ZERO TO EIGHT COALITION – COMMUNITY PARTNERSHIPS FOR CHILDREN

PROGRAM ASSURANCES

As a condition of contracting to provide direct services funded by Boston’s grant from the Massachusetts Department of Education under the Community Partnerships for Children program Direct Services providers must read and agree to adhere to the best of their ability to the following goals and practices:

1. Increase the affordability and accessibility of programs for three and four year old children of working families of diverse cultural, linguistic and economic backgrounds through the use of a sliding fee scale.

   Children currently receiving services should be given priority to in order to provide continuity. Families earning up to 125% of the state median income are eligible and pay on the basis of the state sliding fee scale. All families earning up to 100% of the state median income should be served before extending eligibility to 125%. Programs must be willing to serve children with disabilities.

2. Enhance collaboration among community programs and services for preschool age children and their families. Strengthen and expand the model of a cluster of agencies in a specific neighborhood providing direct services, parent support and advocacy, and joint training and staff development.

   CPC Services are provided to children and families through the cluster model, which requires that agencies at the neighborhood level come together to collaborate on planning and implementation for a full range of services. Agencies awarded funds for direct services agree to participate in cluster activities.

3. Provide comprehensive, developmentally appropriate early childhood programs and services for three and four year old children of working families. Develop programs which provide holistic care and a family centered approach, including counseling services, medical services, literacy, referrals, and parent education along with early childhood care and education.

   • Appropriately staffed and supervised care and education of 3 and/or 4 year old children of working parents
   • Parental involvement in the child’s preschool experience through parent services such as support groups, parent to parent networks, parent participation in the program helping in the classrooms and in program governance; and parent events such as conferences, open houses, suppers, and field trips.
   • Standards or guidelines for program outcomes stated in terms of cognitive, social, emotional and physical growth and capabilities, and a program of assessment of each child’s developmental progress through formal and informal mechanisms.
   • Literacy - program curricula should include a substantial student and family literacy component.
   • Staff development, including specific targets for staff qualifications, participation in in-service training, workshops, and degree granting programs.
   • Comprehensive, holistic services including health nutrition, and social services, Service may be provided directly or though articulated linkages with local area providers.
   • Organizational capacity - direct service providers and their facilities must be appropriately licensed and providers must demonstrate sound fiscal capacity including skills to administer the sliding fee scale or willingness to attend intensive training.
• **Cultural diversity** - programs and groups of programs within a service cluster should reflect the diversity of the families in the service area. Providers must demonstrate experience in developing and using programs that emphasize respect for human differences. Providers also will make special outreach efforts to immigrant families and working poor families.

4. Provide early childhood programs and services that are high quality.

• **Licensing** – programs must meet relevant standards. Office for Child Care Services (OCCS) licensing standards for programs subject to licensure, including Head Start; Department of Education Preschool standards for public schools, and Head Start performance standards for Head Start programs. Family Child Care providers must be licensed by OCCS and have or seek either the Child Development CDA credential or the National Association of Family Child Care (NAFCC) accreditation.

• **Accreditation** by the NAEC (National Academy of Early Childhood Programs) for Centers and CDA (Child Development Associate National Credential) for family based care, or willingness to acquire accreditation. Technical assistance for accreditation will be provided through CPC.

**Time Requirement** – Providers awarded CPC slots must complete accreditation or CDA within two years of award or apply for a one-year waiver.

**Expanding Accreditation/CDA Support** - agencies joining Community Partnership for the first time will be oriented to the accreditation/CDA process and assisted in beginning the self-study. New and continuing agencies will be monitored and supported in completing the accreditation process.

5. Conduct community outreach to ensure that children of working families who may be hard to reach by traditional methods are located and offered opportunities to be enrolled in a program that meets their needs.

Cluster lead agencies and individual service providers will conduct outreach within their spheres, ensuring that hard to reach families are aware of services and that enrolled and waiting list students represent the diversity of their areas of the city.

**Cooperation with data collection and evaluation:**

Direct service providers are directed to submit invoices for services on a monthly basis on or before the 15th of each month for the prior month’s services. Bills received 45 or more days late will not be eligible for reimbursement for the period. All invoices are mailed to Jeanne Glynn, Boston Public Schools Business Department, 26 Court Street, Boston MA 02018. The completed invoice packet contains the completed and signed invoice form, copy of the City of Boston purchase order, the state required attendance sheet and monthly data report.

Direct services providers will submit monthly invoice packets to the Boston Public Schools Lead Agent on time and will cooperate with evaluations conducted by the Zero-to Eight Coalition to determine the extent of compliance with the goals and practices of the Community Partnerships for Children Program.

**Lead Agents may re-allocate slots if the terms stated above are not met.**

As the authorized representative of the service provider, I certify the service provider will provide services that meet the goals of the Community Partnerships for Children program and will comply with all applicable requirements.

Name and signature of the individual authorized by their agencies to sign contracts for the agency.

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<th>Service Provider</th>
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