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PROMISE

FOR TODAY. FOR TOMORROW.

**Montgomery County
Preschool Promise Demonstration**

Provider Handbook

2016-2017



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The Montgomery County Preschool Promise Vision

Thank you for joining the Montgomery County Preschool Promise!

Our community, families and especially our young learners are immensely appreciative of your willingness to take part in this exciting initiative. Your commitment and professionalism are critical to ensuring our children's success first in school and, ultimately, as adults.

The goal of the Montgomery County Preschool Promise is to ensure that every child comes to kindergarten fully ready to learn. In recognition that all children benefit from attending Preschool, Montgomery County is on a path to promise every child in our County the opportunity to attend at least one year of affordable, high quality Preschool. To fulfill that promise, local Preschool advocates are:

- Educating families and the public about the importance of Preschool.
- Offering tuition assistance to all families of 4-year-olds, based on need and the quality of the program they choose.
- Assisting Preschools to improve their programs.

The 2016-17 Demonstration will begin in Northwest Dayton and Kettering, and, in time, the hope is to expand the Preschool Promise countywide.

Thanks to our generous partners

This investment in our children would not be possible without the support of myriad partners and supporters. We are especially grateful to the Montgomery County Commission, which is the primary sponsor, with additional generous support from the CareSource Foundation; the Harry A. Toulmin Jr. and Virginia B. Toulmin Fund; the City of Dayton; Dayton Public Schools; the City of Kettering; the Kettering City School District; Larry Connor, Connor Group Kids & Community Partners; and Mike and Peggie McQuiston.

Please be sure to thank these supporters and share with them how the Montgomery County Preschool Promise is benefitting children, families and *your* program!



How will the Preschool Promise be administered?

Learn to Earn Dayton is taking the lead on developing and operationalizing the Montgomery County Preschool Promise Demonstration. Many partners will be needed to ensure an effective implementation. For example, other agencies will provide key services in support of the initiative (this is not meant to be a comprehensive list):

- **4C for Children** will manage applications from both Preschool providers and families and will determine eligibility, track attendance, process invoices and provide orientation and training.
- In collaboration with **4C for Children**, other local agencies and professionals will assist programs in improving their programming by providing coaching, technical assistance and other services.
- To evaluate the Preschool Promise's impact, the **University of Dayton's Business Research Group** will collect data and perform analyses related to enrollment and child and program assessments and also conduct parent focus groups and phone surveys.

Learn to Earn Dayton will ensure payment of tuition assistance directly to providers.

Who is leading the Montgomery County Preschool Promise?

The Preschool Promise is led by an Advisory Board, co-chaired by Montgomery County Commissioner Debbie Lieberman and Dayton Mayor Nan Whaley. The Advisory Board is made up of community leaders who will monitor the initiative's progress and provide feedback to ensure success.

The Advisory Board will meet every other month; a list of members is available upon request.

The Preschool Promise Implementation Team will meet weekly to establish procedures for a successful Demonstration.

The Implementation Team is overseeing five work groups, with each focused on one of the following issues:

- **Educating** the community about the importance of high quality Preschool (Marketing)
- **Expanding** the number of high quality Preschools (Quality)
- **Increasing** the number of professionals entering the early childhood education workforce (Workforce)
- **Assisting** families in finding and paying for high quality Preschool (Enrollment)
- **Evaluation** of the initiative (Evaluation)



How will providers benefit from the Preschool Promise?

The Preschool Promise goal is big and bold. We want 70% of Montgomery County children attending a high quality Preschool by 2025.

That target can't possibly be met if we don't support high quality programs and ensure that providers have sufficient resources to offer the education that young children need and deserve. Created in consultation with, and in part by, Preschool professionals, the initiative places significant emphasis on supporting programs that are committed to continuously improving.

All Preschool programs located within the designated geographic areas may participate in the Montgomery County Preschool Promise through Quality Assistance. To encourage attendance at high quality Preschools, **only programs that are Star-Rated under Ohio's Step Up to Quality initiative are eligible to participate in Tuition Assistance.** If a program is not yet Star-Rated, it can become eligible by participating in the Quality Assistance through Preschool Promise and by earning a Star-Rating.

Simply put:

- If families know about the value of high quality Preschool, more will consider enrolling their children.
- With Preschool Promise tuition assistance, greater numbers of families will be able to afford to send their children to high quality Preschool.
- Through assistance such as professional development and coaching, programs will have the wherewithal to continuously improve.

