credentials and KDE Database of Associate Teachers (KDE Review)*  **KY All Star Standard: Staff Qualifications and PD:**   * **50% of teaching staff receive 10 hours of professional learning in curriculum, instructional practices and/or teaching and learning OR have an approved early childhood credential or degree & Teaching staff complete appropriate credentials.** *Required* * **\*Teaching staff complete appropriate credentials:** *4 points*   + **50% achieve Level 1 or above on the Kentucky Career Lattice**   + **40% achieve Level 2 or above on the Kentucky Career Lattice**   + **30% achieve Level 3 or above on the Kentucky Career Lattice**   + **20% achieve Level 4 or above on the Kentucky Career Lattice**   [*https://kentuckyallstars.ky.gov/Documents/RatingSystem.pdf*](https://kentuckyallstars.ky.gov/Documents/RatingSystem.pdf)  *\*Teaching Staff means- Teachers and assistants- may use 1 assistant per classroom)* |  |
| d) A local school district shall assign professional staff, including the lead teacher, to conduct parental involvement activities and coordination with health and social services.  **KY All Star Standard: Family and Community Engagement:**   * **Implement family engagement activities that promote children’s development and learning.** *(1 activity = 1 point, 3 activities = 2 points)*   **Builds partnerships with community agencies.** *(1 point)* |  |
| **Describe:**  Click or tap here to enter text. |  |
| * Building principal holds appropriate certification (See Kentucky All STAR Standard)   **KY All Star Standard: Staff Qualifications and PD:**   * **Program/site Administrator/director receives 10 hours of professional learning in curriculum, instructional practices and/or teaching and learning OR have an approved early childhood credential or degree.** *Required* * **Program/site Administrator achieves the Kentucky Director Credential OR holds an administrator certificate in a field not related to early childhood and the equivalent of 3 credit hours in child development or at least 5 years full time related experience in early childhood field.** *1 point* * **Program/Site Administrator achieves appropriate Credential as outlined on the Kentucky Career Lattice.** *3 points* [*https://kentuckyallstars.ky.gov/Documents/RatingSystem.pdf*](https://kentuckyallstars.ky.gov/Documents/RatingSystem.pdf)   **KY All STAR Standard: Administrator and Leadership Practices:**  **Administrator Director is a member of EC Professional Organization** *1 point* | Proof of site principal membership to an early childhood organization if applicable |
| **7. Professional Development - 704 KAR 3:410 Section 7** | |
| 1. Lead teacher(s) participate in the same number of professional development days as other certified personnel in the local school district.   **KY All Star Standard: Staff Qualifications and PD: 50% of teaching staff receive 10 hours of professional learning in curriculum, instructional practices and/or teaching and learning OR have an approved early childhood credential or degree.** | PD Logs / Sign-In Sheets / Certificates |
| 1. Teaching assistant(s) participate(s) annually in a minimum of eighteen (18) hours of professional development.   **KY All Star Standard: Staff Qualifications and PD:**   * **50% of teaching staff receive 10 hours of professional learning in curriculum, instructional practices and/or teaching and learning OR have an approved early childhood credential or degree.** | PD Logs / Sign-In Sheets / Certificates |
| 1. Professional development activities are related to the nature and needs of young children and their families, including those with special needs.   **KY All Star Standard: Staff Qualifications and PD:**   * **50% of teaching staff participate in professional learning activities related to curriculum-based assessment.** *1 point* | PD Logs / Sign-In Sheets / Certificates |
| 1. Records are kept for all personnel documenting participation in professional development training.   **KY All Star Standard: Family and Community Engagement:**   * **Program/site administrator and 75% of staff complete professional learning activities related to strengthening family engagement** *(Must be both administrator and staff) 2 points*   **KY All Star Standard: Classroom and Instructional Quality:**   * **50% of teaching staff have professional learning activities in developmental screening.** *Required*   **KY All Star Standard: Staff Qualifications and PD:**   * **Individual PD plan aligns with state identified professional core knowledge and competencies** *1 point* | District PD Report  PD Logs / Sign-In Sheets / Certificates  PD Plans |
| **9. Ratio and Staffing - 704 KAR 3:410 Section 6 (4)** | |
| 1. An adult is never left alone with more than ten (10) preschool children.   **KY All Star Standard: Classroom and Instructional Quality:**   * **Maintain NAEYC staff-to-child ratios and group size requirements:** *(Preschool only receives 1 point)* |  |
| **Include how ratio is maintained at all times**  Click or tap here to enter text. |  |
| **10. Developmentally Appropriate Practices (DAP) - 704 KAR 3:410 Section 6** | |
