Office of Early Childhood Education
Community Partnership Programs

Preschool for All
Program Agreement

2014-2015

Authorized agency official: Please read this document in its entirety. After reading, please initial on the bottom of each page and sign on the last page, as evidence that you have read and understand the requirements.

I understand:

1. Agencies must serve residents of the city of Chicago in facilities located within the city limits.

2. Agencies must hold current state DCFS and City of Chicago child care licenses, and provide copies of such licenses to CPS.

3. Agencies that are license exempt must hold a current DCFS exemption letter and an ISBE recognition certificate of Non Public School, and provide copies of such letters/certificates to CPS.

4. Agencies must have a written procedure for selection criteria for funded enrollment that follows CPS income requirements and ISBE priorities. Agencies must implement the written procedure for selection criteria.

5. The agency must have a procedure for verifying a family’s income, and keep the documentation of the verification on site.

6. Agencies must serve children who are three or four on or before September 1\textsuperscript{st} of the program year.

7. The agency is responsible for ensuring that Chicago Public Schools (CPS) has the necessary enrollment documentation for all children enrolled in the Preschool for All (PFA) program.

8. Attendance for children with CPS ID numbers must be reported monthly by classroom. COPA attendance sheets may be submitted.

9. Children must be screened with the developmental screener ESI-R within 45 calendar days of enrollment, and annually after that, with-in 45 days of the start of each program year.

Initial _______
10. Children must be screened with the ASQ-SE (social emotional) within 60 days of enrollment, and annually after that, with-in 60 days of the start of the program year. (An alternative social-emotional screener approved by CPS Community Partnership may be used.)

11. Children that respond “yes” to either of the Home Language Survey questions must be screened with the designated English language proficiency test by a designated staff person, the designated staff person doing the screener must be trained in the use of the test.

12. Agencies must offer a research based early childhood educational curriculum that includes a language development component.

13. Agencies must utilize Teaching Strategies GOLD™ to assess each child in the program and meet required deadlines for checkpoints. Checkpoints must be supported by documentation.

14. Agencies must offer an appropriate parent education and involvement component and submit the required annual report for ISBE.

15. Teaching staff in the PFA program must hold a Type 04 Certificate and teacher assistants must have at least 60 college credit hours, 15 of which must be in child development.

16. Teaching staff cannot also be the director/administrator of the site/program.

17. Group size can be no more than 20 children with a ratio of 1 (adult) to 10 (children)

18. Two teachers are required in each classroom at all times.

19. Notification to CPS of staff resignation/termination must occur no later than the final day of the employment, and must be submitted via the online system. Agencies have 6 weeks to replace qualified staff without impacting funding.

20. A qualified substitute replacement must be in place when a teacher or teacher assistant’s absence exceeds 3 weeks. CPS must be notified of these extended absences/leaves via the electronic system, and replacement credentials must be submitted.

21. Each PFA program must operate for at least 5 hours per day, 5 days per week.

22. Each PFA program must operate the program for ten months from September through June.

23. Agencies must provide CPS with individual teacher and teacher assistant professional development plans that include an outline of the resources and activities to fulfill the plan. For example, the plan may be fulfilled by the agency providing professional development opportunities (that meet the criteria for CPS), the CPS Community Partnership professional development offerings, or the teacher taking a child development course.

Initial _______
24. Agencies must conduct an annual program evaluation and must submit a Quality Improvement Plan (QIP) to CPS after it is initially developed and after the action steps are completed no later than the end of the program year.

25. Monetary awards are based on agency staff required for the PFA program and the number of children enrolled per month.

26. Monetary awards will be withheld for Agencies that exceed group size and ratio per classroom.

27. Salaries of the staff must comply with the Financial Compliance minimum salary.

28. Agencies are required to submit four expense reports based on expenditures from the previous payment period.

29. Payments will not be made until prior expenditures have been reconciled.

30. Account reconciliations that are received after the deadline will jeopardize current and future funding.

31. Account reconciliations must include automated payroll, including the Type 04 teacher and teacher assistant’s names, or canceled checks and funds distribution forms.

32. CPP has the right to audit, the implementation of program requirements including but not limited to: the children enrolled, the placement of the certified staff, program quality, and professional development.

33. Monitoring of program quality will be based on tools used in the state Quality Rating and Improvement System, ExceleRate.

34. All CPS funded sites are expected to participate in the Quality Rating and Improvement System, ExceleRate.

35. CPS has the right to utilize data audited to make program decisions for future funding.

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Print Name of Agency

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Print Name of authorized agency official

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Signature of authorized agency official  Date