

Attachment I

STATEMENT OF WORK, STATEMENT OF DELIVERABLES, METHOD OF PAYMENT

A. MAJOR PROGRAM GOALS

1. To prepare children for success in school; to involve parents as their child's first teacher and to support family skill building; to provide an integrated, seamless system of quality services that is research-based and developmentally appropriate.

B. SERVICE AREA LIMITS

1. Services are limited to ~~geographic area~~ **children and families residing in** Citrus, Dixie, Gilchrist, Levy and Sumter Counties, Florida.

C. SERVICES TO BE PROVIDED

1. Program:
 - a. The Provider shall provide School Readiness services to children birth to 13 years of age (year round with the exception of Coalition approved holidays) in accordance with the State of Florida's licensing and registration, Chapter 411.01, Florida Statutes, the Child Care Development Fund, the Coalition's Early Learning Program Operating Procedure **as revised or amended** and all applicable local fire and health and safety standards. School Readiness services provided to ~~birth-0 five year old~~ **kindergarten** children must enhance the age appropriate progress of each child in the development of the following School Readiness skills:
 - i. Compliance with rules, limitations and routines
 - ii. Ability to perform tasks
 - iii. Interaction with adults
 - iv. Interactions with peers
 - v. Ability to cope with challenges
 - vi. Self-help skills
 - vii. Ability to express the child's needs
 - viii. Verbal communication skills
 - ix. Problem-solving skills
 - x. Following of verbal directions
 - xi. Demonstration of curiosity, persistence and exploratory behavior
 - xii. Interest in books and other printed materials
 - xiii. Paying attention to stories
 - xiv. Participation in art and music activities
 - xv. Ability to identify colors, geometric shapes, letters of the alphabet, numbers and spatial and temporal relationships
 - b. The Provider shall provide a healthy and safe environment for the School Readiness program.
 - i. Classrooms (indoor and outdoor) shall be equipped with appropriately sized furniture and equipment and developmentally appropriate materials.
 - ii. Classrooms shall be clean and attractive.
 - iii. The Provider shall maintain a process to replace or repair material as needed.
 - iv. The indoor and outdoor environments shall be designed to allow teachers to supervise the children at all times.
 - v. Classrooms (indoor and outdoor) shall be inspected for hazards prior to every use.
 - vi. Classrooms (indoor and outdoor) shall be appropriately sized for each group of children.

Contractor Initials _____

Coalition Initials _____ 1

- vii. Classrooms shall include individual storage space for children's belongings.
 - viii. Each classroom shall include a teacher who is certified in First Aid and Infant-Child CPR, and Adult CPR as applicable.
 - ix. Each classroom shall maintain and utilize a schedule for sanitizing materials as appropriate to the age group.
 - x. Toilet and hand-washing facilities shall be easily accessible to staff and children.
 - xi. Teachers shall wash their hands and children's hands frequently throughout the day **with soap and running water.**
 - xii. Soiled clothing shall be changed as needed and diapers are changed promptly.
 - xiii. Personal items such as bottles, pacifiers, cups, etc., shall be labeled with the child's name.
 - xiv. Teachers shall maintain an accurate attendance utilizing a portable attendance record at all times. Children's arrivals and departures shall be indicated on the portable attendance promptly. The teacher shall be aware of the number of children in the classroom at all times.
 - xv. A communication system shall be designed to allow teachers to call for immediate assistance.
 - xvi. Menus for meals and snacks shall be appropriate for children and are approved on a regular basis, **as applicable.**
 - xvii. All perishable items provided by the facility shall be stored properly.
 - xviii. Food shall be ready to be served when children are seated. Teachers shall provide pleasant meal times that allow for social experiences.
 - xix. Children shall engage in appropriate feeding practices. Appropriate bottle feeding procedures shall be followed.
 - xx. Teachers shall be aware of appropriate information related to special needs, parental preferences and allergies of children in their care. Information shall be confidentially posted in a place that is easy to access in an emergency.
- c. The Provider shall utilize a Coalition-approved developmentally appropriate curriculum designed to enhance the age appropriate progress of children in attaining the performance standards adopted by the Agency for Workforce Innovation as the Provider's main curriculum. The Provider is authorized to utilize supplemental curricula.
- i. Teachers shall have access to a variety of planning resources including materials to create classroom displays.
 - ii. Teachers shall post and follow the daily classroom routines.
 - iii. The daily routine shall provide an opportunity for independent play, small group activities, large group activities, outdoor activities and quiet/rest time.
 - iv. Teachers shall develop, follow and maintain weekly lesson plans.
 - v. **Teachers shall be trained to utilize the curriculum identified as the provider's main curriculum.**
 - vi. Lesson plans shall include literacy, math, music and movement, art/creative, fluid play, and outdoor activities, as appropriate to the age group.
 - vii. Lesson plans shall promote physical, social and emotional development.
 - viii. An appropriate system to identify the individual needs of every child shall be implemented **and documented.**
 - ix. Teachers shall plan, implement, and document activities relating to the individual needs of every child.
 - x. Teachers shall provide an opportunity for transition activities.
 - xi. Activities to promote character development shall be offered as appropriate to the age group.

