



PARTNERSHIP CONTRACT FOR EDUCATIONAL AND FAMILY SERVICES

This is a contract for educational services entered into between **CAPE, Inc.** (Community Association for Preschool Education) and **Chabot College Children's Center** for the period of September 1, 2022, through August 31, 2023.

Chabot College Children's Center agrees to provide educational services for up to 20 eligible children (based on enrollment within 30 days of open slots, and HS qualified teaching staff) at the identified site. Children will receive 6.5 or more hours of childcare per day, for at least 48 weeks per year or for a total of at least 1525 hours per year, with the exception of during COVID-19 related distance learning service provision. CAPE, Inc. will pay a fee of \$600.00 per month per child from September 1, 2022, through August 31, 2023, with the exception of July 2023 due to the center closure.

This Head Start Program is funded through the Administration for Children and Families (ACF) and the childcare partner/Chabot College Children's Center 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 Performance Standards. These performance standards are here referenced and now become an active part of this agreement for clarity of reference and partnership accountability.

The continuation of this partnership agreement is contingent upon continued funding from ACF for CAPE to operate a Head Start Program and is renewable on a yearly basis (for 5 years) pending successful completion of all program requirements and supporting documentation as required.

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SERVICES Provided by Chabot College Children's Center:

General

- **Performance Standards:** Comply with Head Start Performance Standards.
- **Invoices:** Submit monthly invoices by the 5th of the proceeding month (including client's names, enrollment and drop dates).
- **Class Size:** Maintain maximum group size of 20 children, unless a class size waiver is requested and approved by the Office of Head Start, with fully qualified teacher staff that meet the teacher/child ratio.
- **Program Self-Assessment:** Participate in CAPE's annual Self Assessment and address areas of noncompliance (if identified)
- **Parents' Corner:** Maintain a Parents' Corner consisting of Board of Directors, Policy Council and Parent Meeting agendas and minutes, HS information and parent education, resource binder, HS forms, training sessions and meeting announcements.
- **Records:** Maintain HS children's files at partner site. Provide CAPE with copies of enrollment packets for each child. Submit files to CAPE for storage at the end of each contract year or when a child is dropped from the program.
- **Staff Credentials/Qualifications:** Provide CAPE with credentials for all partner teaching staff who provide services to HS children. Credentials/transcripts of newly hired staff will be submitted to CAPE at the time of hire to document that staff meets HS teacher qualification requirements.
- **Enrollment:** Fill open HS slots within 30 days, after a child drops from the program, once the provision of services have begun. Enrollment will be in accordance with HS eligibility requirements.
- **Community Care Licensing Violations:** Report any Type A Violation issued by Community Care Licensing, to CAPE within 24 hours.
- **QRIS:** Must participate in the local Quality Rating and Improvement System (QRIS).

Education and Parent Involvement

- **Educational Experience:** Provide a developmentally appropriate experience for HS children.

- **Classroom Environment:** Provide a classroom environment which is reflective of the ethnic culture and linguistic backgrounds of the enrolled children.
- **Home Visits:** Conduct 2 educational home visits with all HS children during the school year (Fall & Spring). Virtual or phone call 'visits' can replace home visits during COVID-19 related distance learning services.
- **Developmental & Behavioral Screenings and Assessments:** Administer a developmental & behavioral screening within 45 days of enrollment. Conduct developmental assessments 3 times a year and maintain ongoing assessment information in the form of observations, anecdotal notes, check lists, etc. for each child.
- **Tracking Form:** Submit monthly Educational Tracking Form
- **Parent-Teacher Conferences:** Conduct and document parent conferences with HS parents twice during year.
- **IDP:** Develop IDPs (Individual Development Plans) based on IEP (Individualized Education Program) as applicable & assessment information and update them during the year. Discuss IDPs with parents and obtain signature.
- **Lesson Plans:** Plan developmentally appropriate activities based on information from each child's assessment and IDP. Post in the classroom.
- **Parent Participation:** Encourage parents to participate in CAPE/Partner activities and document participation. Have participating parents sign "In-Kind" sheets and submit monthly. Facilitate and document parent input into curriculum.

