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Serving Southern Alameda County • Head Start • Early Head Start • California Child Care • Cal SAFE Programs

March 7, 2012

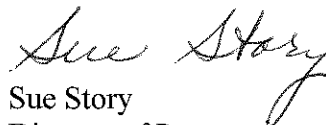
Mr. Lorenzo Legaspi  
Vice Chancellor, Business Services  
Chabot-Las Positas Community College District  
5020 Franklin Ave  
Pleasanton, Ca. 94588

Mr. Legaspi –

The Board of Directors of Child, Family and Community Services, Inc. has approved the renewal of the current Head Start Program Partnership Agreement for March 1, 2012 through February 28, 2013. As always, all agency agreements remain contingent upon the continuation of Federal Head Start funding for our agency. Please sign both copies and return them to my attention. I will then return a fully executed agreement for your files.

We again wish to thank you for your continued support and assistance with this collaborative project. If you have any questions or concerns, please feel free to call me.

Sincerely,

  
Sue Story  
Director of Programs

Child, Family, and Community Services, Inc.  
and  
Chabot/Las Positas Community College District

## Head Start Program Partnership Agreement Funding Terms and Conditions

This Partnership Agreement is made this 1<sup>st</sup> day of March, 2012 between Child, Family and Community Services, Inc. (CFCS) and Chabot-Las Positas Community College District (CLPCCD) for purposes of having the Chabot College Children's Center (CCCC) provide comprehensive Head Start services to qualified families with children age three to five years old. This agreement is for the service delivery period of March 1, 2012 through February 28, 2013 to include full day/full year and part day/part year services for qualified families. These Head Start services are to be provided only at the Chabot College Children's Center.

This Head Start Partnership Program is funded through the Administration for Children and Families (ACF) and each partner agrees that all Head Start services will be provided in a manner so as to meet and/or exceed the minimum program requirements as presented in the Head Start Program Performance Standards, 45 CFR Part 1304 (revised 1996, 1999 and 2007). These performance standards are here referenced and now become an active part of this agreement for clarity of reference and partnership accountability.

### Funding

CFCS agrees to fund CLPCCD for the 2012-2013 program year to provide comprehensive Head Start services as follows:

72 Children	Age 3-5	Full Day/Full Year @ \$5,052	\$363,744/year
22 Children	Age 3-5	Part Day/Part Year @ \$3,026	\$ 66,572/year

Funding payments will be made to CLPCCD on a monthly basis for the contract year, based on CCCC maintaining full enrollment for the entire month and completion of all program requirements. CFCS shall pay full monthly payment only for children enrolled prior to the 10<sup>th</sup> day of each month. For children enrolled after the 10<sup>th</sup> of any month, CFCS shall pay a daily rate for actual days served. CLPCCD agrees to provide CFCS with a Non-Federal Share contribution at a minimum of 25% funding match for the 2012-2013 program year. CCCC agrees to furnish monthly attendance data, verification of services provided, required fiscal records and other documents required for reporting to ACF on a monthly basis for payment of supplemental services provided.

This partnership agreement is contingent upon continued funding from ACF for CFCS to operate a Head Start Program and is renewable on a yearly basis pending successful completion of all program requirements and supporting documentation as required. This agreement must be audited as required by the Federal Office of Management and Budget, and a copy of the independent audit shall be submitted to CFCS upon completion of the audit or whatever date as required by ACF.

## **Terms and Conditions**

CCCC will enroll 72 qualified children age 3-5 years in a full day/full year program and 22 qualified children ages 3-5 years in a part day/part year program for 2012-2013. Enrollment priority will be given to low income qualified families with parents who are attending school, training, working or participating in other Cal Works related activities.

CCCC agrees to comply with any regulations, policies, guidelines and requirements that result from the implementation or interpretation of the Head Start Program Performance Standards, 45 CFR Part 1304 (including all revisions and updates: 1996, 1999 and 2007).

CCCC shall maintain records for the program review, evaluation, audit and /or other purposes and make them available to the agents of the Federal or State government or CFCS for a minimum of five (5) years. Findings of audits must be submitted to CFCS within 20 working days. Audit exceptions must be reported in writing within 24 hours.

Title to equipment having a useful life of two years or more, rests with CCCC only as long as this agreement or its successor is in effect. Upon termination of this agreement, title to all equipment purchased under this agreement shall revert to CFCS. Any unit of equipment costing over \$5,000 (purchased with Head Start funds) must have prior written authorization for purchase from both CFCS and ACF.

CLPCCD agrees to indemnify and hold harmless CFCS, its officers, agents and employees from any and all claims and losses, attorney fees occurring or resulting to any and all contractors, subcontractors, material men, laborers, and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this agreement.

