Stamford School Readiness Council

Non-Sectarian Policy

Related documents: GP-09-01

The State of Connecticut requires that programs accepting public money cannot promote religion or advance one religion over another religion.

The Stamford School Readiness Program requires that programs receiving School Readiness funds adhere to the following:

- The program must be open to all children, and cannot exclude a child based on the family's religious creed or lack thereof;

- The setting (place) is not permitted to promote a particular religion or advance a particular religion;

- The program will not implement religious observances, such as prayer, grace, confession, church attendance, religious instruction, etc.;

- The program must accommodate the practice of a child or a staff member's personal religious beliefs where the practice is required during program hours (e.g., Islamic designated time for prayers);

- The program may not require children or their families enrolled in School Readiness program to participate in faith-based or church sponsored activities or services;

- The program may not discriminate in hiring based on religious affiliation or lack of religious affiliation.

- Unless is not practicable, classes should be conducted in rooms that are free of religious symbols and items.

First Reading: 11-12-2015
Approved by SRC: 1-14-2016

Stamford School Readiness Council
Grantee Budget Guidance and Expenditure Submissions

Related Documents GP C-02, B-02

School Readiness sub-grantees must adhere to the following budget guidance when writing their ED 114 budget and budget justification:

1. Budget and Budget Justification pages must clearly explain costs.
2. Line 111A: Administrative services should not exceed 20% of the total School Readiness funding. Administrative services include all non-classroom personnel and services.
3. Line 111B: Instructional staff
4. Line 200: Staff benefits. Eligible staff member by name be available if requested.
5. Line 322: $300 per school readiness instructional staff member must be allocated either line 322 or line 500.
6. Line 325: Ideally $500 should be allocated for parent activities each year. Provided parent activities are mandated in the School Readiness Quality Components.
7. Line 500: $300 per school readiness instructional staff member must be allocated either line 322 or line 500.
8. Line 600: A minimum of $30 per child/per month for full time and a minimum of $13 per month for part time or extended day must be allocated for supplies.
9. All fees from families received by School Readiness sub-grantees (including family fees and Care4Kids collections) shall be used to support the School Readiness program. The sub-grantee is not to use more than 5% of the total parent fees collected for administrative costs.
10. Each sub-grantee must provide expenditure reports to the SRC in February and August of each year on grant award and family fees/Care 4 Kids revenue. All fees collected should be reported in February and August of each year.

ED 114

111A	Non-Instructional (Administrative/Supervisor Salaries/Clerical/Other) *cannot exceed 20% of funding
111B	Instructional
200	Personal Services – Employees Benefits
322	In-Service (Professional Development)
323	Pupil Services
324	Field Trips
325	Parent Activities
330	Employee Training and Development Services
340	Other Professional Services
341	Audit
400	Purchased Property Services
500	Other Purchased Services
600	Supplies
700	Property

Stamford School Readiness Council

Reporting Requirements Including Service Delivery Reports
(Monthly Reports) & Request for Payments

D-01

School Readiness Sub Grantee Reporting Requirements

It is an expectation that all Programs receiving School Readiness funding adhere to both OEC and local reporting requirements.

Reporting requirements are as follows:

- Service Delivery Reports (Financial Reports) due on or before the stated due date for that fiscal year.
- Monthly Attendance due at the beginning of each month to accompany the prior months Service Delivery Report.
- Monthly Council Program Reports due one week prior to the scheduled School Readiness Council meeting to include: Qualified Staff Member (QSM) open positions, Assistant Teacher open positions, and unutilized slots (sites are to use the same language when referring to teacher position as the State does).
- Timetable to Meet 2020 QSM Requirement due one week before the scheduled January Council meeting of each fiscal year until June of 2020 providing there are no legislative changes (attached).
- Parent Fee and Subsidy Reports due February and August for each fiscal year.
- Program Roster submitted monthly indicating enrollment changes if any.
- Program Complaints including Department of Public Health, Department of Children and Families, police or any investigative agency to the School Readiness Liaison submitted in writing within 48 hours of complaint or citation.
- Major staff changes reported in writing to the School Readiness Liaison within one (1) week of change.

Service Delivery Report

The City of Stamford will not honor a request for payment from a School Readiness provider for a cost unless it meets the following requirements:

- The cost must be considered an eligible expense under the grant.
- The expense must be for an amount deemed by the City of Stamford to be reasonable and necessary.
- No account shall exceed the total amount to be provided.
- The amount is supported by proper and sufficient documentation.
- The cost must be incurred during the term of the fiscal year's agreement.
- The expense shall not be in violation of any applicable statute or regulation.
- The request must be correctly submitted under terms of the School Readiness or Child Day contract.
- The cost must be incurred by school readiness children only (e.g. school readiness funds can only be used to pay for field trip fees for children in school readiness slots).

Service Delivery Reports and invoices will be submitted on or before their due dates. Service Delivery Reports are due to School Readiness Liaison **no later than 5:00 pm on the stated due date given for that fiscal year. This date is prior to the community due date to the OEC. Failure to submit a monthly report on time may result in the forfeiture of payment for that reporting period.** If the due date for a monthly report falls on a holiday, reports and/or invoices will be due on the date specified by the School Readiness Liaison.

The Provider will submit the "Sub-Grantee Monthly Service Delivery Report and Site Data Report" by the due date as established by the City of Stamford. The City of Stamford will reimburse costs on the basis of the number of slots which are reported to be filled on the "Sub-Grantee Monthly Service Delivery Report." Any funds which are not spent as a result of unfilled slots shall revert to the City of Stamford and shall be redistributed by the City in consultation with the School Readiness Council.

The City of Stamford agrees to reimburse the Provider for occupied slots at the following rates:

Full Day/Full Year $743.66 per month/child for a maximum of $8924 per year /child.

School Day/School Year $600 per month/child for a maximum of $6000 per year/child.

Part Day/Part Year $450 per month/child for a maximum of $4500 per year/child.

Extended Day $231 per month/child for a maximum of $2772 per year/child.

Child Day Care Subcontractor Reporting Requirements

A. Monthly Reporting: The Program Status Report (PSR) includes the OEC-CDC PSR and its accompanying Enrollee Roster Report. OEC-CDC PSR-E is due to the School Readiness Liaison no later than 5:00 pm on the due date provided to the program/subcontractor by the City of Stamford for that fiscal year. This due date is prior to the community report due date to the OEC. The reports should be completed per the instructions for the OEC CDC Program Status Report (PSR) developed in 2014.