Contractor Initials _____

Coalition Initials _____ 2

- xii. Classroom experiences shall encourage children to become increasingly independent, to interact with each other in a positive manner, to learn to solve problems, to make choices to build positive self-esteem, and to cooperate with each other.
- xiii. Teachers shall be trained to follow the program's teacher code of conduct, to redirect children displaying undesirable behavior, to utilize logical consequences where applicable, to set clear and consistent rules in the classroom, to demonstrate fair treatment of all children regardless of race, gender, disability, etc., to speak to children at eye level and on an individual basis, to provide physical warmth to children, to respond to infant vocalization and sounds, to use children's names frequently, to initiate verbal and physical play, to respond to child-initiated play, to utilize a variety of teaching techniques, to appropriately greet children individually and assist children in joining the group, to appropriately facilitate children's departure, to speak conversationally and sing with children, to ask open-ended questions, and to model good health practices.
- xiv. The indoor classroom shall include cultural diversity, open spaces for crawling, and protected space for play, as appropriate to the age group.
- xv. The indoor classroom shall be arranged in themed or interest centers, as appropriate to the age group. Shelves and other items shall be labeled with words and pictures, diaper areas ~~are~~ shall be equipped with stimulating items, appropriate items to promote literacy and items to enhance fine and gross motor skills ~~are~~ shall be available. Children's work shall be displayed.
- xvi. The indoor classroom shall be arranged to facilitate a variety of activities and a variety of group sizes.
- xvii. The outdoor environment shall include a variety of experiences.
- d. The Provider shall offer a parent involvement and education program.
 - i. The Provider shall encourage a home-school connection through available resource materials for parents.
 - ii. The Provider shall develop and schedule a variety of parent involvement activities. Documentation of the outcomes of scheduled parent involvement is maintained.
 - iii. The Provider shall offer parents unlimited access to their children when they are in the Provider's care.
 - iv. Teachers shall communicate on a daily/weekly **or** monthly basis with parents providing information related to classroom activities, events, and lesson plans.
 - v. Teachers shall document meetings with parents to discuss their child's progress in order to determine future educational plans.
 - vi. Teachers shall maintain documentation of efforts to encourage parents to utilize the program's resource lending library.
- e. The Provider shall offer a staff development program.
 - i. The Provider shall require and maintain documentation of staff members' completion of state mandated training.
 - ii. The Provider shall require and maintain documentation of staff members' background screening results.
 - iii. The Provider shall employ eligible staff members only. An eligible staff member is a member who has met all mandated requirements.
 - iv. **The Provider shall ensure that sufficient credentialed staff members are present to meet mandated requirements.**