Besides their families receiving tuition assistance, providers also will benefit in these ways:

- Participating programs will receive free marketing on the Preschool Promise website, at promotional events and through **4C for Children's** Preschool referral hotline.
- Enrollment will be simple for providers and families, with the responsibility for determining a child's eligibility delegated to **4C for Children.**
- Coaches will assist programs in improving their teaching and curriculum and offer technical assistance around maintaining and increasing a provider's Star Rating.
- Providers will have access to funding to support their Quality Improvement Plan or Continuous Improvement Plan.



Which programs may join the Preschool Promise?

Because of the complexity of taking the Preschool Promise countywide, this initiative will need to ramp up over time. For this reason, the 2016-17 Demonstration is limited to two geographic areas:

- Northwest Dayton, defined as North of Wolf Creek and West of Stillwater River
- The Kettering City School District (which includes a small portion of Moraine)

In recognition that fairness, accountability and transparency will be critical to the initiative’s success, the following requirements have been developed with substantial input from program providers themselves.

Programs must:

- Be located in Northwest Dayton (described above) or the Kettering City School District
- Be licensed and in good standing with their governing agency (the Ohio Department of Education or the Ohio Department of Job and Family Services)
- **To receive Tuition Assistance:** Participate in the Ohio’s *Step Up to Quality* initiative and hold a Star Rating or being working toward earning this quality distinction. (If a program is licensed by the Ohio Department of Education that has not yet been invited to apply for a *Step Up to Quality* rating, it may complete the Alternative Pathway process.)
- **To receive Quality Assistance:** Participate in the Ohio’s *Step Up to Quality* initiative and hold a Star Rating or being working toward earning this quality distinction.
- Commit to supporting low-income families and have a written plan that describes how they’re serving those families. Examples include participating in the Publicly Funded Child Care program; holding state Early Childhood Expansion Preschool slots; offering a sliding tuition rate based on income.
- Agree to the following minimum requirements for instructional time:

Minimum Instructional Time Offered/Week	Total Hours/Week	Minimum Days/Week	Minimum Weeks/Year
Part-Time 12 hours/week	12-24 hours	3 days/week	36 weeks/year
Full-Time 20 hours/week	25 hours or more	4 days/week	48 weeks/year



Instructional time is when teachers are actively engaged with children in classroom learning. This includes activities such as assessing children’s learning and development; free play; small-group and large-group interactions; child-directed experiences; teacher-directed experiences; transitions; outdoor play; and meal and snack time. Screen time is not instructional time unless staff are actively involved in using the technology; the screen content also must support classroom topics. Nap time is not included in instructional time.

- **In Preschools receiving Tuition Assistance:** Assign qualified staff (as defined by *Step Up to Quality*) to all classrooms with children who are receiving Preschool Promise tuition assistance.
- Follow the program’s Star-level requirements for curriculum and planning; child screening and assessment, and family and community engagement; and honor the provider assurance document.
- Agree to accept children whose parents are eligible for any level of tuition assistance.
- Inform **4C for Children** of any changes to the program or classroom administration within 5 business days. (This would include a change in director, teacher, Star-Rating, etc.)
- Inform **4C for Children** and **Learn to Earn Dayton** of any change in Star-Rating or Serious Risk Non-Compliance within 5 business days.
- Submit renewed documentation during the school year to remain in compliance (i.e., insurance certificates, rating certificates, etc.).
- Allow independent assessors to gather data on their program, including CLASS, Environmental Rating Scales, and other relevant information. Assessment results will be shared with programs.
- Allow independent assessors to collect data about the program’s students. This could include, but is not limited to, the Bracken School Readiness Assessment and the Head, Toes, Knees, Shoulders assessment. Assessment results will be shared with programs and parents/guardians.
- Attend the Montgomery County Preschool Promise Demonstration orientation and training.
- Attend various professional development, usually held monthly, and Montgomery County Preschool Promise meetings. Do we need to estimate how many/how much time?
- Submit and maintain documents for their families and children, such as Parent Teacher conference reports and parent agreements. (A full list of necessary documents can be found in the Audit checklist – Form A.)
- Share child assessment data with **Learn to Earn Dayton** and the **University of Dayton** evaluator, as well as coaches and professional development coordinators to assist in making program improvements.
- Join public awareness efforts to support the Montgomery County Preschool Promise.



