

preschool



PROMISE

FOR TODAY. FOR TOMORROW.

Preschool Promise, Inc.

Provider Handbook

2017-2018

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Section 1 - Preschool Promise, Inc.

A Preschool Promise Provider agrees not to adopt or implement any policy or procedure contradicting or conflicting with the policies and procedures set forth in this Handbook.

1.1 The Preschool Promise Vision

Thank you for joining the 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 **Preschool Promise** is to ensure that every child comes to kindergarten fully ready to learn. Because all children benefit from attending Preschool, we are on a path to promise every child in our community the opportunity to attend at least one year of affordable, high quality Preschool. To fulfill that promise, the City of Dayton, Montgomery County, Kettering City Schools and multiple private funders are investing in the Preschool Promise. The three key pillars of the Preschool Promise are:

- Educating families and the public about the importance of all children attending a high quality 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.

1.2 Our Commitment to Equity

We are committed to promoting equity in all facets of the **Preschool Promise**, with the goal of ensuring that **all** children, regardless of race, ethnicity, gender, abilities or socioeconomic status, are fully ready to learn when they start kindergarten.

Our partners in this effort have included the Kirwan Institute at The Ohio State University, Racial Justice NOW!, and the National Conference for Community and Justice of Greater Dayton. With guidance and training from these partners, we are continuously learning how to better implement strategies to remove both isolated and systemic barriers that hinder children from succeeding in the classroom and being prepared for kindergarten. We review and analyze relevant data disaggregated by demographic sub-populations, with an eye toward identifying where to focus efforts and resources.

Our strategies to promote equity include:

- Training the Preschool Promise leadership and Preschool Promise coaches on implicit bias and how these biases limit children's success and can create an unhealthy classroom culture;

- Providing cultural humility training to Preschool Promise program administrators and classroom teachers;
- Consulting experts to assist us in the review of policies and procedures that, however inadvertently, may negatively impact Preschool programs or put Preschool Promise children and their families at a disadvantage;
- Consistently reviewing data on student achievement and learning - broken down by race, ethnicity, gender and socioeconomic status - to inform decisions and practices.

1.3 How will the Preschool Promise be administered?

Preschool Promise, Inc. oversees the Preschool Promise in the City of Dayton and the continuation of the Preschool Promise Pilot in Kettering in the 2017-18 school year. Preschool Promise, Inc. has applied for 501(c)(3) status and is overseen by a Board of Trustees. The Board will partner with key organizations to ensure the effective implementation of the Preschool Promise.

Preschool Promise, Inc. will ensure payment of tuition assistance directly to providers.

1.4 Who is leading the Montgomery County Preschool Promise?

Preschool Promise, Inc. is led by a board of Trustees, chaired by Deborah Feldman, the CEO of Dayton Children's Hospital. The Board is made up of community leaders who will monitor the initiative's progress, help make critical decisions, and provide feedback to ensure success. Please go to PreschoolPromise.org for more information about the board members, board meeting dates, and to review board meeting minutes.

1.5 Preschool Promise's Non-Discrimination Policy

A Preschool Promise provider, vendor or subcontractor shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for preschool services, family, or child in its preschool programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Preschool Promise.

Section 2 - Benefits for Providers and Quality Improvement

2.1 How will providers benefit from the Preschool Promise?

The Preschool Promise goal is bold. We want to dramatically increase the percentage of children attending high quality Preschool over the next eight years and ensure that more children are fully ready for kindergarten.

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. Preschool Promise places significant emphasis on supporting programs that are committed to continuously improving.

All programs that join the Preschool Promise receive enhanced Quality Assistance as a benefit of participation. To encourage families to enroll their children in high quality Preschools, **only programs that are Star-Rated under Ohio's *Step Up to Quality* initiative are eligible to receive Tuition Assistance.** Programs that are not yet Star-Rated can become eligible for Tuition Assistance by participating in the Preschool Promise's Quality Assistance programs and by earning a Star-Rating.