| 1. The preschool program includes developmentally appropriate experiences in cognitive, communication, social, physical, emotional development and creative expression. 2. The preschool program assists children with their intrapersonal and interpersonal skills and in maximizing self-management and independence. 3. The program includes appropriate learning activities and teaching techniques in accordance with each child's level of comprehension and maturation. 4. The program provides a supportive social and emotional climate. 5. The program enhances children's understanding of themselves as individuals, and in relation to others, by providing for individual, small group, and large group activities. 6. The program gives children many opportunities for success through developmentally appropriate program activities. 7. The program provides an environment of acceptance that helps each child develop a positive self-concept, enhance his or her individual strengths, build ethnic pride, and facilitate social relationships.   **KY All Star Standard: Classroom and Instructional Quality:**   * **Implements curriculum that aligns with Kentucky Early Learning Standards (KYELS)** *2 points* * **Implements specialized supplemental curricula.** *1 point* * **KY Early Learning Standards are incorporated into lesson plans** *2 points* * **Staff support IFSP/IEP goals of individual children.** *2 points* * **Staff conduct ongoing curriculum-based assessment to inform instruction.** *2 points* * **Assessment results are used to inform individual and group instruction.** *2 points* | Narrative, ECERS-3 Observation,  Lesson Plans,  Sample of Assessment Documentation,  List of supplemental curricula |
| **Narrative for all DAP sections, include a description of curriculum**  Click or tap here to enter text. |  |
| **The program promotes the development of intellectual skills by:**   1. Encouraging children to solve problems, initiate activities, explore, experiment, question, and gain mastery through learning by doing (concrete experiential learning). 2. Promoting language understanding and use in an atmosphere that encourages both communication among children and between children and adults. 3. Utilizing a curriculum in which a variety of skills are integrated into activities targeted toward the interests of children. 4. Encouraging children to organize their experiences and understand concepts; and utilizing a language experience approach to introduce printed materials according to the individual developmental level of the child. | ECERS-3 observation |
| 1. **Individual Needs of Children - 704 KAR 3:410 Section 6** | |
| f) Adaptations are made for children with special needs.  **KY All Star Standard: Classroom and Instructional Quality:**   * **Staff support IFSP/IEP goals of individual children.** | Lesson Plan |
| 1. **Assessment of Children - 704 KAR 3:410 Section 6** | |
| b) The program includes developmentally appropriate assessment.  **KY All STARS: Classroom and Instructional Quality:**   * **Staff conduct ongoing curriculum based assessment to inform instruction.** | Assessment Plan,  Lesson Plan |
| c) The assessment provides ongoing observation, recording and evaluation of each child's growth and development for the purpose of planning activities to suit individual needs;  **KY All STARS: Classroom and Instructional Quality:**   * **Staff conduct ongoing curriculum based assessment to inform instruction.** * **Assessment results are used to inform individual and group instruction.** | Assessment Plan,  Lesson Plan  Supplemental Assessments |
| 1. It is used to inform parents/guardians on a regular basis regarding the child's progress and physical, intellectual, communication, social, emotional, intrapersonal, and interpersonal skills and development; and   **KY All STARS: Classroom and Instructional Quality:**   * **Instructional assessment findings are shared with families** *2 points* | Assessment Plan |
| **Narrative for all sections above. Description of all assessments used (not just for KEDS)**  Click or tap here to enter text. |  |
| 1. **Annual Evaluation of Preschool Program - 704 KAR 3:410 Section 9** | |
| 1. At least annually, parents, staff and other professionals are involved in evaluating the local preschool program's effectiveness in meeting the needs of participating children.   **KY All STARS: Classroom and Instructional Quality:**   * **Complete an environmental self-assessment using a valid and reliable tool appropriate for the ages/settings of children served** *Required* * **Participate in an environmental observation on a valid and reliable tool:** *Required*   **KY All STARS: Administrative and Leadership Practices:**   * **Implements a continuous improvement plan:** *2 points* * **Seeks input from staff on the continuous improvement plan.** * **Seeks input from families annually on implementation of the continuous improvement plan.** | Evidence of surveys, questions, and results and how the data is used to improve the program. All Stars std. |
| **Narrative:**  Click or tap here to enter text. |  |
| c) The program evaluation addresses parental satisfaction with services provided;  **KY All STARS: Administrative and Leadership Practices: Implements a continuous improvement plan:**   * **Seeks input from families annually on implementation of the continuous improvement plan.** | Evidence of surveys, questions, how the data is used, evaluation plan. All Stars std. - CSIP/CDIP, etc. |
