Letter of Agreement

This Letter of Agreement is subject to the terms and conditions below and is contingent upon the receipt from the PA Department of Education of the full amount of funding requested in the Grant Application presented by the Scranton Lackawanna Human Development Agency, Inc. Head Start Program to that Department under the Head Start Supplemental Assistance Program.

It is understood that this funding, and therefore this Agreement, is valid from July 1, 2018 to June 30, 2019.

A new Agreement will be negotiated if there should be any change in funding. In such case, if no Agreement can be reached, the Program will not be implemented.

This Agreement can be deemed void at any time by either party by providing the other party with sixty (60) days written notification.

In such case, that service cannot be provided as deemed in this contract it is the responsibility of the contractor to contact SLHDA with a written plan of action immediately.

1) Staffing – The Child Care Center will hire and supervise a Teacher and Teacher aide for each classroom with Head Start children. Teachers are required to have a minimum of a Bachelor’s Degree in Early Childhood Education or a related field from an accredited college or university. Teacher Aides must have a minimum of a Child Development Associate (CDA). Transcripts and certificates will be submitted to SLHDA for review prior to the initial date of service with Head Start Children.
   a) Staff time includes classroom time, classroom planning for each teacher and aide, collaborating with SLHDA itinerant teacher and family engagement worker, and in-service training.
   b) Substitutes are the responsibility of the Child Care Center. Class size is twenty children with a teacher and aide or two teachers.
   c) Head Start students will receive a minimum 3.5 hours of service per day. Group size staffing requirements must be met at all times.
   d) The Child Care Center will assure that all staff has appropriate background checks, health appraisal, and TB test within 12 months prior to initial date of service.
   e) Child Care program staff members will maintain the physical/TB requirements set forth by Head Start (1304.52).

2) Curriculum – Pre-k programs must implement developmentally appropriate research-based early childhood curriculum, including additional curricular enhancements, as appropriate. Curriculum
must be fully aligned with the Pennsylvania Early Learning Standards, which in aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five.

a) Curriculum shall be content-rich to promote measurable progress toward development and learning outlined in the frameworks.

b) Programs must support staff to effectively implement curriculum and, at a minimum, monitor curriculum implementation and fidelity to provide support, feedback, and supervision for continuous improvement of its implementation.

3) **Outcomes** – Pre-K programs will follow the Head Start standards, specifically 1302.102 (c) titled Using data for continuous improvement, SLHDA policies and procedures (1302.90). Pre-K programs will provide and maintain a supportive learning environment both indoors and outdoors (1302.47 Safety Practices) to assure optimal growth and development for future success. Pre-K programs will provide a language rich environment following the Head Start Standard 1302.31 Teaching and the learning environment and curriculum to promote language and literacy at school and at home. Pre-K programs will provide opportunities for daily gross motor both indoors and outdoors. Pre-K programs will ensure continuous growth utilizing ongoing documentation of all children in the classroom

a) Child assessments will be completed three times a year by the SLHDA itinerant teacher in conjunction with pre-K staff to aide the teaching team in making programmatic, classroom, and instructional changes to ensure continuous optimal individual growth with guidance from the Center Director and SLHDA Coordinator/Manager.

b) If continuous growth does not occur in any of the domains of development, pre-K programs and Head Start will follow the referral guidelines set forth by SLHDA to refer children on a needed basis. (1302.33 Child Screenings and Assessments)

4) **Rating Scales and Assessments** - will be administered by SLHDA staff under the direction of the Head Start Coordinator/Manager. These will include one of the following tools (ECERS, TPOT, and/or CLASS) at least two times per year and shared with all involved staff.

5) **Health Services** – All required Head Start Health Services and Screenings will be monitored by the Head Start Health Manager. It is the collaborate effort of the Child Care program, SLHDA itinerant teacher and Family Engagement Worker assigned to the center, to ensure all Health Services are met following EPSDT requirements for all children funded by Head Start.(1302.42)

a) Immunization and physical records - Parents have 60 days from the first day of school to produce immunization records and child health assessment. After the 60 days, a child may not be able to return to school until immunization records and/or health assessment are received by the center. If a child is behind on immunizations, s/he will still be able to attend school if acceptable medical documentation is provided explaining the reason for the delay. Parents have 90 days from the first day of school to produce a child dental assessment. Immunization records, dentals and physicals will be kept on file at the Child Care Center and shared with Head Start.

b) Health component staff and/or consultants will be allowed on site to complete all required screenings (vision, blood lead, dental, hearing).

c) Head Start children are required to brush teeth once daily with tooth paste.