CLPCCD shall maintain public liability insurance, or shall self insure, for a minimum of \$2,000,000 and shall provide proof of such insurance to CFCS before providing any services under this agreement. CFCS shall be named as an additional insured on such insurance. CLPCCD shall also maintain Worker's Compensation Insurance and will provide proof of such insurance to CFCS.

The Fair Employment Practice Statement of Compliance, Drug-Free Workplace Certification, and Certification Regarding Lobbying for Grants and Cooperative Agreements and Certification Regarding Disbarment, Suspension, Ineligibility and Voluntary Exclusion are incorporated into this agreement by reference and copies will be provided as required.

No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by authorized agents for CLPCCD and CFCS. No oral understanding or agreement shall be binding in either party. This agreement is considered to be from year to year and will be contingent on the continuation of federal funding for this project. This agreement may be canceled by either partner with 60 days prior written notice.

### **Required Fiscal Documentation to be submitted as indicated below:**

1. Yearly Budget: line item budget, submitted March 1, 2012 and updated quarterly
2. Yearly inventory of equipment purchased with HS/EHS funds
3. Non-Federal Share, 25% funding match – submitted monthly

The name and address for approval and service under this agreement for **CFCS** shall be:

Karen L. Willett, Executive Director  
Child, Family and Community Services, Inc.  
32980 Alvarado-Niles Road, Suite 846  
Union City, California 94587

The name and address for approval and service under this agreement for **CLPCCD** shall be:

Lorenzo S. Legaspi, Vice Chancellor - Business Services  
Chabot-Las Positas Community College District  
5020 Franklin Drive  
Pleasanton, California 94588

Changes in information contained in this section shall be by written notice to one party from the other and shall not constitute a change or modification of any part of this agreement.

For: Child, Family and Community Services, Inc.

\_\_\_\_\_  
Karen L. Willett  
Executive Director

\_\_\_\_\_  
Date

and

\_\_\_\_\_  
Lynn Trostad  
President, CFCS Board of Directors

\_\_\_\_\_  
Date

For: Chabot/Las Positas Community College District

\_\_\_\_\_  
Mr. Lorenzo S. Legaspi  
Vice Chancellor-Business Services

\_\_\_\_\_  
Date

*Child, Family and Community Services, Inc.*

**Head Start Program Service Requirements**

**Supplemental Services Provided**

by

Chabot College Children's Center

**General Requirements**

Maintain compliance with all Head Start Performance Standards as required and CFCS Program Plans.

Participate in the yearly agency self assessment and correct areas of non-compliance.

Provide for a Code of Ethics for all staff.

Provide the staff orientation and ongoing training/staff development.

Provide for CCCC staff participation in CFCS staff meetings, trainings and agency events.

Designate a CCCC Supervisor to monitor Head Start requirements and activities, and work with CFCS Partner. Monitor Coordinator and Managers as required.

Provide for CCCC Managers and staff who work directly with the Head Start Program to attend regular ongoing meetings with CFCS Managers and staff.

Forward all records (copies) for Head Start children who leave CCCC to CFCS for storage and auditing.

Provide for CFCS Monitoring Team to review records, documents and files of Head Start children and families.

Submit Monthly Summary of CCCC Head Start Program Activities to CFCS to document and support monthly payment for supplemental services provided.

**Enrollment and Attendance**

Maintain full enrollment of all allocated Head Start service slots at all times.

Verify all required enrollment documents for Head Start families as required, and forward to CFCS Enrollment Office.

Maintain daily attendance records for all Head Start children and forward to CFCS monthly (to include all adds and drops).

Follow-up on all Head Start children's absences and provide family support services and referrals, as needed.

Provide a plan and deliver ongoing supplemental services for Head Start children who attend school less than full time (5 days per week).

### **Disabilities Services**

Maintain and monitor IEP for all Head Start children served under Section 1308 of the Head Start Performance Standards (Disabilities Services).

Provide a plan and deliver supplemental services for Head Start children with disabilities who attend school less than full time (5 days per week).

Provide referrals for needed services as identified through screenings and assessments.

Involve CFCS staff in all planning meetings, parent conferences, etc. for Head Start children with disabilities.

### **Child Development Services**

Provide a comprehensive Child Development Program to include part day or full day services for all enrolled children and families.

Maintain current center license for all centers used for Head Start services.

Provide a classroom environment which is reflective of the ethnic, cultural and linguistic background of the enrolled Head Start families and children.

Maintain mandated group size and teacher child ratio per Performance Standards requirements.

Certify that CCCC staff working with Head Start children and families meet the required position qualifications per Performance Standards.

Maintain a comprehensive child assessment system for required child outcomes.

Provide developmentally appropriate classroom experiences (curriculum) for Head Start children, individualized for each child.

Maintain an ongoing Individualized Learning Plan (ILP) for each enrolled Head Start child and update plans regularly.

