





## **Participating in The Quality Start Child Care Rating System**

All licensed child care centers, Class A and Class B, are eligible to participate in the Quality Start Child Care Rating System. Participation is voluntary. All programs must attain One Star before applying for a higher star rating.

When a center submits an application for One Star, the Division of Child Care & Early Childhood Education (DCCECE) will verify that the center meets the criteria established in the LA Administrative Code, Title 67, Chapter 73, Sections 7301 – 7354 commonly referred to as the Class A Child Day Care Minimum Standards.

DCCECE staff will review the last visit completed by the Child Care Licensing and Regulatory Section. If needed, a follow-up visit will be conducted to verify compliance.

- Class A centers must meet all Class A licensing requirements with no deficiencies in order to be awarded One Star.
- Class B licensed centers must meet all Class B licensing requirements with no deficiencies **and** the Quality Start One Star requirements with no deficiencies in order to be awarded One Star.

Centers are encouraged to review their latest licensing survey at <http://www.carefacility.dss.louisiana.gov> and the Class A regulations at [http://www.dss.state.la.us/assets/docs/searchable/OS/licensing/Final\\_Rule-2003ClassADC.pdf](http://www.dss.state.la.us/assets/docs/searchable/OS/licensing/Final_Rule-2003ClassADC.pdf) prior to submitting an application for a Star rating.

### **Instructions for completing the Quality Start Child Care Rating System Application**

**DSS TIPS Provider Number:** If your center does not have a TIPS provider number, leave the space blank. A TIPS number will be assigned and you will be notified of the number. This will not delay the processing of your application.

**Business Name** (if different from Center name): Some businesses operate more than one center or have a business name that is different from the name of the center. Both the business and center names are necessary. For businesses that operate multiple centers, a separate application must be submitted for each center.

**Federal Employer Identification Number:** This information is required. Applications will not be processed without this number and the accompanying form W-9.

**LA Revenue Account Number:** If you do not have a LA Revenue Account Number, also referred to as a La State Tax Identification Number, you must contact the La Department of Revenue (LDR) to obtain a number. This number is required and you must apply and receive a LA Revenue Account Number for your application to be processed.

**Owner Name and Email:** If the owner is also the director, please write the word “same” in this space. Enter the email address in the space provided.

List of Classrooms: Some centers number the rooms or name the classrooms with names like “Bluebirds” or “Cubs”. Other centers refer to classes by the age of the child, such as “Infants” or “Preschool”. In the first column, list the classrooms in your center for children birth through five years by the name your center uses. In the second column, write the age range of the children in that class, such as 12 – 24 months.

Example 1: 1’s                    12 – 24 months

Example 2: Bluebirds    12 – 24 months

In the next column, write the number of children who are on the roll for that classroom. Last, write the number of full time and part time teachers that work in that classroom each day.

Attach a copy of your DSS Child Care Class A or Class B license, verification of your center’s LA Revenue Account number or indicate that it has been applied for and form W-9 for the center listed on the application.

**For more information about participation in the Quality Start Child Care Rating System**

Help is available. If you have any questions about how to complete the application or questions about the Quality Start Child Care Rating System, you may call the Division of Child Care and Early Childhood Education at (225)-342-0694 or 1-800-680-9098. Additional information is also available on the following website: [www.grslouisiana.org](http://www.grslouisiana.org)

Your child care resource and referral (CCR&R) agency can also help. They may be able to provide technical assistance at your center.

Your success is our success – we hope you will participate in the Quality Start Child Care Rating System. In addition to communicating the level of quality in your center, your staff may be eligible for tax credits based on your participation in the Quality Start Child Care Rating System *at the ONE STAR level*. Thank you for your commitment to children and for the vital work you do in providing child care services.