



(program/provider name as listed with the Office of Child Care Licensing) is a voluntary participant in Delaware Stars *for Early Success*, and as such, I/we understand and commit to the requirements outlined in this document.

Delaware Stars is the state of Delaware’s Quality Rating and Improvement System (QRIS) for early care and education and school-age care programs and is the primary strategy for creating and growing high quality early learning programs for Delaware’s young children and their families. This letter of commitment and expectations is intended to provide a solid foundation for the collaborative partnership between Delaware Stars and participating programs.

I. STATEMENT OF PURPOSE

The purpose of Delaware Stars is to provide supports for participating early care and education and school-age care programs to help them enhance program quality. As collaborative partners, participating programs and Delaware Stars together embrace quality improvement as a learning process by which beliefs, views, skills, and capabilities evolve as quality standards are achieved and maintained. Programs will partner with families to help children reach their fullest potential.

II. STATEMENT OF COMMITMENT

The program and Delaware Stars commit to work together effectively and ethically. We commit to the values of early care and education and school-age care and to the best of our ability we will:

1. Work together to improve and enhance program quality, learning, growing, and contributing to quality improvement as professionals;
2. Respect and support families of children as partners in nurturing children and helping them to develop to their fullest potential;
3. Respect individual and cultural difference, including personal values and opinions;
and
4. Be open to new ideas and be willing to learn from the suggestions of others.

III. DELAWARE STARS RESPONSIBILITIES

1. Provide information and guidance on quality improvement to participating programs through the Quality Rating and Improvement System (QRIS)
2. Operate in a way that is transparent and equitable, posting Delaware Stars' policies and procedures on a public website to ensure ready availability to all Stars programs
 - a) Provide technical assistance (TA) to support quality improvement at no cost to your program. In Delaware Stars, individuals providing TA will have expertise in child development, quality standards for early care and education and/or school-age care, best practices for technical assistance, and best practices for program leadership and administration. Technical Assistant staff will:
 - a. Develop a positive, collaborative working relationship with you and your staff;
 - b. Assist your program in the assessment of the strengths and opportunities for improvement and in the development of a program *Quality Improvement Plan*;
 - c. Upon request, provide on-site assistance that may include classroom observations with feedback to program Administrator and/or classroom staff, technical assistance that may include working with individuals or staff as a group and the identification of resources to support your program in quality improvement;
 - d. Schedule program visits at mutually agreeable times and call or e-mail if visit must be canceled or rescheduled;
 - e. Maintain confidentiality concerning your program; and
 - f. Respect your program's ownership of the quality improvement work.
3. Delaware Stars offers to participating programs:
 - Financial and other supports and incentives to support quality improvement;
 - A Star rating based on quality improvement, including an observational assessment and verification of standards; and
 - Public promotion of the Delaware Stars program including all participating programs as a way for families to find quality early care and education and school-age programs for their children.

* Delaware Stars services and awards are subject to the availability of funding and the terms and conditions of this agreement.

* Participation in Delaware Stars does not guarantee that the program will achieve a higher Star Level designation.

4. Delaware Stars staff are mandated reporters of child abuse and neglect, in accordance with Delaware Code and the DSCYF Mandatory Reporting Guidelines, which can be found at the following website address:
http://kids.delaware.gov/fs/fs_iseethesigns.shtml#iseeHowToReport

Open and regular communication occurs with the Office of Child Care Licensing (OCCL) to build strategies and ensure the safety of children in child care programs. Violations of child care regulations must be reported to OCCL.

IV. DELAWARE STARS PROGRAM RESPONSIBILITIES

1. Maintain an ongoing commitment to increase quality improvement at all levels of the organization and demonstrate that commitment by making progress in accordance with the program quality improvement plan;
2. Support the development of and maintain positive, collaborative working relationships between program staff and Delaware Stars staff;
3. Identify a primary contact at your program who will receive communications from the Delaware Stars staff, maintaining the name, email address and mailing address as current in the Delaware Stars database;
4. Provide accurate child participation and program information as requested by Delaware Stars, updated as necessary in the Delaware Stars database, securing signed consent forms from parents as necessary;
5. Maintain evidence (such as receipts) for expenditure of Delaware Stars grant funds per the Delaware Stars *grant guidelines*;
6. Schedule technical assistance on-site visits at mutually agreeable times and call or e-mail if visit must be canceled or rescheduled;
7. Understand that Delaware Stars staff are not responsible for children during visits, and that classroom staff are responsible for children at all times;
8. Maintain a current and valid license in good standing from the Office of Child Care Licensing and report any changes in the program license status to Delaware Stars;
9. Provide feedback, when requested, to assist in the ongoing evaluation of Delaware Stars/QRIS;
10. Advertise your program's Star rating by:
 - a. Using language that talks about your participation as a commitment to "continuous quality improvement."
 - b. Use the Delaware Stars logo, making absolutely no changes to the logo except sizing.
 - c. Display the Delaware Stars certificate with Star rating at or near the program entry site.
11. Utilize public funds to facilitate child formative assessment and developmental screening and agree to submit aggregate de-identified data to inform policy and decision making.

VI. ASSURANCE OF ACCURACY OF INFORMATION

Delaware Stars participating programs hereby certify to the best of their knowledge that all information provided to Delaware Stars and/or its authorized agent is true and correct. If it is determined that information submitted is false or where information is omitted, it could result

in the program's termination from Delaware Stars and possible recovery of any funding provided by Delaware Stars.

VII. DISCONTINUATION OF PARTICIPATION IN DELAWARE STARS

Participation in Delaware Stars is voluntary. Either party (the program or Delaware Stars) may discontinue a program's participation in Delaware Stars by notifying the other party in writing of this intention. Delaware Stars will give thirty days written notification and justification in the event that Delaware Stars expects to discontinue a program , unless a program ceases to be in good standing with the Office of Child Care Licensing, CACFP or Purchase of Care.

To be signed by authorized person(s).

By our signatures, we have read and agree to abide by the terms of this agreement.

_____	_____	_____
<i>Printed name of Center Administrator/ LFCC/FCC Licensee</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____
Printed name of Owner (if applicable)	Signature	Date
_____	_____	_____
Printed name of Additional Person Responsible for Stars Implementation (if applicable)	Signature	Date
_____	_____	_____
<i>Printed Name of Delaware Stars Staff</i>	<i>Signature</i>	<i>Date</i>

Please sign both copies of this agreement; program will keep one copy for their records, and Delaware Stars will keep the other copy.