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Preschool Promise, Inc.

Provider Handbook

2019-2020

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Section 1 - About Preschool Promise, Inc.

Preschool Promise Vision

Thank you for joining **Preschool Promise**!

Our community, families and especially our young learners are immensely appreciative of your willingness to take part in this exciting initiative. Your commitment and professionalism are critical to ensuring our children's success - first in school and, ultimately, as adults.

The goal of **Preschool Promise** is to ensure that every child enters Kindergarten fully ready to learn. Because all children can benefit from attending Preschool, we are on a path to promising every child in our community the opportunity to attend at least one year of affordable, high quality Preschool. To fulfill that promise, the City of Dayton and Montgomery County, as well as Kettering City Schools and private funders are investing in the **Preschool Promise**.

The three key pillars of **Preschool Promise** are:

- Educating families and the public about the importance of all children attending a high quality Preschool.
- Offering Tuition Assistance to all families of 4-year-olds, in their last year of Preschool before Kindergarten, based on need and the quality of the program they choose.
- Assisting Preschools to improve their programs.

Preschool Promise Leadership

Preschool Promise, Inc. is led by a Board of Directors appointed by the City of Dayton and Montgomery County. The Board oversees the initiative and ensures public accountability. Information about board members, board meeting dates, and meeting minutes are at PreschoolPromise.org. All meetings are open to the public.

Who can be a Preschool Promise provider?

Though we are dedicated to expanding **Preschool Promise** as we gain more funding, **Preschool Promise** currently is open to providers located in the:

- Jefferson Township School District boundaries
- Trotwood -Madison School District boundaries
- City of Dayton/Dayton Public School District boundaries
- Kettering City School District boundaries (which includes a small portion of the City of Moraine)
- Star-Rated Programs that choose to participate in Preschool Promise and serve children who are residents of the City of Dayton (for Tuition Assistance only)

Applications, which can be completed online at PreschoolPromise.org, must be submitted by **February 15, 2019**. Preschool Promise providers must serve a minimum number of children:

Center-Based Programs: Center-based providers must enroll at least three children in Preschool Promise by September 3, 2019, to be eligible for Preschool Promise benefits.

Family Child Care (Type A&B): Family childcare programs must have at least one child enrolled in Preschool Promise by September 3, 2019, to be eligible for Preschool Promise benefits.

Our Commitment to Equity

We are committed to promoting equity in all facets of **Preschool Promise**, with the goal of ensuring that **all** children, regardless of race, ethnicity, gender, abilities or socioeconomic status, are fully ready to learn when they start Kindergarten. Providers who join Preschool Promise must also be committed to ensuring all children are provided with the resources and education needed to reach their full potential.

Examples of our strategies to promote equity are:

- Ensuring our own team and all **Preschool Promise** coaches are trained on implicit bias and how those biases limit children's success and can create an unhealthy classroom culture.
- Providing culturally responsive teacher training to **Preschool Promise** program administrators and classroom teachers.
- Consulting experts to assist us in crafting and reviewing policies and procedures that, however inadvertently, may put **Preschool Promise** children and their families at a disadvantage or negatively impact Preschool programs.
- Consistently reviewing data on student achievement and learning - broken down by race, ethnicity, gender and socioeconomic status - to ensure that our decisions and practices are benefiting all children.

Preschool Promise's Non-Discrimination Policy

Preschool Promise, Inc. and its participating providers, vendors or subcontractors shall not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status or disability. This policy applies to actions involving employees, applicants for employment, subcontractors and vendors, as well families and children receiving or hoping to receive **Preschool Promise** services. **Preschool Promise** is committed to providing an inclusive and welcoming environment for all families, children and staff.

By participating in Preschool Promise, you agree to comply with this policy.

Section 2 - Provider Benefits & Quality Improvement

How do providers benefit from the Preschool Promise?

The Preschool Promise goal is bold. We want to ensure that more children are fully ready for Kindergarten by dramatically increasing the percentage of children attending high quality Preschool.

That goal can't be met if we don't support high quality Preschools and ensure that providers have sufficient resources to offer the education that young children need and deserve. **Preschool Promise** provides important training and resources to help Preschools continuously improve.

Programs that join the Preschool Promise receive training and coaching and free professional development, as well as access to funding to purchase important resources like strong curriculum. As important, families at participating providers can receive Tuition Assistance to help them afford Preschool.

To encourage families to choose a high-quality Preschool, families must enroll their child in a program that is **Star-Rated under Ohio's Step Up to Quality initiative** to be eligible to receive Tuition Assistance.

Joining **Preschool Promise** has other benefits:

- Programs receive free marketing on the **Preschool Promise** website, in promotional materials and at community events.
- Coaches work with **Preschool Promise** programs that have earned a 1-Star to 3-Star Rating to develop a Continuous Improvement Plan that is based on your program's particular needs. If you already have a plan, we'll help you incorporate **Preschool Promise** goals and milestones into your plan.
- In addition to opportunities for individualized training, you and your staff will have access to mental health/behavioral consulting, curriculum training, Conscious Discipline training, and more.
- Teachers at programs in the City of Dayton who are employed in the same program for the full school year may be eligible to receive Retention Stipends.
- You'll get help to increase and maintain your Star Rating.
- You'll be able to tap funding to support your Continuous Improvement Plan.
- The application deadline for providers to participate in Preschool Promise for the 2019-20 School Year is **February 15, 2019**. Complete the application online and submit it to the Preschool Promise Director of Operations.

