



**Program Agreement Form
Community Partnership Program
Prevention Initiative Center Based Birth to Three Model
2008-2009**

Authorized agency official: Please read and initial each of the following requirements of the Prevention Initiative Center Based 0-3 Model 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.

_____ 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.

_____ 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 an appropriate parent education and involvement component and must provide monthly reports.

_____ participating teaching staff in the Prevention Initiative Center Based Model must hold either a BA/BS in Human Services or a related field or an AA in 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 nor more than one group of children.

_____ agencies offering a Prevention Initiative Center Based Model must provide an educational program at least 2½ hours per day, five days per week.

Program Agreement Form *(continued)*

I understand:

_____ group size and ratio of adults to children must follow NAEYC recommended guidelines.

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

_____ monetary awards are based on: 1) program staff required for the Prevention Initiative Center Based Model, and 2) number of enrolled children per quarter.

_____ 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 must include automated payroll, including the teacher and teacher assistant's names or cancelled checks and funds distribution forms.

_____ 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