



**Program Agreement Form
Community Partnership Program
Prevention Initiative Center Based Birth to Three Model
2011-2012**

Authorized agency official: Please read and initial each of the following requirements of the Prevention Initiative Center Based Birth to Three Model and sign the bottom of the statement on page 2. All information is contained in the Board agreement.

I understand:

_____ agencies must serve residents of the city of Chicago in facilities located within the city limits.

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

_____ it is the agencies' responsibility to ensure Chicago Public Schools (CPS) has the necessary identifying information for all children to be enrolled in the Prevention Initiative Center Based Model.

_____ attendance for children with CPS ID numbers must be reported monthly by classroom including attendance sheets as documentation.

_____ children must be screened with a developmental screening to determine risk.

_____ agencies must offer a research based educational curriculum including language development.

_____ programs must provide a language curriculum or a commitment made to the CPS *Reading is Fundamental* program.

_____ agencies must utilize Teaching Strategies GOLD to assess each child in the program.

_____ agencies must offer a research based parent education and involvement component and submit the required annual report.

_____ 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.

_____ each qualified teacher may serve no more than one group of children.

Program Agreement Form *(continued)*

I understand:

_____ 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.

_____ agencies must provide a Professional Development Plan on site or a commitment made to the CPP professional development offerings.

_____ agencies must provide a Program Quality Improvement Plan (QIP) or Program Evaluation plan.

_____ monetary awards are based on the CPS Prevention Initiative Center-Based Model guidelines.

_____ salaries and benefits are based on the educational background and experience of the staff and comply with CPS salary ranges.

_____ agencies are required to submit quarterly expense reports based on expenditures from the previous quarter.

_____ payments for the next quarter will not be made until the prior quarter expenditures have been reconciled.

_____ account reconciliations that are received after the deadline will jeopardize current and future funding.

_____ account reconciliations must include funds distribution forms and either automated payroll with the teacher and teacher assistant's names or canceled checks.

_____ CPS has the right to audit the actual number of children enrolled, the placement of the qualified staff, program quality and the center's professional development plan.

_____ a variety of different tools may be selected to monitor program quality such as, but not limited to, ITERS, Creative Curriculum Implementation Checklist, etc.

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

Type name of agency

Type name of authorized agency official

Signature of authorized agency official

Date