



**Program Agreement Form
Community Partnership Program
Prevention Initiative – Parental Training Models
2009-2010**

Authorized agency official: Please read and initial each of the following requirements of the Prevention Initiative/Parental Training Models and sign the bottom of the statement on page 2.

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 three on or before September 1st of the program year.

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

_____ participating agencies must offer a research based educational curriculum.

_____ participating agencies must offer a research based parent education and involvement program.

_____ participating staff in the Prevention Initiative Models must hold appropriate certificates or credentials to comply with the program model.

_____ 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 complete a monthly demographics report.

_____ participating programs must provide an end of the year evaluation (self-assessment).

_____ 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 cancelled checks.

Program Agreement Form *(continued)*

I understand:

_____ 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, Ages and Stages, Creative Curriculum, 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