B. Annual Reporting Requirements (Providers/subcontractors will be notified which report(s) are applicable to their program):

- OEC-Dates of Closure
- OEC Weeks of Full Time Care
- OEC Program Space List
- OEC Community Collaboration Documentation Form. The provider/subcontractor agrees to collaborate with any local School Readiness Council or other Early Childhood Council serving a community also served through their contract. The provider/subcontractors shall document efforts to collaborate with such local councils and/or other state and federal early childhood grant recipients, local school districts and other community agencies or departments. All subcontractors shall report such efforts to the City of Stamford on an annual basis. Programs who are also School Readiness providers submit this information as a part of the local School Readiness RFP process. Child Day Care Programs that are not recipients of School Readiness funds are required to submit description of their community collaborations.
- NAEYC Annual Report: This report must be submitted, in its entirety, to the City of Stamford's School Readiness Liaison at the time it is due to NAEYC.

- OEC-CDC Waiver Request. Programs that are Head Start approved programs but do not have NAEYC accreditation, may complete the OEC-CDC Waiver Request and include a plan for an alternative documentation of quality.

It is the provider/contractor's responsibility to ensure that all reports are submitted to the School Readiness Liaison on time, that the reports are filled out completely and accurately and that the data represents what they have been funded to provide. Incomplete, inaccurate or late reports may impact provider/subcontractor funding. The OEC Child Day Care Contract sets forth a clear process and the amount of any necessary reduction.

				TIMETABLE TO MEET 2020 QSM EDUCATION REQUIREMENT							
	Date: Site:										
CLASSROOM NUMBER	LAST NAME	FIRST NAME	DEGREE CURRENTLY HELD	Credits Earned as of Jan. 2015	Credits Earned as of Jan. 2016	Credits Earned as of Jan. 2017	Credits Earned as of Jan. 2018	Credits Earned as of Jan. 2019	Credits Earned as of Jan. 2020	CREDITS EARNED TOWARD BA TO DATE	EXPECTED BA DEGREE COMPLETION DATE

First Reading: <u>4.2.2014</u>
Approved by SRC: <u>4.9.2014</u>

Stamford School Readiness and Quality Enhancement

Notification of Staff Changes
Related (GP 09-09, GP 13-04)

Programs receiving School Readiness funding are required to have available a program wide current list of all staff related to the early care and education program with credential status noted for each. All staff includes classroom staff, support staff, and administrators. Evidence of staff education and credentials (including updated CDA certificate, copy of high school diploma, copy of bachelor's degree, etc.) must be kept in each staff person's file.

All staff working in School Readiness-funded sites will register with the Professional Development Registry upon employment in order to allow for database reports to be generated for the CSRPPES and RFP requirements, School Readiness Councils (SRCs) will ensure that:
- sub-grantee staff update their professional development   information regularly;
- sub-grantee program directors will regularly monitor and adjust   staffing patterns in accordance   with GP-09-04; and
- School Readiness Liaisons will have "read-only" access to the
      Early Childhood Professional Development Registry to ensure
      accuracy of CSRPPES and RFP information.

In the event that a program experiences major changes in staffing, the program must notify the Stamford School Readiness Liaison of the changes, coverage plans and replacement strategies. Notification must be in writing.

Major changes include:
- the departure of a staff with "qualified individual" requirements
- the departure of a program director
- the departure of two or more staff at any level in a short   succession
- any departure that jeopardizes compliance with School   Readiness requirements

The SRC must ensure that each program, at each site, maintain a schedule, in classrooms where children receive School Readiness funds, for a "teacher" to be present as described for each space type:
   a. to be present for at least six hours of the Full-Day space-type,
   b. for all hours of the School-Day space-type and Part-Day space-type
   classrooms, and

c. in the Extended-Day space-type, a qualified individual must be present   for 2½ hours in a wrap-around program and six hours when the   Extended-Day program operates through the summer.

Important note: experiencing staff changes and/or notification of the Stamford School Readiness Liaison of staff change does not exempt any program from its obligation to meet all State Department of Health, State Department of Education and local School Readiness Council requirements for appropriate staff/child ratios and staff credentials.

Stamford School Readiness and Quality Enhancement

Policy Regarding Staff
Including Educator Requirements, Early Childhood Professional Registry Professional Development and Notification of Staff Changes (all combined)

Related documents: A-01, A-02, A-03, CSRPPES

Staff Changes

Programs receiving School Readiness and Child Day Care funding are required to have available a program wide current list of all staff related to the early care and education program with credential status noted for each. All staff includes classroom staff, support staff, and administrators. Evidence of staff education and credentials (including updated CDA certificate, copy of high school diploma, copy of bachelor's degree, etc.) must be kept in each staff person's file.

School Readiness Councils (SRCs) will ensure that:
- sub-grantee staff update their professional development information regularly;
- sub-grantee program directors will regularly monitor and adjust staffing patterns in accordance with current OEC General Policy.
- School Readiness Liaisons will have "read-only" access to the Early Childhood Professional Development Registry to ensure accuracy of CSRPPES and RFP information

In the event that a program experiences major changes in staffing, the program must notify the Stamford School Readiness Liaison of the changes, coverage plans and replacement strategies. **Notification must be in writing to the School Readiness Liaison within one (1) week.**

Major changes include:
- the departure of   **"Qualified Staff Member (QSM)"**
- the departure of a program director
- the departure of two or more staff at any level in a short   succession
- any departure that jeopardizes compliance with School   Readiness requirements

The SRC must ensure that each program, at each site, maintain a schedule, in classrooms where children receive School Readiness funds, for a "QSM" to be present as described for each space type:
  a. to be present for at least six hours of the Full-Day space-type,
  b. for all hours of the School-Day space-type and Part-Day space-type
  classrooms, and
  c. in the Extended-Day space-type, a qualified individual must be present   for 2½ hours in a wrap-around program and six hours when the   Extended-Day program operates through the summer.

Important note: experiencing staff changes and/or notification of the Stamford School Readiness Liaison of staff change does not exempt any program from its obligation to meet all State Department of Health, State Department of Education and local School Readiness Council requirements for appropriate staff/child ratios and staff credentials.