Complete at least two (2) home visits with Child Development staff and two (2) Parent/Teacher Conferences yearly for each Head Start family.

Maintain Teacher qualification requirements, as mandated.

Implement and maintain CLASS system, as required.

### **Parent/Family Services**

Provide an orientation on the Head Start Program for all enrolling Head Start families.

Initiate and maintain a Family Assessment and follow-up Family Partnership Agreement for each Head Start family.

Provide referrals for community agency assistance for Head Start families needing help or who are in crisis.

Provide regular center parent meetings for Head Start families.

Provide regular parent education and training for Head Start families to include training on child development, nutrition, child abuse, stress management, community resources, etc.

Provide for CCCC parent representation on CFCS Policy Council and Advisory Committees.

Disseminate information on CFCS parent activities and events to Head Start families.

Provide for CCCC participation in yearly Parent Satisfaction Survey and the annual agency self assessment.

Report any and all suspected cases of child abuse or neglect per CPS regulations and document as required.

### **Health/Mental Health Services**

Identify and/or establish a source of ongoing medical and dental care for all Head Start families (Medical Home) upon enrollment.

Ensure physical examination, T.B. Clearance, and all immunizations are completed for Head Start children per Head Start requirements.

Provide health assessments and required screenings for all Head Start children (per required timelines) and make referrals for follow-up treatment services as needed - vision screening, hearing screening, etc.

Ensure completion of dental screenings and follow-up referrals for services when necessary.

Maintain emergency telephone numbers and parental consent for all required screenings and services for Head Start children.

Post emergency medical and dental procedures in each classroom.

Post emergency evacuation procedures and complete regular required safety drills with all children.

Complete Mental Health Observation for each Head Start child and family, and provide follow-up referrals for treatment and support services as needed.

Provide ongoing Mental Health activities for Head Start children and families.

Provide ongoing Mental Health activities and training for staff.

Provide for CCCC staff and parents to participate on the CFCS Health/Nutrition Advisory Committee.

### **Nutrition Services**

Complete a nutrition assessment (per required timeline) for each Head Start child with follow-up referrals as needed.

Provide daily snacks and lunches according to CACFP guidelines and requirements in a family meal style setting.

Provide monthly menus for Head Start families and forward copies to CFCS.

Provide nutrition education activities for Head Start children (included in lesson plans) and families.

Participate in the Child and Adult Care Food Program (State of California).

## **Exhibit A**

### Supplemental Service Delivery per Partner

This is an initial identification of specific services to be provided by each partner and will be further developed as needed. Services to be provided by each partner include the following but are not limited to:

#### **CFCS will provide -**

- Funding for providing comprehensive Head Start services to agreed qualified children and families for the 2012-2013 program year.
- Documents, forms and procedures necessary for completing mandated requirements
  - adaption of new forms
  - utilizing of existing forms and information
  - monitoring of completed forms for accuracy
- Training and Technical Assistance (T&TA) for completing all mandated Head Start service delivery and supporting documentation, as needed and as requested.
- Monitoring of CCCC for compliance
- Additional support as agreed

#### **CCCC will provide -**

- Full day /full year and part day services per Head Start Program Performance Standards, for identified, qualified children age 3-5 years old for the 2012-2013 program year. These services will include but are not limited to:
  - Developmentally Based Educational Program for children
  - Comprehensive Family Support Services
  - Parent Education Activities
    - Monthly Parent Seminars
    - Other meetings/trainings as scheduled
  - Quarterly Center Parent Meetings (minimum)
  - Minimum of 2 home visits per year, per child and 2 parent/teacher conferences
- Complete and maintain information/documentation as required for the Head Start program and make records available for review as needed.
  - Enrollment
  - Home Visits
  - Child/Family Files
- Provide Non Federal Share contribution of 25% funding match.
- Additional services as agreed.



To: Child, Family and Community Services, Inc.

From: **Chabot College Children's Center**

Re: Monthly Summary of Head Start Program Activities  
Month Reported \_\_\_\_\_

Monthly Information	3 yr. Olds	4 Yr. Olds
• Days of operation this month		
• Monthly Enrollment		
Certified with Disabilities		
• Children Dropped this month		
Children Added this month		
• Average Daily Attendance (Attach Monthly Attendance Tracking Form)		
• Home Visits Completed this month		
Parent /Teacher Conferences this month		

- Parent Meetings this month: Dates and number of Head Start parents attending.
- Parent Trainings this month: Dates and number of Head Start Parents attending.
- CCCC/CFCS Staff Meetings this month: Dates
- Advisory Committee Meetings this month: Dates

Other Required Activities completed this month:

The above information is verified by:

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

*This form must be completed monthly and submitted with invoice for supplemental HS service delivery.*