Finally, all programs are required to:

- Carry the following types and limits of insurance throughout the course of their agreement with Learn to Earn Dayton:
 - Commercial general liability insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 annual aggregate. The policy shall include coverage for claims of sexual abuse and molestation. The **Montgomery County Educational Service Center and Learn to Earn Dayton** (including their directors, officers, and employees) shall be listed as an additional insured for liabilities caused in whole or in part by the acts and omissions of a Provider.
 - Commercial automobile insurance, if automobiles are used by a Provider in its usual course of business, with a combined single limit of at least \$1,000,000.
 - Worker’s compensation insurance as required by the Ohio Bureau of Workers’ Compensation.
 - Certificates of insurance reflecting compliance must be provided to **Learn to Earn Dayton**, and shall be replaced within ten (10) business days of renewal of the required policies – if certificates are not replaced within ten (10) business days of expiration tuition assistance will not be paid for any time that is considered uninsured.
 - Agree to defend, indemnify and hold **Learn to Earn Dayton and the Montgomery County Educational Service Center** harmless from and against all claims, damages, liabilities, injuries, losses, costs and expenses (including but not limited to attorneys’ fees) arising out of or relating to their participation in the program.

How do providers apply?

Providers who are interested in participating in the 2016-17 Preschool Promise Demonstration should submit their application (Form B) to **4C for Children**. Upon approval, the agreement to join the Preschool Promise Demonstration will be with **Learn to Earn Dayton**.

Documents to include with your application are:

1. Preschool Promise classroom teachers’ credentials (for example, degrees and OPR Career Pathway Certificate)
2. Current Ohio Department of Job and Family Service or Ohio Department of Education license
3. Proof of General Liability Insurance naming the Montgomery County Educational Service Center and Learn to Earn Dayton as additional insured, including coverage for sexual abuse and molestation
4. Workers’ Compensation Insurance
5. Automobile insurance (if you transport children)
6. Your Step Up To Quality Star-Rating certificate
7. Your signed Preschool Promise Provider Application (Form B) and Contract



8. Immediate previous two years of published private-pay rates. This document must include any discounts available such as sliding-fee scales, reductions for multiple children, etc.

What records do providers need to keep and report?

To show accountability and transparency, record keeping will be important to advancing the expansion and sustainability of the Preschool Promise. For that reason, providers will be required to:

- Maintain for three years all records relating to their Preschool Promise services. Examples of such records include daily attendance records, payment records and all student records.
- Provide Montgomery County Preschool Promise Demonstration partners information and data regarding their program and their students for purposes of evaluating the impact of quality improvements and the progress of students.
- Permit Montgomery County Preschool Promise Demonstration partners to share with relevant parties (such as funders, governmental bodies, policy makers, etc.), information about their program and aggregate data about students, including evaluations, ratings, quality improvement and so forth.
- Permit Montgomery County Preschool Promise Demonstration partners to post your program's quality rating and contact information on the Preschool Promise website.
- Provide Montgomery County Preschool Promise Demonstration partners access to students' Preschool assessment scores, school attendance, K-3 reading intervention/special needs participation, and any other state standardized achievement assessment scores now and in the future and to permit representatives of the Preschool Promise team to observe the program and students.

While it is important to demonstrate the value and impact of the Montgomery County Preschool Promise to our funders and the public, the confidentiality of families and children always will be protected and appropriate protocols will be followed.

How will evaluations and audits be conducted?

To promote quality and transparency and to be good financial stewards, the Montgomery County Preschool Promise Demonstration may conduct both scheduled and unannounced site visits and audits. Providers may be required to show records related to quality and attendance and that they are abiding by the Preschool Promise agreement. If some records are unavailable, providers will be expected to provide them within 10 days of any request. Audits may be conducted by the **Learn to Earn Dayton** staff or a designated representative of the Montgomery County Preschool Promise.



How will the Preschool Promise promote quality?

Early childhood education professionals are unanimous in the belief that offering *high quality* programming is paramount to helping children develop cognitively and emotionally. Ensuring that programs have the resources and knowledge to offer quality programming is a bedrock principle of the Preschool Promise. With that commitment in mind, the Preschool Promise is supportive of and requires programs to join Ohio's *Step Up to Quality* rating system.

Unrated programs are not eligible for tuition assistance for their families, but are eligible to take advantage of quality improvement assistance.