Educator Requirements

Attached Addendum A

To remain consistent with School Readiness Quality Components, School Readiness Qualified Staff Members must have annual training in: training in serving children with disabilities
  ➤ a minimum of two (2) trainings of a minimum of 3 hours each in:
      1. child development;
      2. curriculum or other childhood topics or
      3. well child care and related health topics
  ➤ practices in food sanitation and food safety
  ➤ special diets, allergies and feeding needs of the children in the program

New staff must have training in:
  ➤ early literacy skill development
  ➤ multi-cultural diversity in the early childhood classroom, including how to respect the cultural and linguistic diversity of each family
This training must be completed within the next 12 months of the date of hire with scheduled dates and dates of completion noted each staff member's professional development plan.

EARLY CHILDHOOD PROFESSIONAL REGISTRY

Oversight of Professional Registry Process at the Program Level Part time and full time teaching and administrative staff members of state-funded programs are required to (a) hold Registry accounts (b) with current transcripts and diplomas on file; additional staff may join the Registry at their discretion.

Each state-funded program must designate at least one leadership-level staff member to request Administrative Access (Admin Access) to the program's Registry account to oversee compliance; this individual must be an employee of the program (consultants are specifically not eligible).

Each state-funded program must identify within the Registry a Designated Program Administrator who meets NAEYC Accreditation criteria 10.A.02-04.

The program's Admin Access designee for both **School Readiness and Child Day Care** is required to do the following within the Registry:
  • Confirm the Program Details page at least twice a year and as program data changes.
  • Identify every classroom or group (regardless of funding).
  • For every classroom or group: identify its funding source(s), all associated staff and designated roles, and one Qualified Staff Member (QSM).
  • Ensure newly hired eligible staff members hold a Registry account within 30 days of hire, including up to date transcripts and diplomas.
  • Update the Staff Confirmation page monthly, completing all fields with current data (including salary).

All state-funded programs are encouraged to utilize the Registry's NAEYC report when submitting candidacy or renewal for NAEYC Accreditation.

School Readiness

Liaison Role: Each School Readiness liaison (a) will hold a Registry account (b) which will be linked by the OEC to the relevant funded programs for monitoring purposes; and (c) will perform a *quarterly* check of each funded program's education qualifications, and progress toward meeting and maintaining compliance with both NAEYC Accreditation candidacy requirements (via the NAEYC Report) and the state-legislated education requirements (via the Staff Qualifications and Detail Report and Staff Education and Training Reports).

The liaison will work with the program administrator to create action plans for those programs that do not meet and maintain NAEYC and/or do not meet the legislated education requirements. Updated action plans will be reviewed quarterly by the liaison.

The OEC may request updates from the liaison at any time.

Child Day Care

The City of Stamford is (the Child Day Care Contractor) is responsible for ensuring that all programs providing services under their contract (including programs operated by the contractor and those who are providing services through a subcontract) hold a Registry account and are meeting the requirements outlined in the section of this policy entitled "Oversight of Professional Registry Process at the Program Level."

First Reading: **5.6.09**

Approved by SRC: **5.13.09**

Stamford School Readiness and Quality Enhancement

Policy Regarding Approval Systems

Related document: GP 09-05 (Approval Systems)
GP 09-06 Policy for Programs Meeting NAEYC/Accreditation Requirements

The Stamford School Readiness Council (SRC) will require all programs, within three years of the original date of their funding under school readiness to achieve and maintain NAEYC-National Association for the Education of Young Children, accreditation. All currently funded school readiness programs accredited by another accrediting body must achieve NAEYC accreditation by June 30, 2012.

Programs without NAEYC Accreditation and/or Programs Contracted after January 1, 2004:

Programs will:
- Initiate the NAEYC accreditation process at the beginning of the School Readiness contract period by submitting an enrollment form to NAEYC;
- Share all correspondence, documentation of progress toward NAEYC Accreditation and scheduled dates of submissions and visits with the School Readiness Liaison;
- Develop a schedule for the NAEYC Accreditation process and secure appropriate technical assistance;
- Remain on schedule with School Readiness requirements to achieve NAEYC Accreditation or notify the Liaison to follow procedures for an extension request (see section on **Requests for Extensions**);
- Submit the required documents to become a NAEYC applicant at least 15 months before the 3rd anniversary of the program's date in which they began serving School Readiness children;
- Meet all NAEYC candidacy requirements and submit the completed Program Self-Assessment Report at least 6 months before the third anniversary of the program's School Readiness contract with the City of Meriden (for existing programs by January 1, 2012) and the SRF will submit to SDE proof of timely submission of candidacy materials;
- Notify the School Readiness Liaison of the dates for the NAEYC Accreditation visitation window, the liaison will then notify SDE; and ⁻
- Notify the immediately upon receipt of the NAEYC Accreditation decision and provide a copy of the Commission Decision Report and certificate to the who will then forward these to SDE.

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Failure by a program to achieve accreditation within 3 years of the date of the original school readiness funding (or for existing programs by June 30, 2012) or maintain accreditation, or is denied an extension, the withdrawal of funds may result; see section titled **Community Requirements,**

Programs with Accreditation:
NAEYC Accredited programs must maintain their accreditation by:
- Adhering to all NAEYC policies and requirements regarding the maintenance of accreditation;
- Reporting within 90 days any changes such as licensing, location, ownership, governance, age groups to be served, and court orders to NAEYC and simultaneously provide documentation to the SRF;
- Notify the date of the NAEYC visitation window and/or any reports from unscheduled visits; and
- Notify the SRL regarding the results of verification visits, provide documentation of those visits, and the SRL will then forward accreditation decision reports and certificates to SDE.

Deferral/Denial of Programs in the NAEYC Re-accreditation Process:
Programs seeking re-accreditation that receive a deferral decision following their verification visit must:
- Provide the SRL with a copy of the deferral notice and all information on the Commission's decision within 10 days of receipt from NAEYC, the SRL will then forward the deferral report to the SDE; and.
- Submit, within 15 calendar days, a detailed action plan to the SRL that addresses the issues identified in the deferral report, the persons responsible and the strategies that will be used to ensure adherence to the timelines established by NAEYC for re-submission of materials, and the SRL will then forward documentation to the SDE

Programs seeking re-accreditation that receive a denial decision following their verification visit must:

- Immediately arrange, through the SRL, a meeting with the School Readiness Program Director to discuss the circumstances for the denial and continued eligibility for School Readiness funding.