6) **Nutrition** – Breakfasts, lunches and snacks will be provided by the child care center and billed to the Child and Adult Care Food Program. Child Care staff will ensure all children funded by Head Start receive meals and snacks that meet the nutritional needs and accommodate the feeding requirements of each child (1302.44 Child Nutrition). Child Care is expected to be sitting with and engaging children in conversation and teaching self-help skills such as set up and clean up. SLHDA Nutrition Consultant and Nutrition Coordinator will provide additional assistance to ensure all requirements are met. The Child Care Director will notify SLHDA of any changes that involve receiving funding from the CACFP Program within 24 hours of the change.

7) **Special Services** - The program must ensure enrolled children with disabilities and their families receive all applicable services delivered in the least restrictive possible environment and that they fully participate in all program activities. The SLHDA Special Services staff will assist in the
coordination for referral and provision of early intervention services. Child Care and SLHDA educational staff will ensure identified children are working towards the goals in their IEP and services are planned and delivered as required by their IEP.

8) **Mental Health** – Child Care staff agree to promote children’s mental health, social and emotional well-being by providing supports for effective classroom management and a positive learning environment, supportive teaching practices and strategies for supporting children with challenging behaviors and/or other social, emotional and mental health concerns. SLHDA will provide the services of a Mental Health Consultant to Child Care staff and families through scheduled classroom observations and consultation, as well as the weekly Helpline.

9) **Suspension and Expulsion** - The program must prohibit or severely limit the use of suspension due to a child’s behavior. Such suspensions may only be temporary in nature and used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications. The program must engage with mental health resources, collaborate with parents, utilize appropriate community resources and develop a written plan to document the action and supports needed to help the child return to full participation in all program activities as quickly as possible while ensuring child safety. Ultimately, the program cannot expel a child from the program because of a child’s behavior.

10) **Family Engagement** – Recruitment will be the joint responsibility of the Child Care Center and SLHDA. Eligibility determination and selection will be the responsibility of the SLHDA ERSEA coordinator. There will be fifteen Head Start children enrolled at all times. A minimum 85% attendance rate needs to be maintained. Vacant slots must be filled within 30 days of the original child’s departure. SLHDA Family Engagement staff will be responsible for the completion and follow-up necessary on Family Partnership Agreements, Family Needs Assessments and child attendance requirements. Family Engagement will be a collaborative responsibility of the Child Care and SLHDA Family Engagement Workers. Parents are encouraged and can choose to join a nearby Head Start Parent Group. Parents are also encouraged to participate in Policy Council, to volunteer in the classroom (1302.94) and make Home Visits and parent-teacher conferences. If background checks are required, it will be the responsibility of SLHDA at SLHDA’s expense. All Head Start parents will have the opportunity to participate in a parenting curriculum referred by SLHDA Family Engagement Coordinators. (1302.51)

11) **Training and Professional Development** – Pre-Service and In-Service Training including, Child Development Associate (CDA) Credential, are the responsibility of the Child Care Program for teacher and teacher aide. The Head Start Family Engagement Worker and Itinerant Teacher are the responsibility of SLHDA for pre-service and in-service training and also for Child Development Associate (CDA) credential and college courses for credit. In-service trainings offered by the SLHDA Inc. or the Child Care Center will be open to staff of the partnering agency, whenever topics are appropriate. The Child Care will ensure staff participate in introductory training prior to engaging in classroom activities. The Child Care will notify SLHDA of any staff changes, affecting Head Start children, within two days of the change. Once a new staff member is hired by the Child Care, SLHDA will provide a staff overview training orienting staff to Head Start Performance Standards (unless time restraints exist and a written plan is formed) (1302.92)

12) **Monitoring**. SLHDA Early Learning Programs monitor the required tasks and requirements of the program in alignment with the Head Start Performance Standards issued September 2016 and other Federal, State and local regulations. Monitoring protocols are established at the center/site level, coordinator level, management level and administrative level for all service areas.

a) Child Care Director will be responsible for hiring, monitoring and supervising the staff employed by the district. Child Care Programs will utilize a system of ongoing monitoring for staff and facility safety and maintenance.

b) Additional monitoring tools used by SLHDA Early Learning Programs include: Child Outcome Planning and Administration (COPA) data system, Teaching Strategies GOLD Child Assessment,
Center Compliance Checklist, Health and Safety Checklist, Family Engagement Checklist, Indoor/Outdoor Safety Checklist, as well as observation tools such as, CLASS, ECERS, and TPOT. Results will be shared with Child Care staff.

c) Assigned Preschool Program Specialist will conduct Site Visits and Monitoring using the Program Review Instrument. SLHDA’s Education Coordinator and Manager will work with Child Care staff to prepare for these visits.

d) Any change in STARS designation, PDE License or DHS License status will also be reported to SLHDA Education Manager within 24 hours’ notice of the change. A Performance Action Plan will be issued for any violation that is issued by which may result in termination of this contract.