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

- Participating programs will receive free marketing on the Preschool Promise website, in promotional materials and at community events.
- Coaches will work with each provider to develop a Continuous Improvement Plan that is based on the needs of that particular program; if a plan is already in place, the Preschool Promise will work with program staff to incorporate Preschool Promise goals and milestones into the existing plan.
- Free specialized training, coaching and assistance will be available to Preschool Promise directors and teachers, including mental health consulting, curriculum training, Conscious Discipline training, CLASS training, etc., based on the needs of the program.
- Programs will receive assistance to earn, increase, and maintain Star Ratings.
- Program and child assessment data will be shared with participating programs to assist in their continuous improvement.
- Providers will have access to funding to support their Continuous Improvement Plan. Providers will apply for this funding based on meeting milestones in the Continuous Improvement Plan.
- Enrollment will be simple for providers and families through a centralized Preschool Promise enrollment system.

Because of the complexity of implementing the Preschool Promise, this initiative will need to ramp up over time. For this reason, participation in 2017-18 is limited to:

- The Kettering City School District (which includes a small portion of Moraine)
- Residents of the City of Dayton

2.2 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, Inc.** With that commitment in mind, Preschool Promise is supportive of and requires programs to join Ohio's *Step Up to Quality* rating system and to increase their Star Rating over time. However, the Preschool Promise's commitment to promoting quality goes beyond adhering to the Star Rating system. We are committed to constantly reviewing best practices in early childhood so that we promote the most important standards that ensure all students are prepared for kindergarten and beyond.

High quality involves more than simply being Star-Rated. Programs must pursue a continuous improvement mindset and meet these essential five standards of a high quality Preschool.

Preschool Promise's commitment to quality builds upon Ohio's Step Up to Quality requirements that are needed to earn a high quality distinction, with the goal of ensuring that all Montgomery Children are fully ready to start kindergarten. These standards include:

1. *Implementing a comprehensive curriculum to fidelity*
2. *Engaging families in systematic and intentional ways*
3. *Implementing an effective social-emotional framework*
4. *Embracing policies and practices that reduce the achievement gap and foster equity*
5. *Empowering children to develop the 21st-century skills that are essential for creating a competitive workforce*

In order to foster a culture of continuous improvement, **programs must commit to earn at least a 3-Star Rating according to the following timeline:**

- **Unrated Programs***** must commit to apply for a 1-Star Rating within one year of joining the Preschool Promise; a 2-Star Rating within two years and a 3-Star Rating within three years
- **1-Star Rated Programs** must commit to apply for a 2-Star Rating within one year and 3-Star Rating within two years
- **2-Star Rated Programs** must commit to apply for a 3-Star Rating within one year of joining the Preschool Promise

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

In recognition that fairness, accountability and transparency will be critical to this initiative's success, requirements have been developed with substantial input from program providers. These requirements are the "Preschool Promise Provider Commitments" and can be found in the Appendix.

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. **Preschool Promise, Inc.** (including their directors, officers, and employees) and other parties reasonably designated in writing by Preschool Promise, Inc. 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 or an Automobile Insurance Waiver if your program DOES NOT transport children.
- Worker's compensation insurance as required by the Ohio Bureau of Workers' Compensation.
- Certificates of insurance reflecting compliance must be provided to **Preschool Promise, Inc.** and shall be replaced within ten (10) business days PRIOR TO renewal of the required policies. If certificates are not replaced within ten (10) business days PRIOR TO expiration, tuition assistance will not be paid for any time THE PROGRAM WAS uninsured.
- To the extent permitted by law, agree to defend, indemnify and hold **Preschool Promise, Inc.** (including their directors, officers, and employees) 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.
- Agree to the Preschool Promise Non-Discrimination Policy

Section 3 - Provider Information

3.1 How do providers apply?

Providers who are interested in joining the 2017-18 Preschool Promise Demonstration should submit their application to **Preschool Promise, Inc.** Upon approval, providers will be required to sign a Provider Agreement that will outline the legal structures and requirements to become a Preschool Promise Provider. This agreement will be with **Preschool Promise, Inc.**

Documents to include with your application are:

- 1) Copy of current ODJFS or ODE license.
- 2) Copy of current Step Up to Quality Rating Certificate.
- 3) Copy of Preschool Promise classroom teachers' credentials (i.e.: CDA, CPL certificate or copy of degree).
- 4) Proof of General Liability Insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 annual aggregate.
 - a. This proof of insurance MUST name Preschool Promise, Inc., and any other parties reasonably designated in writing by Preschool Promise, Inc., as additional insured.
 - b. This insurance MUST include coverage for sexual abuse and molestation.
- 5) Proof of Worker's Compensation Insurance as required by the Ohio Bureau of Worker's Compensation – or Waiver of Worker's Compensation Insurance if not required.
- 6) Automobile Insurance (if automobiles are used by the providers in its usual course of business) – or Automobile Insurance Waiver if your program DOES NOT transport children.
- 7) Current published rates for all age groups.