Getting Star-Rated

Ensuring that programs have the resources and knowledge to offer quality programming is a bedrock principle of **Preschool Promise**. With that commitment in mind, **Preschool Promise** requires programs to join Ohio's *Step Up to Quality* rating system and to increase their Star Rating over time. However, **Preschool Promise's** commitment to promoting quality goes beyond adhering to the Star-Rating system. Working side-by-side with participating Preschools, we encourage adoption of early childhood education best practice.

High quality involves more than simply being Star-Rated. Programs must pursue a continuous improvement mindset and meet these essential five standards of a high-quality Preschool.

Preschool Promise's commitment to high quality builds upon Ohio's Step Up to Quality requirements that are needed to earn a high-quality distinction, with the goal of ensuring that all Montgomery County children are fully read to start kindergarten. These standards include:

1. Implementing a comprehensive curriculum to fidelity
2. Engaging families in systematic and intentional ways
3. Implementing an effective social-emotional framework (such as Conscious Discipline)
4. Embracing policies and practices that reduce the achievement gap and foster equity
5. Empowering children to develop the critical thinking, technological, and self-regulation skills (Executive Function skills) that are essential for creating a competitive workforce.

In recognition that fairness, accountability and transparency will be critical to **Preschool Promise's** success, requirements have been developed with substantial input from program providers.

STAR RATING REQUIREMENTS

Ohio has mandated that by 2025, Preschools must be 3-Star or above to receive State Funding , including Publicly Funded Child Care assistance or ECE funding. In order to support Preschools' continuous improvement and to ensure programs will be eligible to serve high-need families, **Preschool Promise** programs must commit to earning at least a 3-Star Rating according to the following timeline:

To Apply for the School Year	Participating Preschools will ...
2019-20	Hold a 1-Star or higher Rating by February 15, 2019
2020-21	Hold a 2-Star or higher Rating by February 15, 2020
2021-22	Hold a 3-Star or higher Rating by February 15, 2021

Section 3 – Becoming a Preschool Promise Provider

How do providers apply?

Providers who are interested in joining the 2019-20 **Preschool Promise** must submit their application to **Preschool Promise, Inc. by February 15, 2019**. Upon approval, providers will be required to sign a Provider Agreement outlining all requirements.

Documents to include with your application are:

- 1) Copy of current ODJFS or ODE license. If changes in licensing occur (new building, change in capacity, etc.), a copy of the new license is due to Preschool Promise within 30 days of receipt.
- 2) Copy of current Step Up to Quality Rating Certificate.
- 3) Copy of the *Professional Registry Program Report: Summary* for each license number listing staff and CPL/highest level of education (downloaded from OCLQS).
- 4) Proof of General Liability Insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 annual aggregate.
 - a. This proof of insurance MUST name Preschool Promise, Inc., and any other parties reasonably designated in writing by Preschool Promise, Inc., as additional insured.
 - b. This insurance MUST include coverage for sexual abuse and molestation.
- 5) Proof of Worker’s Compensation Insurance as required by the Ohio Bureau of Worker’s Compensation – or Waiver of Worker’s Compensation Insurance if not required.
- 6) Automobile Insurance (if automobiles are used by the provider in its usual course of business) – or Automobile Insurance Waiver if your program DOES NOT transport children.

All programs are required to carry the following types and limits of insurance throughout the course of their agreement with **Preschool Promise, Inc.:**

- Commercial general liability insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 annual aggregate. The policy shall include coverage for claims of sexual abuse and molestation. **Preschool Promise, Inc.** (including its directors, officers, and employees) and other parties reasonably designated in writing by **Preschool Promise, Inc.** shall be listed as an additional insured for liabilities caused in whole or in part by the acts and omissions of a Provider.
- Commercial automobile insurance, if automobiles are used by a provider in its usual course of business, with a combined single limit of at least \$1,000,000 or an Automobile Insurance Waiver if your program DOES NOT transport children.
- Worker’s compensation insurance as required by the Ohio Bureau of Workers’ Compensation.
- Certificates of insurance reflecting compliance must be provided to **Preschool Promise, Inc.** and shall be replaced within ten (10) business days PRIOR TO renewal of the required policies.
- To the extent permitted by law, providers agree to defend, indemnify and hold **Preschool Promise, Inc.** (including its directors, officers, and employees) harmless from and against all claims, damages, liabilities, injuries, losses, costs and expenses (including but not limited to attorneys’ fees) arising out of or relating to their participation in the program.

What records do providers need to keep and report?

To ensure accountability and transparency, **Preschool Promise** is committed to evaluation of the initiative and its impact. With that goal in mind, providers must:

- Maintain for 3 years all records relating to their **Preschool Promise** services. Examples of such records include daily attendance records, payment records and all student records.
- Provide **Preschool Promise** partners information and data regarding their program and their students for purposes of evaluating the impact of quality improvements and the progress of students.
- Permit **Preschool Promise** partners to share with relevant parties (such as funders, governmental bodies, policy makers, etc.), information about their program and aggregate data about students, including evaluations, ratings and quality improvement metrics.
- Permit **Preschool Promise** partners to post your program's Star Rating and contact information on the **Preschool Promise** website.
- Provide **Preschool Promise** partners access to students' Preschool assessment scores, school attendance, K-3 reading intervention/special needs participation, and any other state standardized achievement assessment scores now and in the future, and to permit representatives of the **Preschool Promise** team to observe the program and students. (**Preschool Promise** will be responsible for getting appropriate consents forms from families.)