ACCREDITATION EXTENSION REQUESTS

Procedures – see GP 09-06

In the event the SRC chooses not to request an extension to continue the accreditation timeline, please see section titled **COMMUNITY REQUIREMENTS, De-Funding School Readiness Programs** for defunding process.

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COMMUNITY REQUIREMENTS

If a program does not achieve accreditation by NAEYC or secure a waiver from SDE, there will be a withdrawal of funds by the community through the process described in this GENERAL POLICY.

De-Funding School Readiness Programs

When a program does not achieve/maintain accreditation per School Readiness requirements, the following process will be initiated:

- The SRL will notify the SDE immediately when a program does not achieve and/or maintain accreditation followed by written notification signed by the Mayor/Chief Elected Official and Superintendent.
- The number of slots currently being utilized will be frozen and new children must not be enrolled.
- The program must immediately provide the SRL the names and addresses of all School Readiness children enrolled in their program.
- The SRL will work collaboratively with the SRC and program to communicate, in writing, to the School Readiness families that the program did not achieve and/or maintain its accreditation and therefore;
  1. The program is unable to continue as a School Readiness program; and
  2. The SRL will explore available options in the community in order to transfer the slots in a timely fashion.
- The SRL will work to transfer the slots to another SR funded program no later than the end of the grant period.
- Families must be offered the following options:
  1. Continue with the SR subsidy in the same type of SR slot at another SR program provided by the community;
  2. Remain at the program with the family paying the program fee; or
  3. Refer families to 211 Child Care to explore other child care availability.
- The SRL will put forward proposed sites for slot reallocation to the SDE for approval. DSS will be included in the approval for Priority School Readiness Districts.
- Upon SDE approval, the SRC will transfer all SR slots to a selected program(s). DSS will be included in the approval for Priority School Readiness Districts.
- The program will not be reimbursed for SR slots after the slots are transferred.
- Programs that subsequently achieve NAEYC Accreditation may be considered for School Readiness funding by their local SRC in the next grant cycle.

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Stamford School Readiness and Quality Enhancement

Policy Regarding Professional Development

Related documents: GP 14-09 / GP 13-04 (Staff Credentials)

All program staff, including program administrators, working in a School Readiness program must have a written professional development plan readily available in their file. Upon any changes:

1.   Sub-grantee staff must update their professional development information.
2.   Sub-grantee Program Directors must regularly monitor and adjust staffing patterns in accordance with GP 13-04.

Each professional development plan must, at a minimum, address:

1. Individual professional improvement goals, as determined through personal interest and/or the staff evaluation process; and/or
2. Program wide improvement goals, as outlined in GP 13-04 but not limited to, NAEYC Accreditation Criteria, Head Start Performance Standards, Early Childhood Environmental Rating Scale (ECERS), or on-site monitoring observations; and
3. Specific, measurable objectives for each goal;
4. A timeline for achieving State of CT legislative credential requirements for the July 2015 and July 2020 deadline successively;
5. Supervisory activities to support the individual's progress in achieving stated goals and objectives.

School Readiness programs are required to maintain a record of staff development plans, transcripts and documentation of trainings attended for each staff person working in or with a School Readiness Classroom.

School Readiness staff must have training in:
 - early literacy skill development
 - multi-cultural diversity in the early childhood classroom, including how to respect the cultural and linguistic diversity of each family
 - ANNUAL training in serving children with disabilities
 - child development, curriculum, or other childhood topics
 - well child care and related health topics
 - practices in food sanitation and food safety
 - special diets, allergies and feeding needs of the children in the program

First Reading: **11-12-2015**
Approved by SRC: **11-12-2015**

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Stamford School Readiness Council

Fees and Subsidies

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Related documents: B-02

It is required that School Readiness and Child Day Care programs collect fees from families based on the Office of Early Childhood Sliding Fee Schedule and/or Child Care Subsidies to complement the State's reimbursement for School Readiness. The funds collected by each program are to be utilized in the School Readiness program to enhance the program and/or services for children and families in order to ensure high quality. All programs shall collect parent fees based on the guidelines listed below:

1. School Readiness: For families whose incomes are less than 75% of the state's median income (SMI) guideline, the sub-grantee shall determine fees for School Readiness supported child care slots based solely on the Office of Early Childhood Fee Schedule.
2. School Readiness: For families whose incomes are greater than 75% of the state's median income (SMI) guideline, SR sub-grantees shall determine fees for School Readiness supported child care slots based solely on the Office of Early Childhood Fee Schedule. For families whose incomes are greater than 100% of the state's median income (SMI) guideline, SR sub grantees shall determine fees for School Readiness supported child care slots based on 10% of the family's income.
3. School Readiness: Families who claim incomes over 75% of the state median income may provide an estimate without documentation but must agree to pay the published cost of care.
4. School Readiness: Family income and family size need not be determined when a family agrees to pay the published cost of care.
5. Child Day Care: Family income must fall below 75% of the state median income for eligibility.
6. Child Day Care: When a family's gross income reaches or exceeds the 75% state median income level, the family's currently enrolled children may remain in the program so long as the family pays the applicable fees and remains eligible under all other conditions.
7. No family, regardless of the number of children participating in a program, shall be charged more than the calculated family contribution from the calculation provided in the Office of Early Childhood Fee Schedule.
8. No family, regardless of income or regardless of the calculated fee on the Office of Early Childhood Fee Schedule, shall be charged a fee that exceeds the sub-grantee published cost of care.
9. The Stamford School Readiness Council (SRC) established the cost of care as the following:
     Full Day/Full Year: A School Readiness Program in Stamford cannot charge a family more than $270 per week;
     Part Day/Part Year: A School Readiness Program in Stamford cannot charge a family more than $135 per week;
     School Day/School Year: A School Readiness Program in Stamford cannot charge a family more than $200 per week.

10. Sub-grantees shall annually publish their cost of care for School Readiness supported slots and shall file their published rate with their SRC.