13) **Data Management** - SLHDA uses the COPA (Child Outcome, Planning & Administration) database designed for Head Start, Early Head Start and Community Action Agencies and specifically geared to program and data management. COPA is a secure online, 100% web-based program, customizable to the needs of the Agency and is able to aggregate data for reporting needs. It offers real-time data collection, assessments, monitoring, reporting, referral and organizational work-flow with the ability to be accessed from any location. SLHDA’s COPA database has been configured for seamless reporting of:

   a) Head Start’s Program Information Report (PIR);

   b) The National Association for State Community Service Programs (NASCSP’s) Community Service Block Grant (CSBG) Report.

14) **Data Monitoring** - On a monthly basis, data is reviewed by SLHDA’s Data and Education Managers for program performance, data captured/reported and progress toward Agency goals. Specific data points have been identified for the purposes of monthly monitoring and are necessary for standard program compliance and to identify needed areas of improvement to improve service to children/families. By monitoring these data points monthly, SLHDA is able to accurately assess the needs of the community while internally identifying the status of data collection, data entry and outcomes. Monitoring on a monthly basis also lends for seamless reporting to funding sources. The Child Care agrees to provide SLHDA Inc. any data or information requested by OCDEL, in addition to the data requirements listed below, during the course of the grant. Data that is monitored includes, but is not limited to:

   a) Enrollment Information including daily attendance - Child Care staff will provide SLHDA Itinerant Family Engagement Worker with attendance and enrollment changes by 1 PM on a daily basis.

   b) Child and Family Demographics

   c) Child and Family Health Demographic Information is collected by program staff at different points in the program enrollment process:

      i) At time of application

      ii) Reviewed/updated during orientation

      iii) Reviewed/updated throughout the program year for goals, referrals for services and case notes.

15) **Age Appropriate Equipment** - (Classroom and Playground) Included in payment of monthly fees.

16) **Age Appropriate Supplies** - Tooth brushes and tooth paste will be provided by SLHDA for each child. Diapers and/or pull ups will be provided by SLHDA, if necessary. Additional purchases are covered in payment of monthly fees.

17) **Space** – Included in payment of monthly fees.

18) **Utilities** – Included in payment of monthly fees.
19) **Maintenance** – Including snow plowing, lawn care and garbage removal included in payment of monthly fees.

20) **Repairs to Facility and Equipment** - Included in payment of monthly fees.

21) **Classes** - will be provided utilizing a combination of SLHDA’s Early Learning Program and Child Care calendars (170 days) at 3.5 hours per class. (1/2 day) 6 - 5 hrs (full day)

22) **School Closings** - Closings due to inclement weather will follow the Child Care Center’s policy. Sessions will be rescheduled, if needed, in order to meet the 170 day requirement.

23) **Fiscal** – The Child Care will submit an annual budget in PELICAN for SLHDA and OCDEL approval at time of grant submission. A quarterly spend down of the budget report is due by the 15th of October, January and May to be approved by SLHDA. An annual audit report submission to OCDEL for the Child Care Center may be required.
   a) Reimbursement – 7/1/18 – 6/30/19 [redacted] 10 months [redacted]
      i) Payable on the first day of the month immediately following the month of service as long as all contractual obligations are met.
      ii) Payment may be held for any non-compliance of this contract until the violation is corrected.

24) **Oversight and Termination** – SLHDA Education Manager will assume oversight of the execution of Head Start requirements by the Child Care. Oversight will include ongoing monitoring, (site visits, meetings, requested information, etc.), for program compliance. Failure to adhere to program requirements may result in termination of the partnership. In the event these terms and conditions are not adhered to the following course of action will be taken:
   a) The Itinerant Teacher, SLHDA Coordinator and/or Education Manager will meet with the Child Care Director to discuss the problem. A plan for corrective action with a time frame will be put into writing and signed by both Child Care Director and SLHDA staff.
   b) If it is determined that the agreed upon plan is not being followed, the matter will be presented to the SLHDA Early Learning Programs Director for review.
   c) Review may result in termination of the contract. At this time, the parent(s) will be notified of the problem and will be asked to select an alternate provider in order to maintain Head Start services.
   d) Head Start maintains the right to terminate the contract without notice by specifying cause for such action to the Child Care Program.

President, Board of Directors

Chairman, Board of Directors

Executive Director

Acting Early Learning Program Director

MISSION: TO ADVANCE ECONOMIC OPPORTUNITY FOR ELIGIBLE RESIDENTS IN NORTHEASTERN PA
BY PROVIDING AND TRAINING TO ENHANCE JOB AND LIFE SKILLS AND PROVIDE CAREER SEEKING OPPORTUNITIES.