Providers who are unrated, but engaged in the quality improvement process, must apply for a Star-Rating within 12 months of becoming a Preschool Promise provider. If a program is not meeting milestones to become Star-Rated (based on its continuous improvement plan and feedback from its coach) Learn to Earn Dayton will review the provider's progress and may make a determination to terminate the provider's assistance and contract.

Providers who are already Star-Rated must maintain and renew their ratings at the appropriate times, and continue to meet milestones on their continuous improvement plan.

If a provider loses its Star-Rating, receives a rating suspension or is found to be in serious risk of non-compliance, it must notify **4C for Children** within 5 business days. A written plan of action outlining how the rating will be regained and/or the compliance issue will be corrected and prevented in the future will be required. A review board, convened by **Learn to Earn**, will review the issue and make a determination as to whether or not the program can still participate in Preschool Promise.

If a provider has a serious risk of non-compliance or experiences a loss or decrease in its Star Rating due to a situation where children are endangered, **Learn to Earn Dayton** may cancel the provider agreement.

Once a program's Star Rating decreases or is lost a letter will be sent to the provider and the families. This letter will state that the program has lost their Star Rating or the Star Rating has decreased and their tuition assistance will be affected.

Families and providers will have a grace period of two months to find a new participating provider if they need to; during these two month's tuition assistance will still be paid. However, tuition assistance will stop on the first day of the third month.

If a program's Star Rating is reduced or lost and a family's tuition assistance is negatively affected to the degree that the family can no longer afford tuition at the program, **4C for Children** will assist the family in finding another participating provider that will meet the family's needs.

Families will receive the same notification if a program's Star Rating is increased and students' tuition assistance will be adjusted accordingly. This adjustment will take effect on the first day of the month following the increase in Star-Rating.



How will the Preschool Promise help improve my program's quality?

4C for Children will offer assistance to improve program quality, including working alongside administrators and Preschool Promise classroom teachers to perform Readiness Scans to determine program strengths, opportunities and needs.

As part of the Quality Improvement Process, programs will be assigned to one of the following categories:

Tier 1 – Unrated and 1-Star-Rated centers

Tier 2 – 2-Star and 3-Star-Rated centers

Tier 3 – 4-Star and 5-Star-Rated centers

Tier 1 and Tier 2 providers will receive between 12 and 15 hours of intensive in-classroom quality support and administrative coaching, primarily through **4C for Children** in collaboration with other professionals.

Based on their Readiness Scan results, Tier 3 providers will receive quality support from **4C for Children** and other professionals who can best assist them. This, for example, could include implementing quality curriculum, improving family engagement, targeting students' social and emotional needs, and improving classroom environments.

Each Preschool provider/Preschool classroom will have a "Preschool Promise Coach," who will collaborate with the classroom teacher and administrator to develop a Continuous Improvement Plan. Specific milestones will be created, and the Coach will assist with and monitor progress.

Preschool Promise Coaches will help programs prioritize their quality improvement needs and assist centers in preparing budgets outlining how quality stipend dollars will be allotted. The awarding of these funds will depend on input from the Preschool Promise Coach, progress made on continuous improvement milestones, and engagement with professional development opportunities.

Providers at all tier levels will be required to consent to both a pre- and post-CLASS and ECERS for their participating Preschool Promise classrooms. The pre-assessments will take place during the first 2 months of the service period, with post-assessments completed in the last 2 months of the service period. If the CLASS and/or ECERS is already conducted by an outside "reliable" assessor, those scores may be submitted to Preschool Promise.

Independent assessors will collect data about the program's students, given parent/guardian consent. This data could include, but is not limited to, the Bracken School Readiness Assessment and the Head, Toes, Knees, Shoulders assessment. Assessment results will be shared with programs and parents/guardians.



All children/families enrolled in Montgomery County Preschool Promise classrooms that are receiving quality assistance will be asked to sign a consent for the Bracken School Readiness Assessment and the Head, Toes, Knees, Shoulders assessment, even if these children/families are not receiving tuition assistance.

What are the eligibility requirements for children to receive tuition assistance?