11. School Readiness: Sub-grantees shall not charge fees to families receiving TFA cash assistance whom have no earned income. In this case, there will be no fee assessed whether for the family or for a child in the family that is using the School Readiness supported slot.
12. Sub grantees shall charge fees to families receiving TFA cash assistance who have earned income.
13. The SRC shall approve or reject sub-grantee programs' written requests regarding the waiver of fees for part day program options.
14. All fees from families received by sub-grantees (this includes School Readiness family share and Care4Kids collections) shall be used to support the School Readiness program in the fiscal year they are collected. Programs may set up a separate non-interest bearing account to hold parent fees collected. Fees in May and June can be used in the next fiscal year. Requests to carry over additional fees must be approved by the local SRC and in turn the SRC must seek the permission of OEC. The sub-grantee is not to use more than 5% of the total parent fees collected for administrative costs (the total of line items 111A.
15. Parent fee collections must be reported to the SRL biannually by February 15th and August 15th of each year, for the prior six months of parent fee collection. The provider must use the standard ED 114 budget form to report how fees were spent.
16. Providers are required to establish written fee policies and disseminate them to families and staff. Such policies shall address:
    a. How family contribution is determined;
    b. How fees are assessed and collected;
    c. How income, family size, DSS cash assistance status, and any other eligibility factors are determined and verified;
    d. How confidentiality of family information is maintained;
    e. Procedures addressing fee forgiveness, failure to pay, any process for temporary reduction in assessed fees, the process for appealing a fee determination, and non-payment of fees, and must share them with School Readiness families.
17. Providers must use the Annual Fee Calculation Worksheet, _____ _____ form developed by the SRC (attached).
18. Providers must notify families of fee changes 30 days in advance before changing the fee.
19. School Readiness programs may require a non-refundable registration fee of up to $35 for School Readiness families.
20. Parent Fees must not be collected by "teachers" or persons working in the classroom. It is important that classroom staff partner with families in a meaningful way to support and foster a cohesive working relationship. This relationship is the core for sharing and gaining information pertaining to each child's approach to learning, progress and general health and well-being

Determining Family Income, Family Contribution and Fee

Family Income and size are used to calculate the family contribution; and must be determined at the time of initial enrollment.
    a. Programs will use the family's completed tax return as well as the family's most recent pay stubs (reflecting one month's salary).
    b. In the event a family does not meet the minimum US tax filing requirements and are not required to file taxes, the family may provide a notarized letter from their employer indicating the monthly salary.
    c. In the event a parent/guardian has just started a new job, they must obtain a notarized letter from their employer that includes the persons start date, pay rate and hours worked weekly.

Family contribution and fee shall be determined by:
    a. Taking the computed gross annual family income;
    b. Finding where on the most recently published General Policy Fee Schedule the income falls under, and,
    c. For families whose incomes are less than 75% of the State's Median Income (SMI) guideline, SRC sub-grantees shall determine fees for School Readiness supported child care slots based solely on the School

Readiness Fee Schedule. For families whose income is 75% of SMI or a higher – SRC sub grantees shall determine fees based solely on the School Readiness Fee Schedule. (Fee Schedule attached)

Outstanding Parent Balance
If a parent/guardian/family has an outstanding balance at any state and/or federally funded program in the City of Stamford and refuses to pay this outstanding balance, then they are not eligible for any state and/or federally funded slot until the balance is paid in full. If a state and/or federally funded program within the City of Stamford has a parent who leaves, or is withdrawn for an outstanding balance, the program must immediately report the information to the school readiness office. The school readiness office will then notify all state and federally funded programs, within the City of Stamford, of the parent/guardian/families with an outstanding balance.

Homeless Families
School Readiness Council sub-grantees shall not charge fees to families that provide proof of residency in a homeless shelter. Parents are encouraged to apply for Care 4 Kids assistance if they are eligible. If approved by Care 4 Kids, the sub-grantee can waive the set parent fee established by Care 4 Kids.

A program may not reduce the hours of care for a child who lives in a homeless shelter.

Hardship

Each individual sub grantee reserves the right to collect less than the calculated fee but must maintain fiscal responsibility to ensure quality programming. The program may implement a hardship policy and submit this to the School Readiness Council. This policy should be based on individual family needs. This policy should be clearly stated to families upon enrollment and outline what the program considers as hardship as well as the documentation needed to determine hardship.

Work Requirements

School Readiness: there are no requirements regarding work status.

Child Day Care: 80% of enrolled children's families shall be earning income through employment. If a family's work status changes, programs can continue to provide services if:
     1. The family can be included in the 20% of families not required to be earning income through employment
     2. The program may enter into an agreement with the family regarding their efforts to find work and/or enter into a training or education program with an ultimate goal of employment. It will be the programs responsibility to set expectations regarding documentation and follow-up as to adherence to this agreement.

School Readiness Councils

The SRC shall approve or reject SRC sub-grantee programs' requests regarding the waiver of fees for part day program options. Any request for waiver of fees shall be presented to the School Readiness Liaison at least 2 weeks prior to the upcoming SRC meeting. At this meeting, the SRC will vote to accept or reject this request.

Care for Kids

- The Care4kids policy states guidelines on how programs should charge families. All School Readiness programs must assist families whose income is at or below 50% SMI and/or who meet other eligibility

criteria, in applying for the Child Care Assistance Program. All eligible families are encouraged to apply for Care4kids.

- School Readiness Sub-grantee part-time programs that do not charge fees are ineligible to participate in the Care4Kids.
- Income determinations made by the Care4Kids program shall be the income determination for the program. Programs may not charge a greater family fee than the family fee determined by Care4Kids.
- The SRC shall require its sub grantees to submit a monthly report of actual Care4Kids income and review submission.

Applying for child support is no longer a requirement for Care4Kids

Date (Fecha)**:** _____

Child's Name: _____ **DOB:** _____/_____/_____ **Custodial Parent:** ☐ Mother ☐ Father ☐ Both ☐
Guardian
Nombre del Niño   Fecha de Nacimiento   Padre(s) Custodial   Madre   Padre   Padres
Guardián

Mother's Name: _____ **Employed**: ☐ **Yes** ☐ **No** **Gross Yearly Income**
$_____
Nombre de la Madre   Empleado   Si   No   Ingreso Bruto al año

Father's Name: _____ **Employed**: ☐ **Yes** ☐ **No** **Gross Yearly Income**
$_____
Nombre del Padre   Empleado   Si   No   Ingreso Bruto al año

Additional Income: ☐ **Rental income** ☐ **Unemployment Income** ☐ **Other:** _____ **Gross Additional Income** $
_____
Additional Income   Rental income   Unemployment Income   otros   Gross Additional Income

# of children (# de niños)**:** _____ / **# of adults** (# de adultos): _____ **Total # in Household** (Total de miembros en la familia) **:** _____
_____
_____
_____
_____

Total Gross Yearly Income: $_____
Total de l Ingreso Bruto Anual

Calculation:

% of State Median Income (SMI): _____ = $ _____Weekly Fee (Calculated from OEC Fee Schedule) $ _____Monthly Fee
% de Ingreso

  ☐ **full day/extended day monthly fee**   ☐ **school day monthly fee**   ☐ **part day monthly fee**
     dia completo/extendido cuota mensual   día escolar cuota mensual   medio tiempo cuota mensual

Yearly Fee Determination: **Date** _____

Parent's Signature (Firma del Padre(s))**:** _____**Date** (Fecha)**:** _____
The School Staff has explained to me how my child's fee has been calculated. I have received a copy of this form.
El Personal me ha explicado cómo ha sido calculada la cuota de mi hijo y he recibido copia de la misma.