While it is important to demonstrate the value and impact of Preschool Promise to funders and the public, the confidentiality of families and children always will be protected, and appropriate protocols will be followed.

How will programs be monitored?

To ensure accountability and transparency and to be good financial stewards of our public and private funding, **Preschool Promise** may conduct both scheduled and unannounced monitoring visits. Providers may be required to show records related to quality, attendance, and funding (explaining how funds from **Preschool Promise** have been spent), and that they are abiding by the **Preschool Promise** agreement. If some records are unavailable, providers will be expected to provide them within 10 days. Visits may be conducted by the **Preschool Promise** staff or a designated representative of **Preschool Promise**.

If a program is not meeting milestones to increase or maintain a Star-Rating (based on its Continuous Improvement Plan and feedback from its coach), **Preschool Promise** will review the provider's progress and may decide to terminate the provider's assistance and contract.

If a provider is at risk of losing its Star Rating, receives a rating suspension or is found to be in serious risk of non-compliance, it must notify the **Preschool Promise Director of Operations** within 30 days by indicating these findings on its Monthly Update form.

If a provider has a serious risk of non-compliance or experiences a loss of, or decrease in, its Star Rating due to a situation where children are endangered, **Preschool Promise** may immediately cancel the provider agreement.

If a provider experiences a loss of, or decrease in, its Star Rating due to failure to report child abuse, child abuse, or neglect, the provider will not be awarded a quality stipend and other loss of benefits may occur based on the situation. If quality stipend funds have already been spent, the balance of the remaining funds will be forfeited.

Other benefits that may be forfeited include, but are not limited to, the opportunity for staff to participate in professional learning communities (including receiving stipends) and core trainings, and the loss of the program's **Preschool Promise** coach.

In most cases, families at the program who have already been approved to receive Tuition Assistance will continue to receive these funds.

How will **Preschool Promise help programs improve?**

Preschool Promise will provide extensive learning opportunities, in addition to professional development that meets the specific needs of each participating program. We recognize that all programs have different needs and different resources. The following describes some of those opportunities. We will always be looking for additional ways to support programs.

COACHING

Preschool Promise will provide free coaching to 1-Star, 2-Star and 3-Star programs to improve quality. **Preschool Promise** coaches will work alongside administrators and **Preschool Promise** classroom teachers to determine program strengths, opportunities and needs. Both scheduled and unscheduled visits will be conducted by **Preschool Promise** Coaches. **1-Star, 2-Star and 3-Star programs** will receive up to 12 hours of intensive in-classroom quality support and administrative coaching per month, through partner organizations. A minimum of 1 hour of the 12 coaching hours must be used for one-on-one conferencing between coaches and teachers. Administrators will ensure that teachers have classroom coverage so that classroom teachers can debrief with their coaches. Teachers may not supervise children during this debriefing time. Coaches will meet with administrators for a minimum of 30 minutes each month to share information gathered from observations in the classroom. An additional 3 hours per month will be allotted monthly for coaches to prepare materials, acquire resources for programs, etc.

To get the most out of the coaching experience, administrators and teachers must be committed to making time for the coaching. If a program does not meet the out-of-class time coaching criteria or participate in administrator debriefings, **Preschool Promise** will review the circumstances and may discontinue this free service. After the initial missed session, coaches will document the cause, date, and time of the missed debriefing. After the second missed session, coaches will document the cause, date, and time of the missed debriefing session and also will notify the **Preschool Promise** Director of Quality. The Director of Quality will determine if any action should be taken.

ADMINISTRATIVE COACHING

Administrative coaching for 1-Star to 3-Star programs will be provided by the **Preschool Promise** Step Up to Quality coach. The purpose of this coaching is to help administrators plan for maintaining and/or increasing the Star Rating. Each administrator must meet for a minimum of ½ hour with the program's administrative coach each month. An initial program introductory meeting will be set by the administrative coach. In this conversation, each program administrator will learn about coaching opportunities and receive their SUTQ binder. If a program fails or refuses to meet with their SUTQ Coach, the program may lose their quality stipend and future coaching.

Administrators will contact the SUTQ Coach about licensing visits via email. If a program has an accumulation of 10 or more points in any area of licensing, an administrator may be required to attend **Preschool Promise's** Licensing Workshop Series with The Ohio Department of Jobs and Family Services

(ODJFS). If a program fails or refuses to attend the Licensing Workshop Series, the program may lose its quality stipend and future coaching.

4-Star and 5-Star Coaching: 4-Star and 5-Star programs may request help to improve their quality. This help could include, for example, guidance on implementing quality curriculum, improving family engagement, targeting students' social and emotional needs, or coaching advice on improving classroom environments. If these programs believe their staff would benefit from **Preschool Promise** coaches, they may use their Quality Assistance funding for this purpose. (Quality Assistance Stipends are provided to assist programs with their Continuous Improvement Plan. See the "Quality Assistance Stipend Table" in the Appendix.)

Family Childcare providers will receive up to 6 hours per month of coaching and quality support depending on the individual needs of the program.

Miami Valley Child Development Centers (MVCDC) and Ohio Department of Education programs may use Quality Assistance Stipends to support coaching and professional development tailored to the needs of their programs. (They will not receive Preschool Promise Coaches.)

CONTINUOUS IMPROVEMENT PLAN

Each 1-Star, 2-Star and 3-Star Preschool provider/Preschool classroom will have a Preschool Promise Coach, who will collaborate with the classroom teacher and program administrator to develop a Continuous Improvement Plan. The plan will focus on improving Kindergarten readiness for all students in the Preschool classrooms. Specific milestones will be created, and the Coach will assist with and monitor progress. If programs continuously fail to meet the goals set in their Continuous Improvement Plan, they may lose their quality stipend at the discretion of the Preschool Promise Director of Quality.