The 2016-17 Montgomery County Preschool Promise Demonstration is open to all families with 4-year-olds, regardless of the family's income. Need-based tuition assistance will be awarded based on 5 factors:

- Household size
- Family income
- The Star-Rating (or the assigned Alternative Pathway level) of the Preschool the family chooses
- Full or part-time attendance
- Financial assistance already available from federal and/or state funds

To participate, a child must turn 4 by September 30, 2016, thereby qualifying him/her to enter kindergarten in the 2017-18 school year. In some instances, a five-year old child may be eligible if they have a summer birthday. A waiver must be completed in these instances.

Last, the child must reside in Montgomery County for the entire time period tuition assistance is received.

Tuition assistance will begin on August 1, 2016 or the first day of enrollment if after August 1, 2016 and end on the child's last day at the center before entering kindergarten.

The total amount of tuition assistance available to families is limited. Thus, it will be allotted on a first-come-first-serve basis. If a family would like to apply, but there is no tuition assistance available, the family will be placed on a waiting list.



How does a family apply?

Families and guardians may apply to join the Montgomery County Preschool Promise Demonstration by:

- Downloading the Parent Application (Form C) from the Preschool Promise website (preschoolpromise.org) and submitting all supporting documentation to:
4C for Children
Attn: Preschool Promise
1000 N. Keowee Street
Dayton, OH, 45404
OR
prechoolpromise@4cforchildren.org
- Complete a parent application at a provider's location and submit it to the above mailing address or email.
- Call the 4C for Children Parent Services Department at (937) 723-2727 and request a parent application.

The following documents are needed for the application to be complete:

- Copy of the child's birth certificate or other proof of date of birth
- Copy of the parent/s' or guardian/s' pay stubs for the most recent 4 weeks of employment or the previous year's W-2/s for all adults in the household except anyone not related by blood, marriage or adoption
- Copy of proof of residency (utility bill, lease agreement, mortgage bill)
- Copy of current custody status documents if the guardian is not the biological Mother or Father
- Copy of the Child Care Authorization form stating the family's weekly co-pay amount (only for children receiving state subsidized childcare assistance)

*Documents will be saved on a secure server at **4C for Children** and then shredded.

If a family refuses to provide income verification the tuition assistance amount they will receive will be determined by using "Eligibility Tier E" on the Tuition Assistance Table.

Once a completed application is processed, the family will receive a letter stating the tuition assistance they will receive. This letter then can be used to register at a participating provider's program. Families will receive their tuition assistance notification within 5 business days if all required documentation is included in the application. Missing documentation will delay the processing of the tuition assistance letter.

If a parent requests to attend a specific participating provider, **4C** also will notify that program of the parent's tuition assistance. If a family does not specify a current or desired provider, **4C for Children** will provide the family a list of participating Preschool providers.



If a parent is eligible for government-provided childcare assistance (such as Publicly Funded Child Care), the parent will be required to apply for that help *before* being awarded Montgomery County Preschool Promise funding. Families will be offered help in applying for any applicable public assistance.

If a provider cannot accommodate a family, the provider will refer the family to **4C for Children** for additional assistance.

Once a parent enrolls at a program, that provider is responsible for completing the Parent Agreement (Form D) with the parent and forwarding a copy to **4C for Children**.

In the rare situation when a family appears to qualify for public childcare assistance but is not able to participate in those options, the parent may ask for special consideration as outlined below.

What about families with exceptional circumstances?

A family may ask for special consideration if they feel their child has exceptional circumstances and that he or she would benefit from participating in the Montgomery County Preschool Promise Demonstration. **4C for Children** or providers may assist families in making this request. **4C for Children** and **Learn to Earn Dayton** will review all requests.

The request form (Form E) should include an explanation of the special circumstances and supporting documentation. Possible reasons for requesting special consideration include: developmental delays that require additional hours in school; medical conditions; IEP requirements necessitating early specialized education.

What are the Preschool Promise attendance requirements?

Children receiving tuition assistance should be encouraged and expected to attend Preschool without fail. Children's school-attendance habits form early, and it's important that strong attendance start in Preschool.

The attendance goal for Preschool Promise young learners is 90% or higher. It's important to share this goal with families and children, and to work with them if they're falling short. There can be no misunderstanding about the value of attending school and the consequences for repeated absences.

(The parent agreement states: "As a parent of a child in the Montgomery County Preschool Promise Demonstration, I agree to bring my child to school every day. My child will arrive on time and attend preschool each and every day unless he or she is ill. I understand that if my child attends less than 60% of his or her scheduled service for two months, not necessarily consecutively, I will no longer be eligible for tuition assistance.")

