

Preschool for All Scope of Services

The Preschool for All (PFA) program provides early childhood programming for “at risk” children ages three to five in community-based organizations (CBOs) using the center-based program model. “At risk” children are those who, because of their home and community environment, are subject to such language, cultural, economic and like disadvantages and have been determined, as a result of screening procedures to be at risk for academic failure.

Community-based organizations operating PFA programs using a Department of Family and Support Services (DFSS) contract must adhere to the following contract requirements/terms of agreement.

Authorized organization official: *Please read this document in its entirety. After reading, please sign on the last page as evidence that you have read, understand and agree to all the requirements.*

Program Administration	
General Admin	CBOs will use the Child Outcome Planning and Assessment (COPA) system, or whatever child and family data tracking system DFSS uses, for all required program information requirement.
	CBOs must hold current state Department of Children & Family Services (DCFS) and City of Chicago child care licenses, and provide copies of such licenses to DFSS via uploading into eDocs in COPA by the designated deadline.
	CBOs 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 DFSS via COPA eDocs by the designated deadline.
	All DFSS funded PFA sites are expected to participate in ExceleRate.
	CBOs must serve residents of the City of Chicago in facilities located within the city limits.
	CBOs must not charge fees for PFA program participation, including fees for parents and children; additionally, parents who participate in the parental education component may be eligible for reimbursement of any reasonable transportation and child care costs associated with their participation. If funding from the Child Care Assistance Program is used in collaboration with state or federal dollars, then state required co-payments are allowed.
	All CBOs will adhere to the most stringent requirement when there is a conflict or difference in requirements AND the CBO uses both federal (Head Start and/or Early Head Start) and state (PFA and/or Prevention Initiative) funding streams from which the requirements are generated, i.e., layered funding.
Staffing, Professional Development & Reporting	Teaching staff in the PFA program must hold a Professional Educator License (PEL) with Early Childhood Endorsements and teacher assistants must have at least 60 college credit hours, 15 of which must be in child development/early childhood education. Staff lists and qualifications are to be uploaded into COPA by the designated deadline.
	All teachers are full time classroom staff and cannot hold an administrative role outside the classroom.
	Group size can be no more than 20 children with a ratio of 1 (adult) to 10 (children).
	Two teachers are required in each classroom at all times. Programs will follow DCFS licensing rules for the appropriate age group for staffing at nap time.

Staffing, Professional Development & Reporting (continued)	CBOs must provide DFSS with individual teacher and teacher assistant professional development plans that include an outline of the resources and activities to fulfill the plan.
	Notification to DFSS of staff resignation/termination must occur no later than the final day of the employment and must be submitted via COPA. CBOs have six weeks to replace qualified staff.
	A qualified substitute replacement must be in place when a teacher’s or teacher assistant’s absence exceeds three weeks. DFSS must be notified of these extended absences/leaves via COPA and replacement credentials must be submitted.
	CBOs must submit the required annual parent involvement and education report for ISBE to DFSS via COPA by the designated deadline.
Planning	CBOs must conduct an annual program evaluation/assessment and submit a quality improvement/action plan to DFSS after it is initially developed and again after the action steps are completed, by the designated deadline.
Fiscal	Funding is contingent on programs implementing all expectations and requirements as specified in relevant regulations and the DFSS Implementation Manual.
	Programs will be reimbursed at 100% of their allocation level as long as monthly enrollment of eligible children does not fall below 80%. If enrollment drops below 80% for two consecutive months, DFSS will discuss action needed with the CBO, which may include an action plan for reducing funded capacity. The CBO will be paid at 100% until an action plan is executed, including the two months of low enrollment.
	Salaries must comply with the following minimum salary requirements: teacher \$40,000 per year; teacher assistant \$21,000 per year.
	Reimbursements will be approved based on Early Childhood Block Grant/ISBE allowable and budgeted expenses.
	DFSS has the right to use relevant data to make program decisions regarding funding levels.
Auditing & Monitoring	DFSS has the right to audit the implementation of program requirements including, but not limited to, the children enrolled, the placement of qualified staff, program quality and professional development.
	Monitoring of program quality will be completed using DFSS tools aligned with all program requirements and ExceleRate, the state quality rating and improvement system.
Program Operations	
General Operations	Each PFA program must operate for at least seven hours per day, five days per week. Programs may layer funding from other sources to achieve this.
	Each PFA program must operate the program for ten months from September through June.
	Each PFA program must use the IL Early Learning and Development Standards and IL Birth to Five Program Standards.
Eligibility, Enrollment & Attendance	CBOs must have a written procedure for selection criteria for funded enrollment that follows PFA income requirements and ISBE priorities. CBOs must implement the written procedure for selection criteria.
	The CBO must have a procedure for verifying a family’s income and keep documentation on site.
	CBOs must serve children who are three or four on or before September 1 of the program year.
	The CBO is responsible for ensuring that DFSS has the necessary enrollment documentation for all children enrolled in the PFA program and that it’s entered into COPA, per DFSS policies and procedures.