- v. The Provider shall ensure that a staff member holding a Director's credential is present to meet mandated requirements.
 - vi. Teachers shall be trained to implement classroom curricula and develop appropriate lesson plans.
 - vii. The Provider and teacher shall develop and maintain long term staff development plans designed to meet desired education credentials. The long term plans are evaluated, reviewed and updated at least annually.
 - viii. The provider shall require and document staff members' completion of annual in service training hours. Twelve (12) in service hours per year for credentialed staff, twenty (20) in service hours for non-credentialed staff are required.
 - ix. The Provider shall establish and implement a policy to cross train support staff to substitute in the classroom in the event of a lead teacher's sudden illness or absence.
 - x. The Provider shall implement and document a system to evaluate the effectiveness of teachers through periodic classroom observations.
 - f. The Provider shall maintain adult to child ratios in accordance with ~~the Coalition's Early Learning Program Operating Procedure~~ ELCNC-25 School Readiness Provider Observation Tool FAQ, as amended.
 - g. The Provider shall post the days and hours of operation.
 - h. The Provider shall maintain compliance with state licensing requirements, if applicable, or the Coalition's Health and Safety Inspections (non-licensed and licensed-exempt providers).
 - ii. The Provider shall post state licensing audit inspections in a non-conspicuous location. License-exempt providers shall post inspections conducted by the appropriate religious agency.
 - iii. The Provider shall notify the Coalition when a licensing violation is noted during an inspection in accordance with ELPOP, as amended. ~~The notification must include the Provider's plan for correcting the violation.~~
2. Administration:
- a. The Provider shall document School Readiness services provided on the monthly Enrollment/Attendance Certification Form and the ~~provider's child sign in and out sheets~~ for School Readiness children. ~~Providers shall utilize the Coalition's approved sign in and out sheet [Exhibit IX] or utilize an individual reporting process with the same information. The Provider name, the child's legal name, month and year, the date and time the child arrives and departs, the signature of the person responsible for dropping off and/or picking up the child and daily emergency contact number/s. The record must include School Readiness children only.~~
 - b. The Provider shall document proof of School Readiness services through the use of ~~the Coalition's approved~~ child sign in and out records. Providers shall utilize the Coalition's approved sign in and out sheet [Exhibit IX] or utilize an individual reporting process with the same information. The records must include parent signatures of child attendance on a daily or monthly basis. ~~If the provider chooses to document attendance on a monthly basis the Documentation must include the following: date, time the child arrived, time the child departed and parent signature daily. The Provider name, the child's legal name, month and year, the date and time the child arrives and departs, the signature of the person responsible for dropping off and/or picking up the child and daily emergency contact number/s. The record must include School Readiness children only.~~ The record must support the totals on the summary attendance sheets submitted to the Coalition.

Contractor Initials _____

Coalition Initials _____ 4

- c. The Provider shall develop and implement a policy to collect assessed parent fees prior to the implementation of School Readiness services.
- d. The Provider shall notify the Coalition when parent fees become delinquent.
- e. The Provider shall notify parents when School Readiness services are suspended due to delinquent parent fees.
- f. The Provider shall notify the Coalition when a child has an unexcused absence for five (5) consecutive days with no contact from the parent. This requirement is related to a child's continued eligibility for School Readiness services and is not related to the Provider's requirement to report absences under the Rilya Wilson Act.
- g. The Provider shall attend provider meetings facilitated by the Coalition.
- h. The Provider shall maintain a Continuity of Operations Plan.
 - i. The Provider shall maintain documentation of staff training with regard to the Continuity of Operations Plan.
 - ii. The Provider shall regularly update parent emergency contact information.
 - iii. The Provider shall maintain a system to notify parents and the Coalition of the execution of the Continuity of Operations Plan.
 - iv. The Provider shall provide a copy of the Continuity of Operations Plan to parents and the Coalition and update appropriately.
- i. The Provider shall follow the policies and procedures outlined in the Coalition's Early Learning Program Operating Procedures as amended (available on the Coalition's website @ www.elc-naturecoast.org).

D. SCHEDULE AND DESCRIPTION OF DELIVERABLES:

1. Eighty five percent (85%) of children achieve appropriate developmental progress as indicated in by the Coalition's pre-and post assessment results.
2. The Provider's compliance rate with program regulations is above eighty five percent (85%) as documented on the Provider Observation Tool.
3. ~~Ninety two percent (92%)~~ **One hundred percent (100%)** of the Provider's Enrollment/Attendance Certification Forms are submitted by the second (2nd) working day of the month.
4. ~~One hundred percent (100%) of Enrollment/Attendance Certification Forms are completed correctly as evidenced on Attendance Auditing reports.~~
5. Eighty five percent (85%) of the assessed parent fees are collected.
6. One hundred percent (100%) of delinquent parent fees are reported to the Coalition within thirty (30) days from the date the fees become delinquent.
7. One hundred percent (100%) of parents, with the exception of parents of children enrolled under protective services, with delinquent fees are suspended from receiving School Readiness services and are notified of such suspensions.
8. One hundred percent (100%) of unexcused absences in excess of ~~ten (10)~~ **five (5)** consecutive days are reported to the Coalition by the end of the **fifth (5th)** ~~tenth~~ consecutive day.
9. The Provider maintains a one hundred percent (100%) compliance rate with state licensing regulations and health and safety regulations as evidenced on licensing inspection reports and/or the Coalition's Health and Safety Inspections and follow-up inspections.
10. The Provider attends a minimum of eighty ~~three percent (80%)~~ **(83%)** of the monthly provider meetings facilitated by the Coalition. ~~or its service provider.~~

Contractor Initials _____

Coalition Initials _____ 5

11. **One hundred percent (100%)** (92%) of the School Readiness Provider Quarterly Reports are submitted in accordance with the Coalition's Early Learning Program Operating Procedure.