If a child attends fewer than 60% of his or her scheduled days/month, the family (and provider) will receive a letter stating that the child is on an "Attendance Inquiry" list. If a child misses more than 60%



of his or her scheduled days a second month (not necessarily consecutively), the family will lose all future tuition assistance.

To guard against families suffering this consequence, the first month that a child's attendance falls under 60%, the provider needs to contact the family and discuss what can be done to improve attendance. In recognition of the valuable assistance that is at risk of being forfeited, this conversation must be documented on the "Attendance Inquiry Form" (Form F) and submitted to **4C for Children** within 5 business days of a program receiving an "Attendance Inquiry" letter.

A provider may choose to continue to enroll a child whose family has lost their tuition assistance, with the family paying the full cost.

Children receiving Publicly Funded Child Care must attend daily based on their approved hours of care. Programs should continue to track the 10 days of allowed absences per six-month period.

In an attempt to better understand the barriers to Preschool attendance, providers are being asked to share the reasons for children's absences with **4C for Children**. This can be done using the Absence form (Form G) that is submitted monthly.

Families that experience extreme hardships that cause their children to fall below the attendance requirement may request special consideration and, if their appeal is granted, they may not lose their eligibility and tuition assistance. Those exceptions will be considered on a case-by-case basis.

The following documentation will be used to verify attendance:

- The classroom attendance report, submitted monthly, documents each participating child's attendance in a Preschool Promise classroom. Children need to attend during the designated intentional instructional hours to receive tuition assistance.
- Children receiving Publicly Funded Child Care Funds will be tracked on PWeb reports, submitted monthly and reflecting the clock-in/clock-outs. **4C for Children** will approve any alternative attendance tracking software, a process that must take place *before* requests for payment.



What are the rules for tuition assistance?

The Montgomery County Preschool Promise Demonstration provides tuition assistance for families who choose to send their child to a Star-Rated provider. To be clear, families may only use tuition assistance at participating Preschool Promise providers that are Star-Rated. Many families who would never be financially eligible to receive state and federal Preschool assistance can receive tuition assistance through the Preschool Promise.

The Montgomery County Preschool Promise Demonstration is committed to using all available federal and state funding before accessing Montgomery County Promise dollars. If, through the application process, it is determined a child may qualify for any type of publicly funded child care or Preschool, such as Head Start, Ohio's Publicly Funded Child Care, the State Early Childhood Expansion Preschool slots, etc, the family will be directed to apply for these options first. However, if there is not a site within a reasonable distance from the family's home, the family may be eligible to apply for Preschool Promise tuition assistance.

In order to fulfill the intent of the Montgomery County Preschool Promise, Preschool Promise dollars must be used to enhance and supplement existing funds used to serve Preschoolers. These dollars may not be used to displace or supplant existing funds in the Provider's current budget.

Families may access tuition assistance for two participating sites. Each of these sites will be paid based on the part-time instructional hours and rates. Preschool Promise will not pay two sites a full-time rate for the same child. Preschool Promise will also not pay one site a full-time rate and the second a part-time rate for the same child.

Requirements for Providers:

1. Children receiving Preschool Promise tuition assistance must receive the same services as private-pay students enrolled in the same classroom.
2. If a provider, parent or guardian is disqualified from participating in this or any government Preschool funding programs because of inappropriate conduct or misrepresentation, Montgomery County Preschool Promise tuition assistance that would otherwise be paid during the period of such disqualification may be forfeited. **Learn to Earn Dayton** will review any misconduct or misrepresentation and will determine eligibility to continue in the program.

Permissible Use of Tuition Assistance

Preschool Promise tuition assistance must be used to provide quality Preschool services to eligible children. Allowable expenditures include:

- A reduction in tuition for the participating family
- A co-payment reduction for families who qualify for Publicly Funded Child Care assistance



If a family's Preschool Promise tuition assistance, when combined with federal or state childcare reimbursement, results in a program receiving more than its actual tuition cost, those funds may be used for:

- Compensation for staff in Preschool Promise classrooms
- Substitute pay
- Training or professional development related to increasing quality
- Equipment, supplies and other materials
- Enrichment activities for students
- Expansion to serve additional children

Programs that are licensed by the Ohio Department of Education and that have not yet been invited to participate in Ohio's *Step Up to Quality* rating process may use the "Preschool Promise Alternative Pathway Worksheet" (Form I) to determine their eligibility for joining the Preschool Promise.