Ohio Department of Education Preschool sites, as well as 4-Star and 5-Star programs, will submit their Step Up to Quality Continuous Improvement Plans to the Preschool Promise Director of Quality by August 1, 2019.

- **Continuous Improvement Plans (CIPs) will be created for all Preschool Promise partners.** A sample form is available at [PreschoolPromise.org/providers](https://www.preschoolpromise.org/providers).
 - 1-Star to 3-Star sites will create their plans with their 4C coach at the start of the school year.
 - 4-Star and 5-Star programs may submit the Continuous Improvement Plan required by Step Up to Quality. This form should be submitted to the Preschool Promise Director of Quality prior to making requests for quality funds.

QUALITY ASSISTANCE STIPENDS

Preschool Promise is committed to supporting ongoing quality improvement at every participating site. Quality Assistance Stipends will be offered to each participating program per the Quality Assistance Table in the Appendix.

The Preschool Promise Director of Quality and/or Coaches will help programs prioritize the use of Quality Assistance Stipends. Stipends will be awarded based on input from a program's Preschool Promise Coach, with a focus on improving Kindergarten readiness. Preschool Promise is focused on closing the achievement gap, ensuring equitable practices, creating boy-friendly environments, implementing Conscious Discipline and actively interacting with families. Quality Stipends should be used to further these initiatives.

Acceptable uses of Quality Assistance Stipends include:

- Purchase of curriculum and assessment materials
- Coaching/training related to improving Kindergarten readiness
- Purchase of technology needed to implement improved instruction
- Acquiring equity/culturally relevant related materials and training
- Purchase of Conscious Discipline materials to implement rituals
- Professional development for staff
- Creating boy-friendly classrooms
- Other uses as discussed with the Director of Quality

Important Dates for Quality Assistance Stipend Calculations:

- Quality Assistance Base Annual Funding will be calculated based on the Star Rating the program holds as of **February 15, 2019**.
- Quality Assistance per-child amounts will be calculated based on the number of children enrolled in **Preschool Promise** (with completed applications) as of October 1, 2019.

GUIDELINES FOR QUALITY STIPENDS

- **Quality Stipends must be used to improve programming only at Preschool Promise sites.** Organizations that have multiple sites may not use Preschool Promise funds to cover teacher and classroom/facility costs at non-Preschool Promise sites. While we understand the importance of all sites benefitting from quality improvement efforts, our funders require their support be spent at Preschool Promise sites.
- **Quality stipends should be used during the school year that they are awarded.** Quality funds that are not spent by July 1st of each school year will be forfeited. Requests for quality dollars may be made any time between August 1 and July 1st. Providers may spend down their base funding prior to October 1 and then spend their per-child allocation after that funding is finalized in October.
- **Here's how to request quality stipends:**
 - 1-Star to 3-Star sites must request funds through their 4C coach. This ensures alignment with their Continuous Improvement Plan and the strategies they've adopted with support from their classroom coach. Please allow 3 weeks to receive payment. If an administrator is requesting quality stipend funds for a SUTQ goal, this request must be made through the administrative coach.
 - 4-Star and 5-Star sites must request funds by using the Request for Funds form on the Preschool Promise website. Please allow 3 weeks to receive payments. The form is available at [PreschoolPromise.org/providers](https://www.PreschoolPromise.org/providers). Providers' SUTQ CIPs must be turned in prior to a request being fulfilled.

PROFESSIONAL LEARNING COMMUNITIES

Teachers and Administrators are strongly encouraged to participate in a Professional Learning Community (PLC). **Preschool Promise** coaches can help programs select a Professional Development track for the upcoming year. The PLC schedule will be shared in the summer. Most PLCs will be Ohio Approved and meet once a month. They will be focused around:

- Foundational Curriculum Planning and Comprehensive Implementation of Curriculum
- Implementing Conscious Discipline and fostering Social and Emotional Development in the Classroom
- Equity and Implicit Bias Awareness
- Closing the Achievement Gap for African-American Boys

Providers are expected to attend each meeting of their PLC. If a program is unable to attend two (2) or more monthly meetings, **Preschool Promise** will review the program's progress and determine if the program should continue in the PLC. Participants who successfully complete the PLCs will be eligible to receive a stipend. Participants who wish to receive a stipend must submit a completed W-9 form. **Preschool Promise** will not withhold income taxes from the stipend and will send participants who receive more than \$600 a 1099-MISC at the end of the year to claim as income for tax purposes.

Participation in one PLC per person is recommended; if an individual wishes to participate in additional PLCs, approval will be required by the **Preschool Promise** Director of Quality.

ASSESSMENTS

All providers, regardless of their Star Rating, must agree to both a pre- and post-CLASS assessments for their participating **Preschool Promise** classrooms. The pre-assessments will take place during the first 3 months of the service period, with post-assessments completed in the last 3 months of the service period. If the CLASS is already conducted by a reliable outside assessor, those scores may be submitted to **Preschool Promise**, with appropriate consents from the organizations.

