

## 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, 2020 through August 31, 2021.

Chabot College Children's Center agrees to provide educational services for up to **41 Head Start** eligible children (based on enrollment within 30 days of opens slots, and HS qualified teaching staff) at the identified site. Children will receive six 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, 2020 through August 31, 2021, with the exception of July 2021 due to the center closure.

This Head Start Program is funded through the Administration for Children and Families (ACF) and the child care 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 5<sup>th</sup> 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 well-baby checks are scheduled and completed in accordance with EPSDT Schedule

### Meetings

- **CAPE Staff/Partners Meetings:** Attend quarterly CAPE partnership 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 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. 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 Enrollment Specialist by the 5<sup>th</sup> of the proceeding month. Follow up on children's absences and notify CAPE of findings. Document reasons 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.

### Mental Health Services

- 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 partner with staff and families in a timely and effective manner.

### Facilities

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

### Required Fiscal Documentation

- Yearly Budget (line item budget submitted and updated quarterly)
- Yearly inventory list of equipment purchased with HS funds.
- Non-Federal Share - 20% funding match.
- Submit Monthly Billing form, 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/Coordinators will make monthly site visits and observations to ensure compliance with Head Start performance standards and provide support as needed.
- **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.
- **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.
- **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.
- **Administration:** Provide documents, forms and procedures necessary for completing mandated requirements, and technical assistance as needed/requested.
- **Diapers:** CAPE will purchase and supply diapers for children, as needed.

**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

**Termination for Convenience:**

- a) This agreement may be terminated for convenience by either party giving ninety (90) calendar days written notice.
- b) If the contractor terminates this agreement, CAPE, Inc. shall only be obligated to compensate the contractor for actual allowable costs of performance in accordance with this agreement through the date of termination. There shall be no other compensation to the contractor.
- c) CAPE, Inc. may terminate this contract in the event that federal funding of the Head Start Program is ended.

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**WE THE UNDERSIGNED, HAVE READ AND AGREE TO FOLLOW THE TERMS OF THIS AGREEMENT, HEAD START PERFORMANCE STANDARDS, AND THE HEAD START COMPONENT PLANS.**

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Chabot-Las Positas CCD, Chancellor      Date

**CAPE Inc.**

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CAPE Executive Director      Date

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President, CAPE Board of Directors      Date