Family Services

- Facilitate HS Parent Orientations.
- Conduct regularly scheduled parent meetings.
- The Family Advocates will complete the family partnership agreement process with each parent/guardian; refer HS families requesting assistance, or families in crisis, to appropriate resources; provide and/or schedule regular parent education training for Head Start families to include child development, nutrition, child abuse, community resources, etc.; disseminate information on parent activities, events and parent interest and evaluation surveys; refer HS families requesting assistance, or families in crisis to appropriate resources.
- Encourage parents to attend educational opportunities, classes and trainings based on their interests, and child development topics
- Report suspected child abuse or neglect of HS children in accordance with the Child Abuse Reporting Law.
- Offer opportunities for parents to participate in a research-based parenting curriculum training series.

Health Requirements:

- Copy medical records for CAPE files.
- In collaboration with the Family Advocate and Health Specialist:
 - Track children's health records to ensure compliance with HS Performance Standards
 - Ensure each child has a continuous source of accessible health care (Medical Home)
 - Assist families to ensure physicals are scheduled and completed in accordance with EPSDT Schedule

Human Resources

- **Fingerprint Clearance:** Before a person is hired, directly or through contract, including transportation staff and contractors, a program must conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following: State or tribal criminal history records, including fingerprint checks; or, Federal Bureau of Investigation criminal history records, including fingerprint checks. Partner will ensure that fingerprints and background checks are re-taken every 5 years of employment.
- **Training and compliance:** Ensure that partner employees are compliant with the following state and local training; Child Abuse Mandated reporting- every 2 years, Pediatric CPR and First aid- every 2 years, universal precautions every year, Lead and Epi pen training -every year, Sexual Harassment training every 2 years. Partner will provide copies of training certificates to the CAPE Human Resources Department.
- **Staff Credentials/Qualifications:** Provide CAPE with credentials for all partner teaching staff who provide services to Head Start children. Credentials/transcripts of newly hired staff will be submitted to CAPE at the time of hire to document that staff meets HS teacher qualification requirements and possesses a current permit from the California Commission on Teacher credentialing at teacher level. Director must ensure each HS teacher has a professional development plan and that it is reviewed twice a year with employees.

Meetings

- **CAPE Staff/Partners Meetings:** Attend quarterly CAPE check in meetings.
- **CAPE Sponsored trainings:** Participate in CAPE HS meetings and agency trainings when possible.
- **Case Management Meetings:** Participate in quarterly case management meetings with CAPE staff.

Nutrition

- **Meals & Snacks:** Provide healthy lunch & snacks. Post menu and send a copy to CAPE Nutritionist for review. Comply with CACFP procedures for safe food handling.
- **Lunch:** Provide pleasant family style lunch-time atmosphere with child-sized tables, adults eating with children, with the exception of during COVID-19 related services.
- **Nutrition Education:** Initiate nutrition education activities for children.
- **Health Requirements:** Initiate health education activities for children, including daily tooth brushing, with the exception of during COVID-19 related services. Post emergency, medical and dental procedures in the classroom. Maintain a file of emergency phone numbers and parental consent slips for each Head Start child.
- **CACFP:** Participate in the Child and Adult Care Food Program (State of California).

Attendance

- **Promote Regular Attendance:** In accordance with HS Performance Standards promote regular attendance including attempting to contact a parent within one hour of the program start time if a child is unexpectedly absent and a parent has not contacted the program and conducting home visits or making other direct contact with parents if a child has multiple unexplained absences (such as two consecutive unexplained absences).
- **Attendance Records:** Keep daily attendance records for all HS children. Submit daily attendance records to Support Services Manager by the 5th of the proceeding month. Follow up on children's absences and notify CAPE of findings. Document reason for absences, if attendance is below 85%.