With the consent of parents or guardians, independent assessors will collect data about participating programs' students. This data could include, but is not limited to, the Woodcock-Johnson and an Executive Function assessment such as the Minnesota Executive Function Scale. Assessment results will be shared at the program level, with no individual child data being released. Program-level data can be shared with families, but families will not receive data on their child's assessments. The purpose of the data collection is to provide **Preschool Promise** initiative-wide data to inform strategies for improvement; therefore **Preschool Promise** is not able to provide child-level data for each classroom or site.

All children/families enrolled in **Preschool Promise** classrooms that are receiving Quality Assistance funding will be asked to sign a consent for the Woodcock-Johnson and the Minnesota Executive Function Scale assessment, even if these children/families are not receiving Tuition Assistance

How programs serve as ambassadors for **Preschool Promise**

Preschool Promise is dedicated to ensuring that families and the community know about opportunities to enroll children in quality Preschools. Partner Preschool participation is important to achieving this goal.

Partner Preschools commit to the following to support recruitment and **Preschool Promise** promotion:

- Display appropriate signage outside of the program (and in classrooms as available)
- Attend events hosted by **Preschool Promise**
- Invite **Preschool Promise** to attend its family events
- Share **Preschool Promise** communications with all program staff and families

- Distribute marketing materials to families and staff
- Invite Preschool Promise to present program updates at an all-staff meeting
- Follow Preschool Promise on all relevant social media platforms
- Encourage families to participate in Preschool Promise family engagement opportunities

Section 4- Tuition Assistance

Who is eligible to receive Tuition Assistance?

The **2019-20 Preschool Promise** is open to all Montgomery County families with 4-year-olds, regardless of the family's income, provided they enroll their child in a participating Preschool Promise program. Tuition Assistance will be awarded based on 5 factors:

- Household size
- Family income
- Star Rating of the Preschool the family chooses
- Full or part-time attendance
- Financial assistance already available from federal, state or local funds

To participate in **Preschool Promise**, a child must turn 4 by September 30, 2019 (which qualifies him/her to enter Kindergarten in the 2020-21 school year) and reside in Montgomery County.

5-Year-Old Policies

A 5-year-old may be eligible to join Preschool Promise, under special circumstances. Also, most families will need to submit a waiver and additional documentation from a medical or education professional indicating why the child is not going to kindergarten. Please see the guidelines below:

- A 5-year-old who is not eligible for kindergarten, based on kindergarten cut-off date, and has no previous preschool experience and who has NOT yet benefited from Preschool Promise will be approved.
- A 5-year-old who attends a participating public school and is on an IEP will be approved.
- A 5-year-old with previous preschool experience and who has NOT yet benefited from Preschool Promise will be placed on a waiting list until at least September 1, 2019. These children will be set as a first priority on the waiting list.
- A 5-year-old with previous preschool experience and HAS benefited from Preschool Promise will be placed on a waiting list until at least September 1, 2019. These children will be set as a second priority on the waiting list.
- A 5-year-old with no previous preschool experience and who has NOT yet benefited from Preschool Promise will be approved.

Families who are residents of the City of Dayton may choose to apply for Tuition Assistance and use this Tuition Assistance at a Star-Rated program that is outside the City limits. However, the chosen program must sign the **Preschool Promise** Payment Agreement and agree to submit monthly attendance records to **Preschool Promise** to ensure accurate payment. If the chosen provider is not willing to do these things, the family will not be able to receive **Preschool Promise** Tuition Assistance at this program. **Preschool Promise** will provide a list of participating **Preschool Promise** providers to the family where Tuition Assistance is available.

The application deadline for Tuition Assistance is September 1, 2019. This deadline may be extended if Tuition Assistance funds required for payments throughout the school year are not exhausted by this date.

Important Note: Tuition Assistance funds are limited. The awards will be made on a first-come-first-served basis. If a family would like to apply but there is no Tuition Assistance available, the family will be placed on a waiting list.

Tuition Assistance will begin on August 1, 2019 or based upon the date of approval if that occurs after August 1, 2019. (See the Tuition Assistance Section for prorated payment policies.) Assistance will end on July 31, 2020, or the child’s last day of enrollment if the last day is before July 31, 2020.

How do families join Preschool Promise?

Families and guardians may apply to join the **Preschool Promise** by:

- Applying online at PreschoolPromise.org and uploading documents electronically.
- Downloading the **Preschool Promise** Application from PreschoolPromise.org and submitting all supporting documentation to:

Text application and documents to (937) 329-2700

OR

Email applications and documents to
applications@preschoolpromise.org

OR

Mail to: 4801 Springfield St. Dayton, OH 45431

- Completing a **Preschool Promise** application at a provider’s location and submitting it to the above email or mailing address.
- Calling **Preschool Promise** and requesting a parent application.

The following documents are needed for a family's application to be complete:

- 1) Copy of the child’s birth certificate or other proof of date of birth (Passport, Visa)
- 2) Copy of proof of residency (utility bill, lease agreement, mortgage bill, residency affidavit)
- 3) Copy of the family's last year’s tax return (Form 1040) or 3 current and consecutive pay stubs (whichever most accurately reflects household income)
- 4) Copy of current custody status documents if the guardian is not the biological Mother or Father

Once a completed application is processed, the family will receive a letter stating the amount of Tuition Assistance they will receive and that will be paid directly to their Preschool. If a family already is enrolled in a program, this letter will be used to verify the amount of Tuition Assistance, given the program’s Star Rating. If a family is not currently enrolled, this letter will indicate the amount of Tuition Assistance the family is eligible for at each of the Star-Rating levels. If a family does not choose a site and enroll within 30 days after receipt of the approval letter Preschool Promise will release their Tuition Assistance funds. If after

30 days a family chooses a site and enrolls, and Tuition Assistance funding is available, **Preschool Promise** will grant funds.