Stamford School Readiness Council

School Readiness Attendance Policy/ Definition of Slot Types

Related document: GP 14-05

Attendance

It is the responsibility of each funded Provider to make concerted efforts to ensure School Readiness slots are utilized by families. Each program must have an established protocol in order to maximize attendance and to assure children receive the benefits the program has to offer. This protocol must detail timelines and means of communication when a child is absent from the program. This plan should include:

- How many days a child can be absent before first contact is made to the family.
- The means of communication (phone call, letter, home visit).
- Program person responsible to make contact.
- Documentation procedure.
- Follow-up contact timeline, person responsible, communication method and documentation.
- Point in timeline at which space is classified as vacant and available to new enrollment (through family notice that child is being withdrawn, not returning or lack of contact with family has caused the space to be deemed "abandoned").
- Procedure to enroll new family in the slot (contact School Readiness Office to report open slot, utilized wait list, advertise, etc.)

This plan should be included in the parent handbook.

Definition of Slot Types

- **Full-Day/Full Year-Program (referred to as Full-Day program)**
  Provides early care and education services for children 10 hours per day, 5 days per week, for 50 weeks per year. Children eligible for these programs must be consistently in need of services for a minimum of 6 hours per day, 5 days per week, 50 weeks per year.
- **Part-Day/Part-Year Program (referred to as Part-Day program)**
  Provides early care and education services for children for 2 ½ hours per day, 5 days per week, for a minimum of 180 days per year between September 1 and June 30.
- **School-Day/School Year Program (referred to as School Day program)**
  Provides early care and education services for six (6) hours per day, five (5) days per week for a minimum of 180 days. Children eligible for this type of space must be consistently in need of services for a minimum of five (5) hours per day, five (5) days per week for 180 days. School-Day programs operate within the public school calendar, typically September through June.
- **Extended-Day Program (referred to as a Wrap-Around program)**
  Provides early care and education services that extend the hours, days and/or weeks of programming for children who are in an existing Part-Day/Part-Year or Part-Day/Full-Year program, not funded by the School Readiness grant, in order to provide the equivalent of Full-Day

services for these children for 10 hours per day, 5 days per week, for 50 weeks. Children eligible for these programs must be consistently in need of services from the combined Part-Day and Extended-Day programs for a minimum of 6 hours per day, 5 days per week for 50 weeks.

The following must be followed when determining the distribution of space types:

- At least 50 percent of the community spaces must meet the requirements for the Full-Day/Full Year program. The remaining spaces may be any combination of Part-Day/Part-Year, School-Day/School-Year, or Extended-Day.
- Existing Part-Day spaces, funded by another source such as Head Start or the Board of Education, may only receive School Readiness funding as an extended day program.

Stamford School Readiness Council
Policies and Guidelines
Alternate Plan of Care

All School Readiness sub-grantees that enroll children participating in full day/ full year and/or extended day slots must have 50 weeks of service available to families. Full day programs must operate for ten hours per day, five days per week. Extended day programs must provide the equivalent of ten hours of care per day, five days per week. These minimum care requirements are exclusive the following legal State holidays:

New Year's Day, Martin Luther King Jr. Day, Lincoln's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Day (total 11 days).

- Each sub-grantee must submit their program calendar each grant year to the Stamford School Readiness Council for approval.

- Each sub-grantee will submit to the Stamford School Readiness Council, for prior approval, a written plan for alternate care to accommodate families' needs. Each sub-grantee's plan for alternative care must:

  - Guarantee Full-Day service for all families requesting it during a *non-holiday* closure. (Sub-grantees may develop cooperative arrangements with other early childhood sub-grantees in the community, within their own sub-grantees or provide payments to parents for weeks when care is not provided);

  - Give clear notice to parents 30 days in advance allowing sufficient time to make their own plans as needed;

  - Each sub-grantee must give families at least 30 days prior written notice of the non-holiday closing;

  - Parents must be informed of the alternative care policy and the alternative care programs when they enroll in the sub-grantee's school readiness program. Each sub-grantee must have families sign a form for their child's file that indicates whether they need the alternative care;

  - Each sub-grantee must have a policy on how alternate arrangements of care will be reimbursed; and

  - Inform parents of the alternative care policy when they enroll and the available alternative care available if needed.

First Reading: **6.17.09**

Approved by SRC: _____

Stamford School Readiness Council

Policy on Children with Individual Education Programs (IEP)

Related document: PO 09-05

The Stamford School Readiness Council requires the inclusion of all children into funded programs as per the Connecticut general statutes, C.G.S. Section 10-160(9) and the State Department of Education's Alert Number SR-03-03.

*In order to provide support to eligible children who have an IEP and are in need of Full-Day/Full-Year child care services, the following policy is in effect:

- If the child's IEP calls for **less than 20 hours per week of a special education program and related services** and the total number of hours of the combined IEP and School Readiness program equals a minimum of 7 hours per day for a minimum of 50 weeks that child is eligible for a Full-Day/Full-Year slot.
- If the child's IEP calls for **20 hours or more per week of a special education program and related services** and the total number of hours of the combined IEP and School Readiness program equals a minimum of 7 hours per day for a minimum of 50 weeks that child is eligible for an Extended Day slot.

*In order to help better serve the school readiness children in need of special education and related services, the School Readiness Liaison will supply school readiness programs with the proper protocol for referring children in need of services, to access services, programs:

SR Programs must complete one and/or all of the following forms:
- o Request for assistance intake form, ECE questionnaire, speech and language consultation request and/or developmental intake information form.
- o Programs must get parent permission prior to submission of forms and to be able to access a child's IEP information.
- o For public school referral, programs will submit all paper work to EIA Team at Hanover School. The EIA Team can be reached for questions at 203-235-6359. A copy of the forms must also be submitted to the Director of Pupil Personnel.