3.2 What records do providers need to keep and report?

To ensure 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 Preschool Promise 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 Preschool Promise 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 Preschool Promise partners to post your program's quality rating and contact information on the Preschool Promise website.

- Provide Preschool Promise 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 Preschool Promise to our funders and the public, the confidentiality of families and children always will be protected and appropriate protocols will be followed.

3.3 How will programs be monitored?

To promote quality and transparency and to be good financial stewards of our public and private funding, **Preschool Promise, Inc.** may conduct both scheduled and unannounced monitoring visits. Providers may be required to show records related to quality, attendance, and funding (explaining how funds from Preschool Promise have been spent), 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. Visits may be conducted by the **Preschool Promise** staff or a designated representative of the Preschool Promise.

If a program is not meeting milestones to become Star-Rated (based on its Continuous Improvement Plan and feedback from its coach) **Preschool Promise, Inc.** will review the provider's progress and may decide to terminate the provider's assistance and contract.

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 the **Preschool Promise Director of Operations** 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 **Preschool Promise, Inc.** will review the issue and make a determination regarding whether the program can still participate in the 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, **Preschool Promise, Inc.** may cancel the provider agreement.

If a program's Star Rating is decreased or is lost, a letter will be sent to the provider and also to families with children attending the program. This letter to families will state that their provider has lost its Star Rating or that its Star Rating has been decreased, and will explain that families' tuition assistance will be reduced accordingly.

Families will have a grace period of two months to find a new participating provider if they want to enroll their child in a different program; during these two months, tuition assistance still will be paid to their current provider, provided the student continues to attend. 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, **Preschool Promise, Inc.** will assist the family in finding another participating provider that will meet the family's needs.

Families also will receive notification if a program's Star Rating is increased, and it will note that students' tuition assistance will be adjusted upward. This adjustment will take effect on the first day of the month following the increase in Star Rating.

If a program is unrated but receives a Star-Rating mid-year, families are eligible to apply for tuition assistance once the provider provides the Step Up to Quality rating certificate to Preschool Promise, Inc.

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

Preschool Promise, Inc. will provide coaches to all participating programs to improve quality, including working alongside administrators and Preschool Promise classroom teachers to determine program strengths, opportunities and needs.

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

Emerging Preschool Promise Provider: Unrated centers

Tier 1– 1-Star to 3-Star-Rated Providers

Tier 2 – 4-Star and 5-Star-Rated Providers

Emerging and Tier 1 providers will receive 12 hours of intensive in-classroom quality support and administrative coaching per month, through **partner organizations**. An additional 3 hours will be allotted monthly for coaches to prepare materials, acquire resources for programs, etc.

Tier 3 providers will receive quality support from **partner organizations** 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.

Family Child Care providers will receive up to 6 hours of coaching and quality support depending on the individual needs of the program.

Given that the Star-Rating process works differently for ODE programs, coaching for these programs will be customized to the needs of the classrooms in the program.

Due to internal structures already in place, Head Start programs also will have coaching that is individualized to the needs of the particular program.

Each Preschool provider/Preschool classroom will have a "Preschool Promise Coach," who will collaborate with the classroom teacher and program administrator to develop a Continuous

Improvement Plan. Specific milestones will be created, and the Coach will assist with and monitor progress. The goals and milestones created will align with the Preschool Promise's definition of quality (see Appendix for this definition).

Preschool Promise Coaches will help programs prioritize their quality improvement and professional development needs and assist centers in preparing budgets outlining how quality assistance dollars will be allotted. The awarding of these funds will depend on input from the Preschool Promise Coach, alignment with the goals in the Continuous Improvement Plans, progress made on continuous improvement milestones, and engagement with monthly professional development and informational meetings.