E. REPORTS

- The Provider shall submit the School Readiness Provider Quarterly Report in accordance with the Coalition's Early Learning Program Operating Procedure, **as amended**.
- The Provider shall submit other information requested by the Coalition, the Agency for Workforce Innovation and federal representatives.

F. METHOD OF PAYMENT

- School Readiness services payment shall be based upon the negotiated fixed rate per child per day provided that, if the Provider's rate is reduced, reimbursement under this agreement shall be reduced accordingly and that reimbursement shall not exceed the Coalition's maximum rates.

The classrooms indicated in the following charts are included in this Agreement. All children enrolled in the Provider's School Readiness Program must receive School Readiness services in one of the identified classrooms in order to receive payment in accordance with the above statement.	Infant Classrooms (INF) <12 MTH		Full Time Daily Rate	Part Time Daily Rate

Toddler Classrooms (TOD) 12<24 MTH	Full Time Daily Rate	Part Time Daily Rate	Toddler Classrooms (2YR) 24<36 MTH	Full Time Daily Rate	Part Time Daily Rate

Preschool Classrooms (PRE3) 36<48 MTH	Full Time Daily Rate	Part Time Daily Rate	Preschool Classrooms (PRE4) 48<60 MTH	Full Time Daily Rate	Part Time Daily Rate

Preschool Classrooms (PRE5) 60<72 MTH	Full Time Daily Rate	Part Time Daily Rate	School Age Classrooms (SCH) In School	Full Time Daily Rate	Part Time Daily Rate
Special Needs Rate	Full Time Daily Rate	Part Time Daily Rate			
All Age Groups					

G. REIMBURSEMENTS

- The Coalition shall reimburse the Provider for School Readiness services provided to eligible clients prepared from the information submitted on the Enrollment/Attendance Certification Form, **or** the sign in and out sheets for School Readiness children, and in accordance with the Coalition's reimbursement policies and procedures. **In order to receive payment, the sign in and sign out sheets must meet the following minimum requirements stated earlier. ~~The Provider name, the child's legal name, month and year, the date and time the child arrives and departs, the signature of the person responsible for dropping off and/or picking up the child and daily emergency contact number/s.~~**

Contractor Initials _____ Coalition Initials _____ 6

2. The Coalition, shall reimburse the Provider for up to twelve holidays in accordance with the Holiday Schedule in Exhibit II. The Provider may request in writing a revision to the standard Holiday Schedule, thirty (30) days in advance of the holiday.
3. The Coalition shall make payments by the fifteenth (15th) working day of each month for services provided in the previous month pending available funding. The Provider understands that the June payment each year will likely occur between the 15th and 31st working day of the following month.
4. The Coalition shall provide a copy of the processed ~~Eligibility and Enrollment Forms for School Readiness services~~ **School Readiness Child Care Certificate** to the Provider.
5. Providers must submit payment disputes to the Coalition within 60 days of payment. Disputes must be documented in the format prescribed by the Coalition.

H. MONITORING

1. The Provider shall permit persons duly authorized by the Coalition, State and/or Federal personnel to inspect any records, papers, documents, facilities, goods, and services of the Provider, which are relevant to this Agreement and to interview any clients and employees of the Provider to assure the satisfactory performance of the terms and conditions of this Agreement.
2. The Provider shall comply with the Coalition's Early Learning Program Operating Procedures, **as amended** including the Coalition's random monitoring through Program Observation visits, Health and Safety Inspections and Attendance Audits.
3. The Provider shall supply all reports and/or access to information concerning the School Readiness program requested by the Coalition, state and/or federal agencies, as necessary for the purpose of monitoring.

I. CORRECTIVE ACTION

1. Corrective action shall be taken to correct identified deficiencies, produce recommended improvements or demonstrate deficiencies or findings that are either invalid or do not warrant action. The Provider will be advised in writing about the requirements necessary to correct any non-compliance problems. If appropriate, as determined by the Coalition, the Provider may be required to submit a corrective action plan, including the dates when any corrective action will be completed. Failure to comply with a corrective action plan may lead to the probation and/or termination of this Agreement in accordance with the Coalition's Early Learning Program Operating Procedure, **as amended**.

Contractor Initials _____

Coalition Initials _____ 7