

Start with STARS Grant

Family Child Care Homes

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.

Start with STARS grants may **only** be used for child care related expenditures. The Start with STARS Grant is available **one time only**.

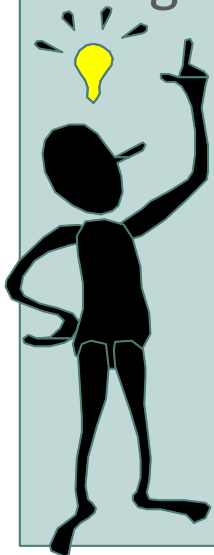
Award funds may not be used to supplant (replace) any other funding currently allocated to operate this facility. STARS funds are to be used for quality improvement above and beyond the facility's basic operations to meet DPW Certification Regulations. Be sure to read all pages of the grant application 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.



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.

Indoor Health & Safety

- Smoke detectors
- Step stools with rubber slats
- Visual strips for glass doors
- Electrical outlet covers
- Cabinet locks
- Flashlights
- Locked medicine boxes
- First-aid kits
- Fire extinguishers



Outdoor Safety

- Balls
- Bikes
- Fencing
- Cushioning for fall zones
- Riding toys/Wagons
- Strollers
- Shade structures or canopies (not attached)
- Swings (must be ASTM approved)
- Slides (must be ASTM approved)
- Playground equipment (must be ASTM approved)

Toys & Equipment

- ⇒ Art supplies (beyond normal budget)
- ⇒ Blocks
- ⇒ Computers for classrooms
- ⇒ Diversity awareness items
- ⇒ Dramatic play props
- ⇒ Dress up items
- ⇒ Easels
- ⇒ Games
- ⇒ Language materials
- ⇒ Manipulatives
- ⇒ Musical instruments
- ⇒ Nature items
- ⇒ Numeracy materials
- ⇒ Puppets
- ⇒ Puzzles
- ⇒ Sand/Water tables
- ⇒ Science items
- ⇒ Changing table
- ⇒ High chair
- ⇒ Cribs*
- ⇒ Crib mattress
- ⇒ Mats/cots
- ⇒ Safety gate
- ⇒ Strollers
- ⇒ Child-sized eating utensils and serving dishes
- ⇒ Child-sized table and chairs
- ⇒ Adaptive equipment 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.

Other Expenses

Air conditioning units
Cameras for classroom
Field trips
Hands-free trash cans
Shipping and handling costs
Teacher resources

Assessment tools
Cleaning carpets
Finger pinch guards
Microwave
Shelves/storage
Vacuum cleaners

Bibs
Curriculum guides
Freezer
Sheds (no foundations)
Taxes on materials
Washer/Dryer

BUSINESS PRACTICES

- Computer
- Copier
- Fax machine
- Filing cabinets
- Internet access
- Office supplies
- Printer
- Developing business practices such as policy and procedure manual, financial systems, or business plans.



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.***
- Memberships to early care and learning organizations (NAEYC, NAFCC, PACCA, etc.)
- Cost of books for courses
- Hotel costs for conferences
- Meals for conferences

*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.

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!



By Mail

Southeast Regional Key
Public Health Management
Corporation
260 South Broad Street
Suite 1800
Philadelphia, PA 19102

By Phone

267.773.4400

By Fax

267.765.2397

By Email

serk@phmc.org

Visit our website

www.seregionalkey.org

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

Amanda Atkinson
Grants and Contracts Coordinator
aatkinson@phmc.org