Providers will work with their Preschool Promise coach to select a Professional Development (PD) Track for the upcoming year. Preschool Promise program administrators and classroom teachers will choose a PD Track. These Tracks will be Ohio Approved professional learning communities that meet once a month and will be focused around:

- Licensing Systems and Compliance
- Child Care Business Practices
- Foundational Curriculum Planning and Comprehensive Implementation of Curriculum
- Fostering Social and Emotional Development in the Preschool Classroom
- Family Engagement
- 21st-Century Skills in the Preschool Classroom

Providers are expected to attend each meeting of their PD Track learning community. If a program is unable to attend two (2) or more monthly PD Track meetings, **Preschool Promise, Inc.** will review the program's progress and determine if the program still will be able to participate in the Preschool Promise.

Providers at all tier levels will be required to consent to both a pre- and post-CLASS and ECERS assessment 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.

With the consent of parents or guardians, independent assessors will collect data about the program's students. 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 Preschool Promise classrooms that are receiving quality assistance will be asked to sign a consent for the Bracken School Readiness Assessment, Minnesota Executive Function

Scale and the Head, Toes, Knees, Shoulders assessment, even if these children/families are not receiving tuition assistance.

Section 4 - Tuition Assistance

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

The 2017-18 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, 2017, thereby qualifying him/her to enter kindergarten in the 2018-19 school year. In some instances, a 5-year old child may be eligible if he or she has a summer birthday. A waiver must be completed in these instances.

Last, the child must reside in the City of Dayton or Montgomery County for the entire time he or she is receiving tuition assistance.

Families who are residents of the City of Dayton may choose to apply for tuition assistance and use this tuition assistance at a Star-Rated program that is outside the City limits. However, the chosen program must sign the Preschool Promise Payment Agreement and be willing to submit monthly attendance records to the Preschool Promise to ensure accurate payment. If the chosen provider is not willing to do these things, the family will not be able to receive Preschool Promise tuition assistance at this program. Preschool Promise will provide a list of participating Preschool Promise providers to the family where they would be able to use tuition assistance.

Tuition assistance will begin on August 1, 2017, or the first day of enrollment if enrollment occurs after August 1, 2017. (Please see Page 17 for prorated payment policies.) Assistance will end on a child's last day at the center before entering kindergarten.

The total amount of tuition assistance available to Preschool Promise families is limited. Thus, it will be awarded 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.

4.2 How does a family apply?

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

- Downloading the Preschool Promise Application from the Preschool Promise website (preschoolpromise.org) and submitting all supporting documentation to:

applications@preschoolpromise.org

OR

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

- Complete a Preschool Promise application at a provider's location and submit it to the above email or mailing address.
- Call Preschool Promise at (937) 723-2727 and request a parent application.

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

- 1) Copy of the child's birth certificate or other proof of date of birth (passport, visa, CareSource ID)
- 2) Copy of proof of residency (utility bill, lease agreement, mortgage bill)
- 3) Copy of last year's tax return (Form 1040) or three weeks of current and consecutive pay stubs (whichever most accurately reflects household income)
- 4) Copy of current custody status documents if the guardian is not the biological Mother or Father

If a family declines to provide income verification, their tuition assistance will be the lowest possible amount that is available for their circumstances (family size, the Star Rating of the program they choose, etc.).

Once a completed application is processed, the family will receive a letter stating the amount of tuition assistance they will receive. If a family is currently enrolled in a program, this letter will be used to verify the amount of tuition assistance, given the program's Star Rating. If a family is not currently enrolled, this letter will indicate the amount of tuition assistance the family is eligible for at each of the Star-Rating levels. 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, **Preschool Promise** also will notify that program of the parent's tuition assistance. If a family does not specify a current or desired provider, **Preschool Promise** will provide the family a list of participating Preschool providers and their Star Ratings.

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 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 **Preschool Promise** for additional assistance.

Families who do receive public assistance for childcare (Publicly Funded Child Care or PFCC) will be asked to sign a "Release of Information" that will allow Preschool Promise, Inc. to access that family's information in county PFCC databases. The information accessed includes:

- (1) Child's date of birth
- (2) Household size
- (3) Household income
- (4) Residency
- (5) Custody information
- (6) Child Care Authorization stating weekly co-payment

This information will allow Preschool Promise, Inc. to determine if the family is eligible for tuition assistance to off-set the family's required co-pay.

Once a parent enrolls at a program, that provider is responsible for completing the Parent Agreement with the parent and forwarding a copy to **Preschool Promise**.

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.

4.3 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 Preschool Promise. **Preschool Promise, Inc.** will review all requests.

