



**Program Agreement Form
Community Partnership Program (CPP)
Prevention Initiative – Center Based Birth to Three Model
2010-2011**

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:

- _____ participating agencies must serve residents of the city of Chicago in facilities located within the city limits.
- _____ participating 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 Birth to Three Model.
- _____ attendance for children with CPS ID numbers must be reported monthly by classroom and submit classroom attendance sheets as documentation.
- _____ participating children must be screened with ASQ (developmental) within 45 days of enrollment.
- _____ participating 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.
- _____ participating agencies must utilize Creative Curriculum Continuum to assess each child in the program.
- _____ participating agencies must offer a research based parent education curriculum and parental involvement component, and submit required monthly reports.
- _____ participating teaching staff in the Prevention Initiative – Center Based Birth to Three 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.
- _____ each PI Center Based program will operate a 12-month program from July to June.

Program Agreement Form *(continued)*

I understand:

- _____ group size and ratio of adults to children must follow CPS required guidelines.
- _____ participating agencies must provide a professional development plan on site or a commitment made to the CPP professional development offerings.
- _____ participating agencies must provide a program Quality Improvement Plan (QIP) or Program Evaluation plan.
- _____ monetary awards are based on the CPS Prevention Initiative – Center Based Birth to Three Model guidelines.
- _____ monetary awards will be withheld for programs that exceed group/size ratio per classroom.
- _____ salaries and benefits are based on the educational background and experience of the staff and comply with CPS salary ranges.
- _____ participating 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 fund 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 authorized agency official

Signature of authorized agency official

Date