Disability Services

- **IEP Certification:** Attend meetings for children with exceptional needs (when possible). Support IEP goals in lesson planning and through IDP.
- **Inclusive environment:** Mainstream children with IEPs into HS classrooms. Ensure that children with exceptional needs have adaptive equipment as needed.
- Submit disability and mental health related referral information for CAPE tracking purposes.

Facilities

- **Facilities Safety Checklist:** Complete a Safety Checklist of the facility quarterly, and forward to CAPE's Center Operations Team.

Required Fiscal Documentation

- Submit Invoicing monthly by the 5th of the proceeding month; including monthly allocated use of funds.

The recipient is accountable for the appropriate expenditure of funds, and applicable related requirements of the ACF-HS (Administration of Child and Families, Head Start) funding award.

The services for Head Start children and families referenced in this contract will be maintained as indicated and monitored regularly by CAPE staff in compliance with Head Start Performance Standards.

SERVICES Provided by CAPE:

General

- **Funding:** CAPE will pay for educational and family services provided by partner on a monthly basis within 10 working days of receiving invoice.
- **Self Assessment:** CAPE will conduct an annual Self Assessment and develop Program Improvement Plans for any potential area of non-compliance, or areas in need of improvement.
- **Site Visits:** Management Staff or Program Specialists will make monthly site visits and observations to ensure compliance with Head Start performance standards and provide support as needed. Monitoring will be conducted both scheduled and unscheduled during different times during the program year.
- **Technical Assistance:** CAPE staff will provide coaching, and on-going technical assistance and training in the areas of Education, Health, Nutrition, Mental Health, Family Advocacy and Services for Children with Disabilities. CAPE will inform partner agencies of all trainings available for staff, and work collaboratively with partners to identify training needs. CAPE will inform partner agencies of all trainings available for staff, including the 15-hour mandate of training and work collaboratively with partners to identify training needs.
- **Data Entry:** Partners will complete a tracking form monthly to gather data for HS requirements.
- **Family Services:** CAPE will provide training and support as needed to the Family Advocate to ensure the family partnership agreement process with each parent/guardian is completed; refer HS families requesting assistance, or families in crisis, to appropriate resources; and to ensure regular center meetings for Head Start families; and to provide and/or schedule regular parent education training for Head Start families to include child development, nutrition, child abuse, community resources, a parenting training series, etc.
- **Nutrition:** Review partner menus and provide related technical assistance. CAPE will provide education and training to teach parents about good nutrition for their families.
- **Mental Health:** Provide a regular schedule of on site Mental Health Consultation, on a schedule of sufficient and consistent frequency to ensure a Mental Health Consultant is available to Head start staff and Head start families.
- **Program Support:** CAPE's Child Development Manager will be the designated liaison between CAPE and partners. The Child Development Manager is available to support the partnership as needed and provide links to CAPE content area management staff and resources. CAPE's Support Services Manager will also facilitate quarterly case management team meetings to review the needs of each child and family.
- **Facilities:** CAPE will provide support & consultation in keeping building in compliance with mandates, which pertain to facilities.
- **Fiscal documentation:** CAPE will provide a yearly Budget (line item budget submitted and updated quarterly), an annual inventory list of equipment purchased with HS funds and documentation of Non-Federal Share - 20% funding match.
- **Administration:** Provide documents, forms and procedures necessary for completing mandated requirements, and technical assistance as needed/requested.

Contract Provisions:

Provisions include compliance with E.O. 11246 "Equal Employment Opportunity" as amended by E.O. 11375, the Davis-Bacon Act (40 U.S.C. 276a to a7), and sections 102 and 107 of Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333).

Termination of the Contract:

Specific actions by the contractor that shall constitute a material breach of this agreement include, but are not limited to:

- a) Noncompliance with the applicable laws, regulations or guidelines
- b) Submission of false, misleading or erroneous information to CAPE, Inc.
- c) Failure to maintain required records
- d) Violation of regulations creating imminent danger to the health and welfare of children

