

Start with STARS Grant

Centers and Group 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.

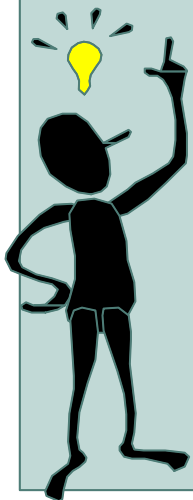
- Print neatly using black ink. Make copies of additional pages if needed.
Or
- Type application. Cells will auto-adjust for the amount of space that you need.



New in
2011/2012

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

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.

General Areas

Smoke detectors
Fire extinguishers
Floor mats/Area rugs
Electrical outlet covers
Locked medicine boxes
Cabinet locks
Flashlights



Toileting Areas

Hands-free trash cans
Hand washing posters
Changing tables
Child-sized toilets (plumbing already in place)
Sinks (portable/permanent with plumbing in place)

Business Practices

- ⇒ 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
- ⇒ Developing and distributing parent handbooks

Outdoor Safety

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



*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

Toys & Equipment

- ⇒ Art supplies (beyond normal budget)
- ⇒ Blocks
- ⇒ Computers for classrooms
- ⇒ Diversity awareness items
- ⇒ Dramatic play props
- ⇒ Dress up items
- ⇒ Easels
- ⇒ First-aid kits
- ⇒ Games
- ⇒ Language materials
- ⇒ Manipulatives
- ⇒ Musical instruments
- ⇒ Nature items
- ⇒ Numeracy materials
- ⇒ Puppets
- ⇒ Puzzles
- ⇒ Sand/Water tables
- ⇒ Science items
- ⇒ High chair
- ⇒ Cribs*
- ⇒ Crib mattress
- ⇒ Mats/cots
- ⇒ Shelves/storage
- ⇒ 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.

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.

Other Expenses

Air conditioning units

Cameras for classroom

Field trips

Sheds (no foundations)

Teacher resources

Step stools with rubber slats

Assessment tools

Cleaning carpets

Freezer

Shipping and handling costs

Vacuum cleaners

Visual strips for glass doors

Bibs

Curriculum guides

Microwave

Taxes on materials

Washer/Dryer

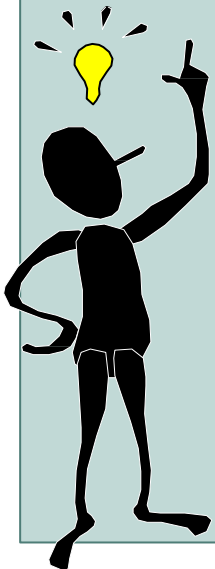
OTHER EXPENSES RELATED TO BUSINESS PRACTICES

- ⇒ 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.



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.**

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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