Families will receive their Tuition Assistance notification within 30 days if all required documentation is included in the application. Missing documentation will delay processing of the Tuition Assistance letter.

If a parent requests to attend a specific participating provider, **Preschool Promise** also will notify that program of the parent's Tuition Assistance. If a family does not specify a current or desired provider, **Preschool Promise** will provide the family a list of participating **Preschool Promise** providers and their Star Ratings.

If a parent is eligible for government-provided childcare assistance (such as Publicly Funded Child Care), the parent will be required to apply for that help *in conjunction with* **Preschool Promise** financial assistance. Families will be offered help in applying for any applicable public assistance.

Programs also are required to inform **Preschool Promise** of any 4-year-old in their program requesting **Preschool Promise** Tuition Assistance who is receiving Early Childhood Education Expansion funding. If **Preschool Promise** reaches out to the program inquiring about the funding status for a particular child, the program must respond within 2 business days.

If a provider cannot accommodate a family, the provider will refer the family to **Preschool Promise** for additional help. If **Preschool Promise** is unable to help the family find a Preschool, **Preschool Promise** will refer the family to 4C for Children, the state designated resource and referral organization.

Families who receive public assistance for childcare (Publicly Funded Child Care) will be asked to sign a "Release of Information" that will allow **Preschool Promise** to access that family's information in the Montgomery County Publicly Funded Child Care databases. The information includes:

- (1) Child's date of birth
- (2) Household size
- (3) Household income
- (4) Residency
- (5) Custody information
- (6) Childcare Authorization stating weekly co-payment

This information will allow **Preschool Promise** to determine if the family is eligible for Tuition Assistance to offset the family's required co-pay.

In the rare situation when a family appears to qualify for public childcare assistance but is not able to participate in those options, the parent may ask for special consideration as outlined below.

What about families with exceptional circumstances?

A family may ask for special consideration if they feel their child has exceptional circumstances and that he or she would benefit from participating in the **Preschool Promise**.

VULNERABLE CHILDREN AND FAMILIES

Those children and families who are deemed to be most vulnerable (emergency custody, kinship care, children with open Child and Protective Service cases, children in the care of Child and Protective Services and homeless families) may be considered for special Tuition Assistance.

Kinship Care

Families who have children in kinship care and wish to apply for tuition assistance will be required to apply for the Kinship Care Credit through the Montgomery County Department of Job and Family Services. After

an amount has been approved, the family will be placed on Tier B of the tuition assistance table, regardless of income. These cases may also be handled on a case by case basis, depending on the needs of the family.

Foster Care

Families who enroll foster children into Preschool Promise and who wish to apply for tuition assistance will automatically be placed on Tier B of the tuition assistance table with the proper custody documentation submitted, regardless of income.

Preschool Promise will make the final decision regarding any exceptional circumstances and Tuition Assistance.

What are Preschool Promise attendance requirements?

Children receiving Tuition Assistance should be encouraged and expected to attend Preschool without fail. Children's school-attendance habits form early, and it's important that strong attendance start in Preschool.

The attendance goal for **Preschool Promise** young learners is 90% or better. Providers should share this goal with families and children, and work with them if they're falling short. There can be no misunderstanding about the need to attend school and the consequences for repeated absences.

(The **Preschool Promise** approval letter states: "As a parent of a child in **Preschool Promise**, I agree to bring my child to school every day. My child will arrive on time and attend Preschool each and every day unless he or she is ill. I understand that if my child attends less than 60% of his or her scheduled service for two months, not necessarily consecutively, I will no longer be eligible for Tuition Assistance.")

If a child attends fewer than 60% of his or her scheduled days/month, both the family and the provider will receive a letter stating that the child is on an "Attendance Inquiry" list. If a child misses more than 60% of his or her scheduled days a second month (not necessarily consecutively), the family will lose all future Tuition Assistance after the second month of 60% or less attendance.

Preschool Promise understands that families enjoy spending time together and that families may decide to take vacations or stay home during certain times of the year. Providers may document the reason for a child's absence in their monthly attendance spreadsheet so that **Preschool Promise** can take the reason for a child's absences into consideration before sending an "Attendance Inquiry" letter.

A provider may choose to continue to enroll a child whose family has lost their Tuition Assistance, with the family paying the full cost.

Children receiving Publicly Funded Child Care must attend daily, based on their approved hours of care. Programs should continue to track the 10 days of allowed absences per six-month period.

Families who experience extreme hardships that cause their children to fall below the attendance requirement may request special consideration and, if their appeal is granted, they may continue to receive Tuition Assistance. Those exceptions will be considered on a case-by-case basis.

The following documentation will be used to verify attendance:

- The classroom attendance report, which is submitted monthly and documents each participating child's attendance in a **Preschool Promise** classroom. Children must attend during the designated intentional instructional hours to receive Tuition Assistance.
- Providers may request **Preschool Promise** approve alternative attendance tracking software, but approval must be given *before* making requests for payment.

What is the Dayton Star Attendance Program?

Dayton **Preschool Promise** families who attend a Star-Rated program are eligible to receive \$25/month when their child attends 90% or more of his or her scheduled days. This \$25 will be provided to families on a reloadable debit card.

Who is eligible for the Star Attendance Award?

Because this program is funded by the City of Dayton and philanthropic dollars, only Preschool Promise families who are residents of the City of Dayton or who live in the Dayton Public Schools attendance zone and attend Star-Rated programs are eligible for the Award.

