

Keystone STARS Support Grant

Information in this document is for the 2011/2012 fiscal year and is subject to change at any time. This information is not all-inclusive. Please contact the Southeast Regional Key with any questions.

Support grants may **only** be used for child care related expenditures. Be sure to read all pages of the grant application and the instructions for completing it. Complete the application in its entirety. Application should be readable to the reviewers. Print neatly using black ink.

- Make copies of additional pages if needed.
Or
- Type application. Cells will auto-adjust for the amount of space that you need.

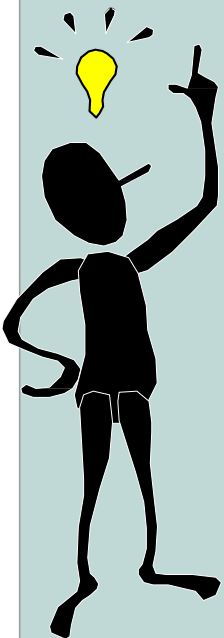


Price Quotes

- ⇒ If an item cost \$3000 or more, you must submit two written price quotes.
- ⇒ The bids must be for identical merchandise, purchases, and/or work.
- ⇒ You should request payment for the lowest bid amount. If you decide to accept the highest bid, you are responsible for any amount above the lowest quote.
- ⇒ DPW retains the title to property of any equipment that has a useful life of more than one year and a cost of more than \$5000 that is purchased with Support grant money. Notify the Southeast Regional Key if you are closing or disposing of said equipment.

TIP

Make a copy of your grant before sending in the original. Retain the copy in your 2011-2012 grant file records.



Receipts & Receipt Summary Forms

**New in
2011/2012**

Beginning with the 11/12 grant year, all providers **MUST** submit copies of all expenditure receipts and invoices, summarized and reconciled to the Final Expense Report. Receipts and/or invoices must be obtained for all purchases from vendors or suppliers. This does not include payroll or benefits awards. A form titled "Receipts Summary Form" has been developed to accommodate the summarization and reconciliation of receipts/invoices. This form will be supplied with all grant agreements and will be available online in Excel format. All providers will summarize on the Receipts Summary Form all purchases/expenses. Copies of receipts/invoices will be cross-referenced to the form utilizing reference numbers assigned to, and indicated on, the receipt or invoice and on the Receipt Summary Form.



Classroom Furnishings

Area rugs	Cribs* Chairs
Changing tables	Furniture
Cubbies/Lockers	Changing pads
Mats/Cots	Infant swings
Refrigerator for classroom	Mirrors
Shelves/Storage units	Tables
Room dividers (portable)	
Adaptive furniture for children with special needs	

*Due to the new safety standards for cribs as mandated by the Consumer Product Safety Improvement Act of 2008 (CPSIA), all cribs manufactured, sold or leased in the U.S. after June 28, 2011 must comply with the new federal standards (16 CFR 1219 for full-size cribs and 16 CFR 1220 for non-full-size cribs). Effective December 28, 2012, childcare facilities, such as family childcare homes and infant Head Start centers, must have compliant cribs in their facilities. These new rules are expected to stop the manufacture and sale of dangerous, traditional drop-side design; create stronger mattress supports and hardware; and establish better safety testing. All of these changes will help keep babies and toddlers safe in their crib, as a safe crib is the safest place for a baby.

Gross Motor

Balls	Bikes	Bye-Bye Buggies
Hula hoops	Jump ropes	Picnic tables
Strollers	Playground equipment*	

*Playground equipment must be ASTM certified.

Learning Materials

- ⇒ Art supplies (beyond normal budget)
- ⇒ Assessment tools
- ⇒ Bibs
- ⇒ Blocks
- ⇒ Cameras for classrooms
- ⇒ Computers for classrooms
- ⇒ Curriculum guides
- ⇒ Diversity awareness items
- ⇒ Dramatic play props
- ⇒ Dress up items
- ⇒ Easels
- ⇒ Games
- ⇒ Laminator
- ⇒ Language materials
- ⇒ Manipulatives
- ⇒ Musical instruments
- ⇒ Nature items
- ⇒ Numeracy materials
- ⇒ Puzzles
- ⇒ Sand/Water tables
- ⇒ Science items
- ⇒ Teacher resources



Health & Safety Resources

Hands-free trash cans	First-aid kits
Adequate ventilation or lighting	Kitchen supplies
Electrical outlet covers	Cabinet locks
Finger pinch guards	Flashlights
Locked medicine boxes	
Child-sized utensils/serving bowls	
Automatic soap dispensers	
Hands-free towel dispensers	
Fire extinguishers	
Step stools	

Minor Renovations

Air conditioning units	Carpeting	Dishwasher
Intercom systems	Grass seed	Trees (for shade)
Kitchen stove (replacement)		Security cameras/systems
Playground equipment installation		Playground resurfacing*
Roof (repairs only – to partial roof)		Sheds (no foundations)
Canopies/Sun shade structures (not attached)		
Sinks (portable/permanent)**		

*Mulch is not allowed on play areas for children under 3 years old. Grant funds may be used for children 3 years old and up. You may also use grant funds to have mulch removed and to install a safe surface for children under 3 years old.