The Waiver Request form 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.

Preschool Promise, Inc. will make the final decision regarding any exceptional circumstances and tuition assistance.

4.4 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 Preschool Promise, 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 the 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 must 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" and submitted to **Preschool Promise** within 5 business days of a program receiving an "Attendance Inquiry" letter.

Preschool Promise is sensitive to the fact that families enjoy spending time together and that families may decide to take vacations or stay home during certain times of the year. Providers may document the reason for a child's absence in their monthly attendance spreadsheet so that Preschool Promise can take the reason for the absences into consideration before sending 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.

Families who 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 must 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. **Preschool Promise** will approve any alternative attendance tracking software, a process that must take place *before* requests for payment.

4.5 What are the rules for tuition assistance?

The Preschool Promise 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. City of Dayton residents may use tuition assistance at a Star-Rated provider outside the City limits if the provider has a signed agreement with Preschool Promise and is willing to submit monthly attendance records. Many families whose incomes are too great to receive state and federal Preschool assistance can receive tuition assistance through the Preschool Promise.

Preschool Promise is committed to using all available federal and state funding before accessing Preschool Promise dollars. If, during the application process, it is determined that 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 to these programs first. However, if there is not a program site within a reasonable distance from the family's home, the family may be eligible to apply for Preschool Promise tuition assistance.

To fulfill the intent of the 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.

If families send their children to two programs - for example, because they want their child in a particular center's afterschool program - they 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 also will 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, Preschool Promise tuition assistance that otherwise would be paid during the period of such disqualification may be forfeited. **Preschool Promise, Inc.** 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
- Compensation for substitute teachers
- 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 by the state to participate in Ohio's *Step Up to Quality* rating process, or are waiting on a *Step Up to Quality* verification site visit, may use the "Preschool Promise Alternative Pathway Worksheet" 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.

Tuition assistance will not be paid until a signed Parent Agreement has been received by Preschool Promise. Tuition assistance will be paid based on the date 4C for Children receives the Parent Agreement, with the payment prorated accordingly. Preschool Promise, Inc. will not back-pay tuition assistance for previous months prior to the Parent Agreement being received by 4C for Children.

Providers will submit attendance records for each child participating in the Preschool Promise by the 5th of each month. If the 5th falls on a weekend, attendance information will be due the Friday before the weekend. Payment will be sent via electronic funds transfer by the third Friday 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.

Payment for the first month of enrollment will be as follows: 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 prorated to reflect the actual days attended.

If a child's last day of enrollment is during the first half of the month (1st-15th), the child's reimbursement will be prorated 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.

If a child switches from full-time to part-time enrollment, the full-time rate will be paid for the remainder of the month in question. The new part-time rate will begin on the 1st of the following month. If a child switches from part-time to full-time enrollment, the part-time rate will be paid for the remainder of the month. The new full-time rate will begin on the 1st of the following month.

If a child is no longer eligible to receive Publicly Funded Child Care due to reasons including, but not limited to, completion of paperwork, annual renewals for foster/guardianship cases, and income eligibility the child can remain at the program for 30 days with Preschool Promise paying the provider at the full-rate of tuition for those 30 days. During this 30 day period the family will work with Preschool Promise to determine alternative options for Preschool. These alternative options could include enrollment at Head Start or applying for tuition assistance through Preschool Promise without using eligibility for PFCC as a determining factor. After 30 days has passed the provider will no longer receive tuition assistance from Preschool Promise at the full-rate of tuition. It is up to the provider whether or not to continue to enroll the child in their program. Preschool Promise will review these cases on a case to case basis and work with families and providers to assist them in finding quality and stable preschool for their child.

Providers must report immediately when a child un-enrolls from a program. If subsequent attendance records erroneously reflect that a child was still in attendance after having un-enrolled, the program will be required to submit an explanation for the error within 3 business days.

If a provider makes an error in attendance record-keeping a second time, Preschool Promise, Inc. 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, 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 excluded from future participation may not apply to join 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.

Payment Procedure

Attendance documentation is to be submitted to **Preschool Promise** via email by the 5th business day of each month for the previous month (see yearly calendar).

