



**Program Agreement Form
Community Partnership Program (CPP)
Prevention Initiative – Parental Training Model
2010-2011**

Authorized agency official: Please read and initial each of the following requirements of the Prevention Initiative – Parental Training 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 birth to five on or before September 1st of the program year.

_____ participating children must be screened with a developmental screening within 45 days of enrollment.

_____ participating agencies must provide a system of ongoing developmental monitoring.

_____ participating agencies must offer a parent education curriculum and parental involvement component, and submit required monthly reports.

_____ participating staff in the Prevention Initiative – Parental Training Model must hold appropriate certificates or credentials to comply with the program.

_____ participating agencies must provide a professional development plan that addresses individual needs of staff.

_____ participating programs must provide monthly attendance on all children and families in the program, and submit sign-in sheets as documentation.

_____ participating programs must provide a program Quality Improvement Plan (QIP) or program evaluation.

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

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

_____ account reconciliations must include automated payroll including the staff names or canceled checks.

Program Agreement Form *(continued)*

I understand:

_____ programs must provide a language curriculum or commitment made to the Chicago Public Schools (CPS) Reading is Fundamental program.

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

_____ 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.

_____ 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