HOW DOES THE STAR ATTENDANCE AWARD WORK?

- Families will receive a reloadable debit card with \$25 already on the card when they sign up for the Star Attendance Program.
- To receive \$25 in each of the following months, the child must attend 90% or more of his or her scheduled days.
- Payments will be made upon meeting the attendance requirement. For example, if a child meets the 90% target in September, the family will receive payment by the third Friday in October.
- Attendance rates will be calculated based on the number of days the child is scheduled to be in the program.
- The scheduled days will be set at the start of the Preschool year (August) or at the time of enrollment.
- The \$25 monthly upload only will be awarded to families whose children meet the 90% mark, regardless of the reason for their child's absences.
- The debit card will be valid at normal places families shop.
- If, at the end of the year, a child has been enrolled for at least 6 months and the child's attendance is 90% or better for the entire year, the family will receive an extra \$100 Star Attendance Bonus.
- Preschool Promise will pay to replace one lost card. If a third card is requested, a replacement fee of \$2.95 will be assessed to the cardholder's card balance.
- The funds loaded onto the card will be available until December 31, 2020. After that date, any unused funds will be returned to **Preschool Promise**.

HOW DO DAYTON FAMILIES ENROLL IN THE STAR ATTENDANCE AWARD PROGRAM?

- Families simply complete the Star Attendance application, which can be found at PreschoolPromise.org/StarAttendance or by calling **Preschool Promise**.
- A debit card will be mailed to the family's home address. The family will need to activate the card by following the instructions on the card.

WHAT DO PROVIDERS HAVE TO DO?

- Help educate families on the program and the importance of attendance.
- The attendance report that is required of participating providers will be used to calculate a child's monthly attendance rate. This information will be used to determine if a child has reached the 60% and 90% attendance goals.

Preschool Promise will manage all aspects of the Star Attendance program, including issuing and loading the debit cards, communicating with families and determining if the child has reached his or her attendance goals.

More details about Tuition Assistance payments

As noted earlier, **Preschool Promise** provides Tuition Assistance only to families who choose to send their child to a participating Star-Rated **Preschool Promise** provider that is located in the eligible Preschool Promise geographic areas (Dayton, Kettering, Jefferson Township and Mad River school district boundaries and the City of Dayton). We offer this help because many families can't afford Preschool, even as their incomes are too great to receive state or federal Preschool assistance.

Preschool Promise is committed to using all available federal and state funding before accessing **Preschool Promise** dollars. If, during the application process, it is determined that a child may qualify for any type of publicly funded childcare or Preschool (such as Head Start, Ohio's Publicly Funded Child Care, the State Early Childhood Expansion Preschool slots, etc.), the family will be directed to apply to these programs first. If, however, there is not a program within a reasonable distance from the family's home, the family may be eligible to apply for **Preschool Promise** Tuition Assistance.

To fulfill the intent of the **Preschool Promise**, **Preschool Promise** dollars must be used to enhance and supplement existing funds used to serve Preschoolers. These dollars may not be used to displace or supplant existing funds in the provider's current budget.

If families send their children to two programs - for example, because they want their child in a particular center's afterschool program - they may access Tuition Assistance for two participating sites. Each of these sites will be paid based on part-time instructional hours and rates. **Preschool Promise** will not pay two sites a full-time rate for the same child.

If a program's Star Rating is decreased or lost during the course of the year, families will continue to receive their approved Tuition Assistance for the remainder of the **Preschool Promise** year (August 1- July 30). Program staff will be allowed to continue participating in Professional Learning Communities, Core Trainings and **Preschool Promise** events. **Programs will not be eligible, however, to apply to join Preschool Promise in 2019-2020 if they become unrated or do not meet minimum Star Rating guidelines.** Please see the chart at the beginning of the Handbook to review the Star Rating requirements.

Tuition Assistance amounts for families will be determined based on the Star Rating of the program on February 15, 2019 and will remain the same during the course of the Preschool Promise year (August 1- July 30) regardless of any increase or decrease in Star Rating.

Preschool Promise will adjust the amount of Tuition Assistance paid to a program for families receiving Publicly Funded Child Care whose copayment changes but only until October 1, 2019. After, October 1, 2019, Preschool Promise will only adjust Tuition Assistance for copayments if the increase is greater than \$20 per month.

REQUIREMENTS FOR PROVIDERS:

Children receiving Preschool Promise Tuition Assistance must receive the same services as private-pay students enrolled in the same classroom.

If a provider, parent or guardian is disqualified from participating in this or any government Preschool funding programs because of inappropriate conduct or misrepresentation, Preschool Promise Tuition assistance that otherwise would be paid during the period of such disqualification may be forfeited. Preschool Promise will review any misconduct or misrepresentation and will determine eligibility to continue in the program.

PERMISSIBLE USE OF TUITION ASSISTANCE

Preschool Promise Tuition Assistance must be used to provide quality Preschool services to eligible children. Allowable expenditures include:

- A reduction in tuition for the participating family
- A co-payment reduction for families who qualify for Publicly Funded Child Care assistance

In the rare instance when a family's **Preschool Promise** Tuition Assistance, when combined with federal or state childcare reimbursement, results in a program receiving more than its actual tuition cost, those funds may be used for:

- Compensation for staff in **Preschool Promise** classrooms
- Compensation for substitute teachers
- Training or professional development related to increasing quality
- Equipment, supplies and other materials
- Enrichment activities for students
- Expansion to serve additional children

TUITION ASSISTANCE PAYMENT POLICY AND PROCEDURES

Tuition Assistance will be paid monthly, after services are received. Attendance should be reported using classroom attendance sheets, which are to be submitted to: attendance@preschoolpromise.org.