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*All children with an IEP will be provided with a program that ensures continuity and consistency in the least restrictive environment. The parent(s), the School Readiness Program, and the public school/LEA must collaborate to plan a program best suited to meet the goals in the IEP. If the delivery of special education services is at a location other than the SR program, with the parents' permission, a defined process for ongoing communication between the two programs should be coordinated to ensure consistency of services.

*All children with an IEP who are receiving special education and related services and are participating in any type of school readiness slot will be entitled to all the school readiness services as defined by the school readiness legislation. CGS Sections 10-16o through 10-16u, as amended by Public Act 01-1 June Special Session, regardless of the slot type.

*The School Readiness reimbursement may not be used to supplant the cost of the child's special education and related services, and special education funds may not be used to pay for a School Readiness space.

*The School Readiness Liaison must approve the appropriate space type for all school readiness children with an IEP. School Readiness programs must contact the SRL prior to the enrollment of all children with IEP to ensure proper space type placement of children.

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First Reading: **10/2/2013**
Approved by SRC: **10/2/2013**

Stamford School Readiness Council

Monitoring and Evaluation Policy

Related Documents: GP-09-06 / Monitoring Report

It is the responsibility of the Stamford School Readiness Council to ensure implementation of the grant program, including fiscal and programmatic monitoring and mentoring of the sub-grantees and their adherence to the quality program standards, accreditation, grant policies and statement of assurances.

The monitoring and evaluation process of School Readiness programs will be the following:

1. Twice yearly on-site monitoring visits conducted by the School Readiness Liaison will occur to assess compliance with all areas of grant implementation. Monitoring Instrument attached. The School Readiness office will establish a schedule of visits and programs will be notified in advance as to the date, time, and focus of the visit.
2. The SRL will conduct a minimum of 2 on site visits to all currently funded school readiness programs to encourage and support quality programming, the growth of staff development, the continued maintenance of NAEYC accreditation, and provide technical assistance for the programs in the process of achieving NAEYC Accreditation.
3. The School Readiness Liaison will give a completed form documenting the visit to the program after each visit. Programs will respond to any non-compliance/recommendations within 20 business days of dated letter unless otherwise noted on the form. The non-compliance/recommendations will be reviewed at the next mentoring and/or monitoring visit. If non-compliance threatens the safety of the children, a written action plan/timeline must be completed and submitted to the School Readiness Liaison.
4. Monitoring reports will be used in assessment and/or grant proposals in consideration for continued funding.

First Reading: <u>6.17.09</u>

Approved by SRC: <u>   </u>

Stamford School Readiness Council

Provider Communication Systems

The School Readiness Liaison or designee will act as the conduit for communication to and from the Connecticut State Department of Education (SDE), Connecticut State Department of Social Services (DSS), the School Readiness Council and community municipalities.

The following methods will be used to encourage open communication:
- A contact person at each funded program will be identified.
- The School Readiness Liaison will be available to meet with providers either by appointment and/or by phone.
- Regular mentoring and monitoring visits to programs will be scheduled.
- The School Readiness Liaison and Quality Enhancement Coordinator will be available for meetings at the School Readiness office or at program site to provide technical assistance.
- The School Readiness Liaison will schedule meetings to distribute and discuss School Readiness policies and implementation. These meetings will be:
  - Announced with sufficient notice; and
  - Mandatory in that each funded program must have at least one representative in attendance.
  - Attendance at meetings will be addressed at mentoring/monitoring visits.
- Additional communication methods will include phone, fax, e-mail and mail.
- Approved Council meeting minutes will be distributed to all interested parties who can request a copy at any time after approval of minutes by the SRC.

Stamford School Readiness Council

Service Delivery Reports (Monthly Reports)
& Request for Payments

The City of Stamford will not honor a request for payment from a School Readiness provider for a cost unless it meets the following requirements:

- **The cost must be considered an eligible expense under the grant;**
- **The expense must be for an amount deemed by the City of Stamford to be reasonable and necessary;**
- **No account shall exceed the total amount to be provided;**
- **The amount is supported by proper and sufficient documentation;**
- **The cost must be incurred during the term of the fiscal year's agreement;**
- **The expense shall not be in violation of any applicable statute or regulation;**
- **The request must be correctly submitted under terms of the School Readiness contract;**
- **The cost must be incurred by school readiness children only (e.g. school readiness funds can only be used to pay for field trip fees for children in school readiness slots).**

Service Delivery Reports and invoices will be submitted on or before their due dates. Service Delivery Reports and invoices are due to School Readiness Liaison no later than 5:00 pm on the Wednesday before the due date. Failure to submit a monthly report means the program will have to forfeit payment for that reporting period. **If the due date for a monthly report falls on a holiday, reports and/or invoices will be due on the date requested by the liaison.**

The Provider will submit the "Sub-Grantee Monthly Service Delivery Report and Site Data Report" by the due date as established by the City of Stamford. The City of Stamford will reimburse costs on the basis of the number of slots which are reported to be filled on the "Sub-Grantee Monthly Service Delivery Report." Any funds which are not spent as a result of unfilled slots shall revert to the City of Stamford and shall be redistributed by the City in consultation with the School Readiness Council.

The City of Stamford agrees to reimburse the Provider for occupied slots at the following rates:

Full Day/Full Year   **$695.50 per month/child for a maximum of $8346 per year /child.**

School Day/School Year   **$600 per month/child for a maximum of $6000 per year/child.**

180 Day/Part Day   **$450 per month/child for a maximum of $4500 per year/child.**

Extended Day   **$231 per month/child for a maximum of $2772 per year/child.**

First Reading: <u>6.17.09</u>

Approved by SRC: <u>   </u>

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Stamford School Readiness Council

Reallocation of Slots

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Slots are subject to reallocation each month in the event slots are not filled. Request for exemptions shall be submitted in writing to the School Readiness Council.

If School Readiness slots arise for reallocation due to a program not being able to fill them during the month, the School Readiness Liaison and/or designee (council Co-chair) will conduct a phone survey of approved programs to gather information on each program's ability to accommodate additional slots.

<u>School Readiness Providers must notify the School Readiness office no later than 5 calendar days after a child is withdrawn from the program.</u>

Criteria for decision making may include:
- Accreditation status
- Staff qualifications
- Other quality indicators deemed important by the School Readiness Coordinator/Council.