**Plumbing must already be in place.

Professional Development*

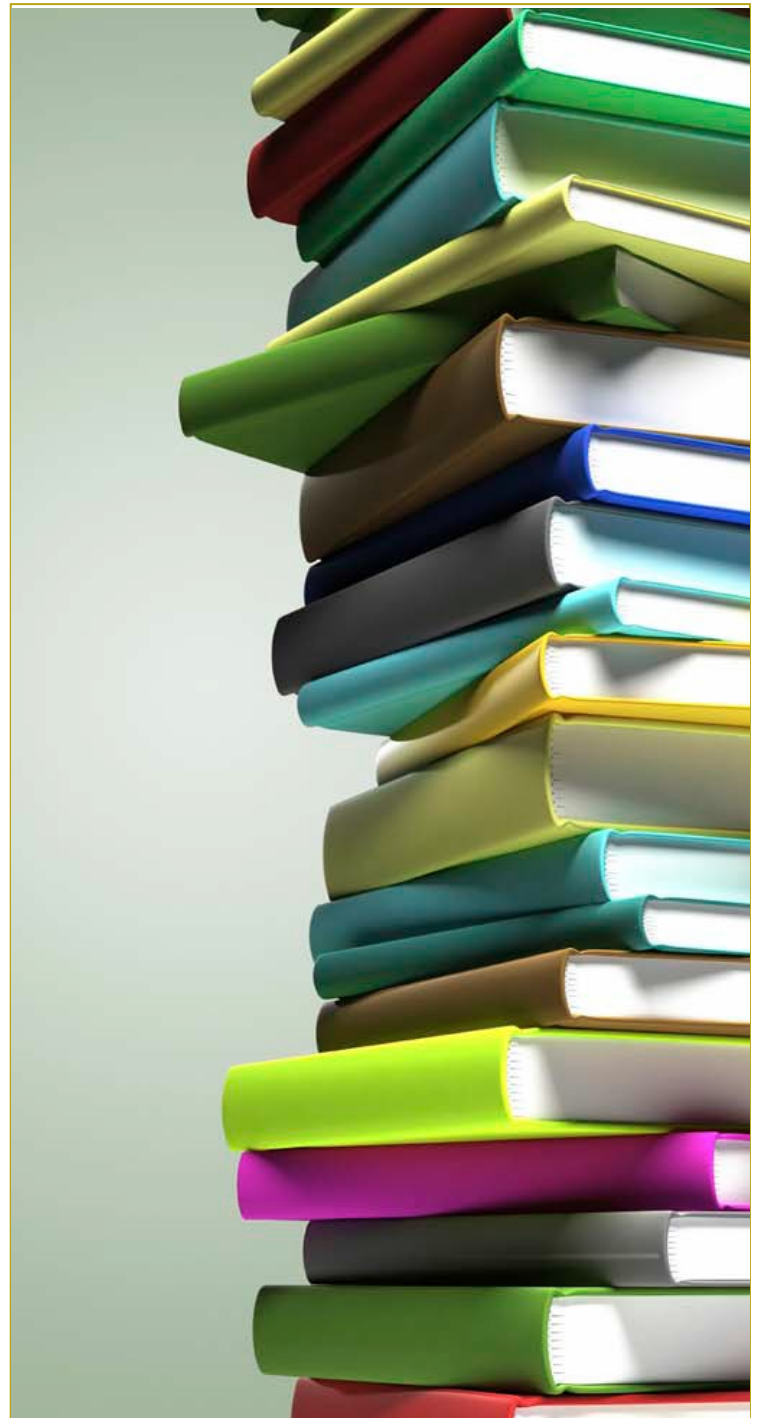
- ⇒ Keystone STARS required professional development
- ⇒ Credit-based coursework to meet Career Lattice and quality standards
- ⇒ CDA course enrollment fee
- ⇒ Director Credential course enrollment fee
- ⇒ Travel costs for staff persons attending appropriate professional development**
- ⇒ Personnel costs of substitutes for professional development attended during site hours of operation.***
- ⇒ Specialized professional development and technical assistance that relates to achieving STARS Performance Standards in the areas of Learning Program, Partnerships with Family & Community, and Leadership and Management, and Health & Safety. Technical Assistance (other than STARS TA).****
- ⇒ Memberships to early care and learning organizations (NAEYC, NAFCC, PACCA, etc.)
- ⇒ Cost of books for courses
- ⇒ Hotel costs for conferences (limitations apply)
- ⇒ Meals for conferences (limitations apply)