Based on these attendance records, **Preschool Promise** will send a payment report via email that reflects the amount of Tuition Assistance the provider will receive for each child and the program's monthly total of Tuition Assistance. ***Providers have 2 business days to respond to this payment report regarding errors or concerns.*** If a provider does not respond to this payment report, it is assumed the amount is correct, and payment will be made by the third Friday of the month by electronic funds transfer. If an error in attendance and payment occurs, providers have 30 days to report this information to the **Preschool Promise** Data and Payment Specialist. If a provider reports an error after 30 days, any additional payment will be forfeited.

Providers must submit attendance records for each child participating in the **Preschool Promise** by the 5th of each month. If the 5th falls on a weekend, attendance information is due the previous Friday.

If attendance records are delayed, payment will be delayed. If attendance records are not received by the 10th of the month, payment is forfeited.

Providers must report on their attendance sheet if a child unenrolls from their program and indicate the last date of enrollment.

If a provider makes an error in attendance record-keeping more than once, **Preschool Promise** will require re-payment of any Tuition Assistance the provider received while the child was no longer enrolled. The program's eligibility to remain a **Preschool Promise** participating provider also will be reviewed.

If the provider is found to be intentionally and/or maliciously defrauding **Preschool Promise**, appropriate action will be taken, including permanent termination of the **Preschool Promise** contract and demand for re-payment of all funds received from **Preschool Promise**. Providers excluded from future participation may not apply to join the **Preschool Promise** under a new program name or license number.

Tuition Assistance is paid according to the **Preschool Promise** attendance policy.

Pro-Rating and Special Payment Policies for Tuition Assistance:

1. Payment for a child's first month of enrollment will be as follows: If a child enrolls during the first half of the month (1st-15th), the child's reimbursement will be paid in full for the month. However, if the child enrolls during the second half of the month (on or after the 16th), the child's reimbursement will be prorated to reflect the actual days attended.
2. If a child's last day of enrollment is during the first half of the month (1st-15th), the child's reimbursement will be prorated to reflect the actual days attended. If the child's last day is during the last half of the month (on or after the 16th), the child's reimbursement will be paid in full for the month.
3. If a child switches from full-time to part-time enrollment, the full-time rate will be paid for the remainder of the month in question. The new part-time rate will begin on the 1st of the following month. If a child switches from part-time to full-time enrollment, the part-time rate will be paid for the remainder of the month. The new full-time rate will begin on the 1st of the following month.
4. If a child has an adjusted daily schedule due to custody agreements, adjusted living situations, etc., **Preschool Promise** will determine the Tuition Assistance on a case-by-case basis.
5. If a child is no longer eligible to receive Publicly Funded Child Care due to reasons including, but not limited to, incomplete paperwork, annual renewals for foster/guardianship cases, and income eligibility, Preschool Promise will continue to pay the program the co-pay of this family for 30 days.

During this 30-day period, the family/guardian will work with Preschool Promise to determine alternative Preschool options. These alternative options could include enrollment at Head Start or applying for Tuition Assistance through Preschool Promise without using eligibility for Publicly Funded Childcare as a determining factor.

After the 30-day period has ended, the provider will no longer receive Tuition Assistance from Preschool Promise at the full-rate of tuition. It is up to the provider whether to continue to enroll the child in its program without receiving Publicly Funded Childcare or Preschool Promise funds. Preschool Promise will review these cases on a case-by-case basis and work with families to assist them in finding quality and stable Preschool for their child.

If a family is denied for PFCC, Preschool Promise will work with the county to determine the reason for denial. The family and site will be notified of the reason for denial. If the denial is for missing paperwork/documentation the site and family will be notified of what documents are necessary to complete the application. If after 30 days, the family has not yet received approval due to missing documentation Preschool Promise will no longer pay the co-pay or full cost of tuition until PFCC is reinstated.

If a family is denied for PFCC for being over-income. Preschool Promise will use the household size and income on the PFCC authorization to place the family on the tuition assistance table.

6. If a provider charges less than the Tuition Assistance awarded from Preschool Promise, Preschool Promise may adjust the Tuition Assistance amount granted to families to match the full tuition charged.
7. If a family's co-payment changes mid-month, Preschool Promise will pay the higher co-pay for that month. Moving forward, the new co-payment will apply.

What if my program does not charge tuition?

Programs that do not charge tuition (such as public school Preschool programs and Head Start) are eligible to receive assistance from the **Preschool Promise** in the form of separate contracts and/or Quality Assistance Stipends, and teachers are eligible to participate in training and Professional Learning Communities (PLCs). This support could include, but is not limited to, teacher coaching, curriculum coaching

and assistance with improving family engagement, the classroom environment and students' social and emotional development.

PAYMENT CALENDAR:

September	5 – Attendance due 20 – Payment due to Provider
October	4 – Attendance due 18 – Payment due to Provider
November	5 – Attendance due 15 – Payment due to Provider
December	5 – Attendance due 20 – Payment due to Provider
January	3 – Attendance due 17 – Payment due to Provider
February	5 – Attendance due 21 – Payment due to Provider
March	5 – Attendance due 20 – Payment due to Provider
April	3 – Attendance due 17 – Payment due to Provider
May	5 – Attendance due 15 – Payment due to Provider
June	5 – