Prevention Initiative Center-Based
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 and provide current appropriate state DCFS and City of Chicago child care licenses.

3. 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.

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

5. Agencies must serve children who are six weeks to under three years on or before September 1st of the program year. Children who are age eligible for preschool are not eligible for Prevention Initiative.

6. 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.

7. Attendance for children with CPS ID numbers must be reported monthly by classroom including COPA attendance as documentation.

8. Children must be screened with the ASQ developmental screening within 45 calendar days of enrollment, and annually after that, with-in 45 calendar days of the start of the program year.

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

Initial _____
10. Agencies must offer a research based infant-toddler educational curriculum.

11. 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.

12. Teaching staff in the Prevention Initiative Center-Based model must hold either a BA/BS or AA in Early Childhood Education or Child Development, and teacher assistants must have at least 30 college credit hours of which 15 must be in early childhood education.

13. Each qualified teacher may serve no more than one group of children.

14. Group size and ratio of adults to children must follow CPS required guidelines: Infants (1:4), group size 8; Toddlers (1:4), group size 12; Two’s (1:6), group size 12.

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

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

17. 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.

18. A qualified substitute replacement must be in place when a PI CB key staff person’s absence exceeds 3 weeks. CPS must be notified of these extended absences/leaves via the electronic system, and replacement credentials must be submitted.

19. 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.

20. 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.

21. Monetary awards are based on the CPS Prevention Initiative Center-Based model guidelines, including staff required for the PI program and the number of children per month.

22. Monetary awards will be withheld for programs that exceed group size and ratio per classroom.

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

Initial _______
24. Agencies are required to submit quarterly expense reports based on expenditures from the previous quarter.

25. Payments for the next quarter will not be made until the prior quarter expenditures have been reconciled.

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

27. Account reconciliations must include funds distribution forms, and either automated payroll with the teacher, teacher assistant’s, family support specialists and Infant Specialist names or canceled checks.

28. CPS 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.

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

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

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

32. All classrooms at the site must be funded as Prevention Initiative Center Based classrooms. If a site decides to open a new classroom, they must apply to CPS for funding for that classroom. If CPS does not approve funding for that classroom, the agency can decide to open the classroom and drop funding for all classrooms or wait to open the room and reapply for funding for that room when it becomes available.

**For programs with children under 24 months only:**

33. Family Support Specialists (FSS) must hold at least Bachelor’s Degree in Human Services or Social Work or equivalent. All credentials of a candidate must be approved by CPS prior to hiring a candidate. The caseload for an FSS is no more than 36 families.

34. Infant Toddler Specialists (ITS) must hold a Level 5 Gateways Infant Toddler Credential or an Erikson Institute Infant Specialist Certificate. Each site operating a PI-CB program must have one Infant Toddler Specialist.

Initial _______
35. Agencies must offer a research based parent engagement curriculum (PAT, Baby Talk).

36. Agencies must complete their implementation plan to transition to Continuity of Relationship program model by the beginning of the 2015-2016 program year.

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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