After decisions are made for slot reallocation, programs will be alerted of decisions by phone and follow-up email letter.

Report of re-allocation will be made to the School Readiness Council at next regularly scheduled meeting.

Stamford School Readiness Council

Adherence to OEC/DSS Guiding Policy and Program Operations

It is the expectation of all School Readiness approved sites that they adhere to all valid and applicable School Readiness Guiding Policy and Program Operation policies distributed by the Connecticut Office of Early Childhood and Department of Social Services.

Programs can review and print all Guiding Policy and Program Operation polices from the Office of Early Childhood website at:

http://www.ct.gov/oec/cwp/view.asp?a=4541&q=567394

It is expected that all School Readiness providers read and understand all guiding policy and program operation policies.

First Reading: **10.2.13**
Approved by SRC: **10.2.13**

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Stamford School Readiness Council

Program Compliance

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Funded Providers, while autonomous in their program operations, must comply with the standards as stated in the following documents:

- Valid and applicable Guiding Policy and Program Operation Policies from SDE/DSS;
- Grant RFP and proposal;
- School Readiness Council Policies; and
- School Readiness Legislation.

Need for clarification on the application of any of these standards is to be brought to the attention of the Council through the School Readiness Liaison, Donna Arcuri, who can be contacted at 203-977-4589.

First Reading: 9-10-2015
Approved by SRC: 9-25-2016

Utilization / Reallocation Policy (combined)
GP D-02, GP 15-19

It is the expected that all School Readiness and Child Day Care approved sites make every effort to recruit and retain families.

In recognition that vacancies occur, it is the goal to offer access of open slots to eligible families:

- Information from monthly Utilization Reports will be noted and reported at School Readiness Council meetings;
- A contact person from each School Readiness program and Child Day Care program will be chosen, and said person must alert the City of Stamford of vacant slots. Recruitment strategies will be discussed and an action plan developed;
- Programs will refer unserved families to the School Readiness Liaison who will provide contact information for other programs.
- If utilization reaches 100% citywide, then programs may keep waiting lists of interested families to fill vacancies as they occur.

School Readiness Slots not filled within 30 days of the execution of the contract will be subject to reallocation. Request for exemptions shall be submitted in writing to the School Readiness Council.

Slots are subject to reallocation each month in the event slots are not filled. Request for exemptions shall be submitted in writing to the School Readiness Council.

If School Readiness slots arise for reallocation due to a program not being able to fill them during the month, the School Readiness Liaison will conduct a phone survey of approved programs to gather information on each program's ability to accommodate additional slots.

Criteria for decision making regarding reallocation of slots may include:
- Accreditation status
- Staff qualifications
- Other quality indicators deemed important by the School Readiness Council.

After decisions are made for slot reallocation, programs will be alerted of decisions by phone and follow-up email letter.

Report of re-allocation will be made to the School Readiness Council at next scheduled meeting and will be determined by the School Readiness Council.

If more than ten percent (10%) of the Child Day Care spaces allocated are unutilized for a period of three (3) or more consecutive reporting periods, the City of Stamford reserves the right to amend the contracted funding amount and reallocate funding for these spaces to another qualified provider based upon community needs.

Stamford School Readiness Council

Child Eligibility Policy

Related Documents: GP C-06, B-01, B-03 / Monitoring Report

All three and four year old children who are residents of the City of Stamford are eligible to apply for the School Readiness program. In the event of the under-utilization of slots the School Readiness Council may deem appropriate, the acceptance of non-resident children into the School Readiness program. Non-resident children can be accepted only after all attempts are made to fill these slots with resident children within the network of current School Readiness providers. In the event of unusual circumstances, a petition can be made to the School Readiness Council for the acceptance of a non-resident child. The application and petition must be to be reviewed and voted on by the School Readiness Council.

Family contribution shall be determined based on annual income guidelines for computing family share established by the Office of Early Childhood (OEC) and the Department of Social Services. The income guidelines used for the School Readiness program are the State Median Income (SMI) levels, which are published annually in the Federal Register.

Stamford children enrolled in a School Readiness program during the months of September, October, November or December, must be three (3) or four (4) on or before January 1 of that school year. Priority placement will be given to children who will be four (4) on or before January 1 of that school year.

First Reading: **6.17.09**

Approved by SRC: _____

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Stamford School Readiness Council

Termination and Default Policy

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If the Provider defaults or otherwise fails to comply with any of the conditions in their contract in whole or in part for cause, which shall include failure for any reason of the Provider to fulfill in a timely and proper manner its obligations under that Agreement, the City of Stamford may:
1. Withhold payments until the default is resolved to the satisfaction of the City;
2. Temporarily or permanently discontinue services under the contract;
3. Require that unexpended funds be returned to the City;
4. Assign appropriate personnel to execute the Agreement until such time as the contractual defaults have been corrected to the satisfaction of the City;
5. Require contract funding be used to enter into a subcontract arrangement with a person or persons designated by the City in order to bring the program into contractual compliance;
6. Terminate this agreement;
7. Take such other actions of any nature whatsoever as may be deemed appropriate for the best interests of the City of the program provided under this agreement or both;
8. Any combination of the above actions.

In the event of any termination, all property, documents, data, studies and reports purchased or prepared by the Provider under this agreement shall be disposed of according to directives of the Connecticut Department of Education and/or the Connecticut Department of Social Services. The Provider shall be entitled to any compensation for unreimbursed expenses reasonably and necessarily incurred in a satisfactory performance of the agreement. Notwithstanding the above, the Provider shall not be relieved of liability to the City for damage sustained by the City by virtue of any breach of the agreement by the Provider, and the City may withhold reimbursements of the Provider for the purposes of set-off until such time as the exact amount of damages due the City from the Provider is agreed upon or otherwise determined.

First Reading: <u>**6.17.09**</u>

Approved by SRC: <u>   </u>

Stamford School Readiness Council

CHEFA Policy

Related Document: GP 09-07

For those School Readiness programs receiving CHEFA loans, please refer to GP-09-07 document for guidance on how to comply with Connecticut State Department of Education loan requirements.

Acknowledgement of School Readiness Policies

I, _____, as the designated and authorized contact person for

_____(insert agency or program name) affirm that this program shall

adhere to all School Readiness policies and have read and understand all School Readiness policies.

_____
Authorized Signature

_____
Date