| **Describe how parent satisfaction is used in the program.**  Click or tap here to enter text. |  |
| e) Program staff evaluations  **KY All STARS: Administrative and Leadership Practices:**   * **Has a system for evaluating staff performance by monitoring and providing feedback for improvement** *2 points* |  |
| 1. **Student Information - 704 KAR 3:410 Section 5 & Section 2** | |
| e) A vision examination by an optometrist or ophthalmologist shall be submitted to the school no later than January 1 of the first year a child is enrolled in school (KRS 156.160).  **KY All STARS: Family and Community Engagement:**   * **Builds partnerships with community agencies.** | Tracking system utilized by the school |
| 1. **Screening 704 KAR 3:410 Sections 5 & 6** | |
| 1. The program collaborates with medical, health, mental health and social service agencies to meet comprehensive needs of children. 2. A local school district shall assure that all children participating in the program receive child development and health screening through coordination with existing medical and social services. 3. Health screening includes growth assessment, vision and hearing screening, assessment of current immunization status, and general health status. 4. Child development screening includes screening of gross and fine motor skills, cognitive functioning, communication skills, self-help skills and social emotional skills. 5. Child development screening may be accomplished through various means, including systematic observation in the classroom or other natural setting. 6. Screening results are not used for determining placement or planning the curriculum.   **KY All Star Standard: Classroom and Instructional Quality:**   * **Ensure developmental screening within 90 days of enrollment and referral (if needed) within 30 days of screening for all enrolled children.** *2 points* | Narrative and  Evidence of Tracking System used with redacted student data records. |
| **Describe screening process**  Click or tap here to enter text. |  |
| 1. Child development and health screening is completed within thirty (30) school days of enrollment by personnel trained in the procedures utilized.   **KY All Star Standard: Classroom and Instructional Quality:**   * **Ensure developmental screening within 90 days of enrollment and referral (if needed) within 30 days of screening for all enrolled children.** | Tracking systems utilized by the school |
| 1. Parents or legal guardians are contacted if screening results indicate a need for further assessment by a specialist, follow-up, or referral for special education and related services or other appropriate resources.   **KY All Star Standard: Classroom and Instructional Quality:**   * **Ensure developmental screening within 90 days of enrollment and referral (if needed) within 30 days of screening for all enrolled children.** | Tracking systems utilized by the school |
| **24. Parent/Family Involvement - 704 KAR 3:410 Section 6 and 7** | |
| **At least the following opportunities are made available to parents:**   1. Participation in classroom and other preschool activities as volunteers or observers; 2. Parent training, education or other activities which the parent has helped to develop; 3. Working with the child in cooperation with preschool staff; 4. Meeting with preschool and other appropriate staff regarding the child's individual needs and progress or other two (2) way communication system developed with the parent; and   **KY All Star Standard: Family and Community Engagement:**   * **Implement family engagement activities that promote children’s development and learning.**   + **Implement at least one family engagement activity per year that promotes children’s development and learning.**   + **Implement at least three family engagement activities per year that promotes children’s development and learning.** * **Two-way communication with families** *2 points* | Submit Evidence – Parent Committee Meetings agenda, Volunteer log, Parent sign in sheets from parent events (which promoted development and learning), and evidence of 2 way communication with parents |
| **A lead teacher is responsible for at least the following:**   1. Parent participation in the classroom; 2. Parent-teacher conferences; and 3. The local districts assign professional staff, including the lead teacher, to conduct parental involvement activities and coordination with health and social services.   **KY All STAR Standard: Family and Community Engagement:**   * **Builds partnerships with community agencies** * **Share community resources with families** *1 point* | Evidence to support: i.e., Signed/Dated parent conference verification, Classroom Volunteer log, Job Description for lead teacher, Class Newsletter highlighting parent involvement events, resources shared with families |
| **J) Program implements transition supports for children and families**  **KY All Star Standard: Family and Community Engagement:**   * **Implements transition supports for children and families** *2 points* | Description of transition activities with sign in sheets |