Eligibility, Enrollment & Attendance (continued)	Attendance must be documented daily in COPA.
	CBOs will conduct ongoing recruitment and outreach to ensure they are continually reaching out to unserved and/or underserved populations.
Education & Family Engagement	Children must be screened with the developmental screener Early Screening Inventory-Revised (ESI-R) within 45 calendar days of enrollment and annually after that within 45 days of the start of each program year.
	Children must be screened with the Ages & Stages Questionnaire-Social Emotional (ASQ-SE) within 60 days of enrollment and annually after that within 60 days of the start of the program year. (An alternative social-emotional screener may be used if approved by DFSS.)
	CBOs must offer a research-based early childhood educational curriculum that includes a language development component.
	CBOs must utilize Teaching Strategies GOLD to assess each child in the program and meet required deadlines for checkpoints. Checkpoints must be supported by documentation.
	CBOs must offer an appropriate parent education and involvement approach that aligns to the components of the ISBE Family Engagement and Office of Head Start Parent, Family and Community Engagement Frameworks.
	CBOs will develop and implement a system for tracking the level of parent engagement/family involvement in their program.
	CBOs will conduct a minimum of two parent conferences per year per family and document the results in COPA.

Approval Signature for the Preschool for All Scope of Services

_____ **Signature** _____ **Date**

_____ **Print Name** _____ **Title/Position**

Organization Name _____ P.O. Number _____ / _____

FY 2017 Preschool for All/Prevention Initiative Scope of Services Addendum

Organization Name: _____ **P.O. #:** _____ / _____

Main Office Address/Zip Code: _____

Program Model/Option(s) and Expected Enrollment: Check all that apply.

- Preschool for All: ___ children
- Prevention Initiative Center-Based: _____ children
- Prevention Initiative 2 year old classroom(s): _____ children
- Prevention Initiative Home Visiting: _____ families
- Prevention Initiative Innovative: _____ families

Check appropriate agency type:

- Private/Public Non-Profit
- Private/Public For Profit
- Charter School System

Program Staff Name	Contact Number	Email Address
Program/Executive Director(s)		
Fiscal Staff		
Board Chairperson (if applies)		

1. Provide a brief description of the program options and service operations for the Preschool for All/Prevention Initiative programming, include beginning and ending dates, days and hours of operation, and major goals and/or deliverables.

FY 2017 Preschool for All/Prevention Initiative Scope of Services Addendum

2. Submit the following information with this Addendum:

- A listing of all sites with site director names, addresses/zip codes, contact numbers, email addresses.
- Attach a copy of both the city and state licenses; if a license is expiring within 30 days of submission of this Addendum, attach supporting documentation for verifying application of licensing renewal. (If updated to COPA, please reference.)

3. How many days of the year will the program close for weekday holidays and other non-service days? List/attach closure days:

4. Attach a copy of current organizational chart, including full-time, part-time, consultants and key positions.