*Make sure to access DPW funded professional development, voucher program or STARS TA before utilizing these funds. For providers not accessing vouchers and providers seeking Masters/Doctoral level coursework and/or degrees, please contact your Regional Key for eligibility details, grade requirements, and tuition policies. Unallowable costs include college courses and CDA assessment fees already funded by the voucher program.

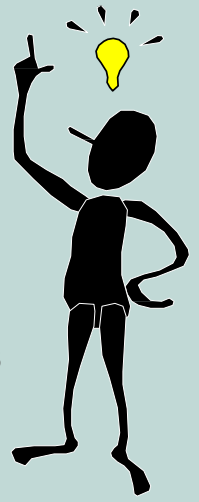
**Supports time allotted for travel and training only.

***Not to exceed \$8.00 per hour and/or release time.

**** Maximum of a \$50 hourly rate; Total payment not to exceed \$2,500; Must be PQAS approved (some exceptions in the area of Administration/Business Practices and Playgrounds).



TECHNOLOGY TIP



Quality early care and education extends beyond the classroom and family partnerships to include sound business practices. It is recommended that facilities consider their technology and internet access needs when making decisions about the use of STARS awards.

At a minimum, the facility should have a functional computer with internet access (preferably high speed) and printing capabilities.

Moving toward best practice, additional computer stations would be available for convenient teacher use and center-wide computers would be networked.

The use of a child care management software solution can greatly enhance a program's ability to manage data, meet reporting requirements and monitor fiscal status. A computer will assist in developing printed materials (including handbooks, letters, lesson plans, etc.), maintaining tuition and personnel records.

Use of email has become increasingly important in connecting with families who more and more often use email as their primary communication method. Internet access will enable staff to use online resources such as email, E-newsletters such as BUILD, Keystone STARS information, the Professional Development Calendar, early education websites, and early childhood equipment vendors. **Additionally, a location email address is a requirement for all providers.**

Other Expenses

- ⇒ Air conditioners (window units)
- ⇒ Cameras for parent information
- ⇒ Cleaning carpets
- ⇒ Field trips
- ⇒ Freezer
- ⇒ Furniture for staff lounge or lobby
- ⇒ Microwave
- ⇒ Refrigerators for kitchen or staff lounge
- ⇒ Uniforms for staff
- ⇒ Vacuum cleaners
- ⇒ Time clocks
- ⇒ Shipping and handling costs
- ⇒ Employer taxes for staff bonuses and/or ERA's
- ⇒ Washer/Dryer
- ⇒ Other administrative, personnel and material expenses related to achieving a STAR Designation based on performance standards.

Expenses Related To:

- ⇒ Continuing to support DPW Certification regulations
- ⇒ Providing benefits to staff (distribution of benefits must be addressed in the provider's personnel policies)
- ⇒ Developing business practices such as: policy and procedure manual, financial systems, business plans, and staff support
- ⇒ Computer and technology support in preparation for Early Learning Network (ELN) and Ounce/Work Sampling System, such as: computer hardware and internet access
- ⇒ Computers for director's office or staff use
- ⇒ Copiers
- ⇒ Fax machines
- ⇒ Filing cabinets
- ⇒ Office supplies
- ⇒ Office furniture

Non-Fundable Items

- × Anything that would be considered inappropriate according to DPW licensing, Caring for Our Children or ERS guidelines.
- × Land, new construction, or major renovations
- × Gift cards, money orders, gift certificates, travel checks, or any other comparable legal tender.
- × Payment of mortgages, utilities, or rental/lease payments for basic facility operations.
- × Payment toward staff entertainment, including amusement, diversion, and social activities or any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) that are not professional development related events.
- × Costs of membership in civic, community and social organizations (Kiwanis, Lions Club, Rotary, etc.) funded by the voucher program.
- × Mulch or other outdoor surfacing that is smaller than 1" for children under 3 years old.
- × Gross motor equipment that is not ASTM certified.
- × Alcohol
- × Blacktop
- × Concrete repairs
- × Decks or repairs to decks
- × Heating systems
- × Infant walkers
- × Roofs
- × Sod
- × Trampolines
- × Water heaters
- × Water slides
- × Vehicles (Bus/Van)



Contact us!



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If you are currently in Keystone STARS and have a grant specific question, please contact:

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