Based on the program's responses and documentation, Preschool Promise administrators will assign a Star Rating to the program for the purpose of calculating Preschool Promise tuition assistance. Programs are still expected to complete the *Step Up to Quality* process upon being invited to do so. The Star Rating given to the program by the Ohio Department of Education will supersede the Preschool Promise rating, with tuition assistance increasing or decreasing based on the Star-Rating determined by ODE.

Tuition Assistance Payment Policy

Tuition assistance will be paid monthly, after services are rendered.

Providers will submit attendance records for each child participating in the Preschool Promise by the 5th of the month, and payment will be sent via electronic funds transfer by the 15th of each month.

If attendance records are delayed, payment will be delayed. If attendance records are not received by the 20th of the month, payment will be forfeited.

Tuition assistance will be paid according to the Preschool Promise attendance policy.

For the first month of enrollment, if a child enrolls during the first half of the month (1st-15th) the child's reimbursement will be paid in full for the month. However, if the child enrolls during the second half of the month (after the 16th) the child's reimbursement will be pro-rated to reflect the actual days attended.

If a child changes providers in the middle of a month, tuition assistance will not be awarded to the new program until the following month, unless the family can prove an immediate transfer was required. The exception to this payment policy is for school districts where there is a Preschool start date in the middle of the month to follow the school year. Payment for that month will be prorated.



If a child's last day of enrollment is during the first half of the month (1st-15th), the child's reimbursement will be pro-rated to reflect the actual days attended. If the child's last day is during the last half of the month (after the 16th), the child's reimbursement will be paid in full for the month.

Providers must report immediately when a child un-enrolls from a program. If attendance records reflect that a child is still in attendance, and through the audit process it is realized this child is no longer enrolled, the program will be responsible to submit an explanation for the error within 3 business days.

If a provider is found to have made an error in attendance record-keeping a second time, Learn to Earn Dayton will require re-payment of any tuition assistance the provider received while the child was no longer enrolled. In addition, the program's eligibility to remain a Preschool Promise participating provider also will be reviewed.

If the provider is found to be intentionally and/or maliciously defrauding the Preschool Promise and Learn to Earn Dayton, appropriate action will be taken, including permanent termination of the Preschool Promise contract and re-payment of all funds received from the Preschool Promise. Providers may not apply to participate in the Preschool Promise under a new program name or license number.

The total amount of tuition assistance available to families is limited. Thus, it will be allotted on a first-come-first-serve basis. If a family would like to apply, but there is no tuition assistance available, the family will be placed on a waiting list.

Invoicing Procedure

Attendance documentation is to be submitted to **4C for Children** via email or mail by the 5th business day of each month for the previous month (see sample yearly calendar).

Items to include:

- Classroom attendance sheet
- Reason for Absence form (Form G)
- Attendance Inquiry documentation (Form F) if applicable

4C for Children will fill out the monthly invoice (Form H) based on the attendance records submitted. Once the invoice is complete, **4C for Children** will submit it to the provider for final approval. Approval must be given within 3 business days. The provider's authorized representative must sign and return the invoice to acknowledge that the invoice is accurate. A computerized signature will not be accepted for payment purposes.

If a provider fails to acknowledge that the invoice is accurate, payment of tuition assistance may be delayed. Any invoices that are outstanding for more than 45 days will not be reimbursed.



Attendance records should be submitted to:

4C for Children
Attn: Preschool Promise
1000 N. Keowee Street
Dayton, OH 45404

Or email them to: preschoolpromise@4cforchildren.org

Invoices will be prepared within 5 days and submitted to providers for approval. Once approved, the invoice will be sent to Learn to Earn Dayton for payment processing.

What if I am a program that does not charge tuition?

Programs that do not charge tuition (such as public school Preschool programs and Head Start) are eligible to receive assistance from the Preschool Promise in the form of quality coaching and services that will support the needs of the individual program. This support could include, but is not limited to, teacher coaching, curriculum coaching and assistance with improving family engagement, classroom environment and students' social and emotional development.



SAMPLE FORMS

- Audit checklist
- Program Application
- Parent Tuition Assistance Application
- Parent Agreement
- Waiver Request
- Attendance Inquiry
- Reason for Absence
- Invoice
- Ohio Department of Education Alternative Pathway