The following information is to be included:

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

Based on your submitted attendance records, Preschool Promise Attendance will send a payment report via email that reflects the amount of tuition assistance the provider will receive for each child and the monthly total. Providers have two business days to respond to this payment report, if they see errors or have questions. If providers do not respond to this payment report, it is assumed the amount is correct and payment will be made by the third Friday of the month by EFT.

Attendance records should be submitted to:

attendance@preschoolpromise.org

Payment Calendar:

September	5 – Attendance due to 4C for Children 15 – Payment due to Provider
October	5 – Attendance due to 4C for Children 20 – Payment due to Provider
November	3 – Attendance due to 4C for Children 17 – Payment due to Provider
December	5 – Attendance due to 4C for Children 16 – Payment due to Provider
January	5 – Attendance due to 4C for Children 19 – Payment due to Provider
February	5 – Attendance due to 4C for Children 16 – Payment due to Provider
March	5 – Attendance due to 4C for Children 16 – Payment due to Provider
April	5 – Attendance due to 4C for Children 20 – Payment due to Provider
May	4 – Attendance due to 4C for Children 18 – Payment due to Provider
June	5 – Attendance due to 4C for Children 15 – Payment due to Provider
July	5 – Attendance due to 4C for Children 20 – Payment due to Provider
August	3 – Attendance due to 4C for Children 17 – Payment due to Provider

4.6 What if my program 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 their needs. 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.

Section 5 - Suspension and Expulsion

5.1 What are the rules for suspension and expulsion of children due to challenging behaviors?

Preschool Promise is committed to equipping providers with the skills, tools, and resources needed to take a responsive approach when handling children with challenging behaviors, rather than resorting to suspension or expulsion. Below are the guidelines Preschool Promise providers commit to using when addressing challenging behaviors by Preschool Promise children:

- 1) The provider will document the challenging behavior(s) using the Antecedent, Behavior, Consequence (ABC) model.
***Providers will be trained on this model during Provider Orientation
- 2) The provider will discuss the behavior(s) with the family.
- 3) The provider will meet with the family to develop an intervention plan. This plan must include parent input and will:
 - a. Outline the child's strengths
 - b. Identify the challenging behavior
 - c. Review documentation of the offending behavior and discuss any patterns and triggers
 - d. Identify at least three intervention strategies to use in the classroom
 - e. Identify a timeline for how long these strategies will be used
 - f. Identify a date and time for a follow-up meeting
- 4) The provider will share documentation and consult, on an ongoing basis, with their Preschool Promise coach regarding the behavior and possible intervention strategies to use in the classroom to reduce and/or eliminate the behavior.
- 5) The provider will document when and what intervention strategies are used to address the behavior and the results of using that intervention.
- 6) If identified intervention strategies are not effective, the provider, with permission from the family, will contact the Ohio Preschool Expulsion Prevention Partnership (OPEPP) for additional consultation.
 - a. If a family refuses to give permission for the program to consult with OPEPP, the decision to remove the child from the program will lie with the program administrator. Preschool Promise will continue to assist the classroom in continued and varied intervention strategies if so desired.

- 7) Based on recommendations from mental health consultants from the OPEPP, as well as from the family, the program administrator and the Preschool Promise teacher, the same or adjusted intervention strategies will be developed and used in the classroom for an agreed upon time.
- 8) The provider will document when and what intervention strategies are used to address the behavior and the results of using that intervention. These strategies will be used for the agreed upon amount of time.
- 9) If all of these strategies have been used and the classroom and the child still are not a good fit, and removal of the child from the program is imminent, the provider will contact Preschool Promise so that we can assist the family in finding a program that will better suit the needs of the child and family.

A Preschool Promise Provider agrees not to adopt or implement any policy or procedure contradicting or conflicting with the policies and procedures set forth in this Handbook.

Authorizing Agreement

By signing this page you acknowledge:

- 1. You have received a copy of the 2017-2018 Montgomery County Preschool Promise provider handbook.
- 2. You have read the Provider Handbook and agree to participate in the Preschool Promise as outlined in the Provider Handbook.
- 3. Montgomery County Preschool Promise is permitted to post your Preschool program’s information on websites, in its marketing materials and in any other source related to the Montgomery County Preschool Promise.

Owner or Authorized Representative

Name: _____

Signature: _____

Date: _____

Program Preschool Representative

Name: _____

Signature: _____

Date: _____

Preschool Promise Teacher

Name: _____

Signature: _____

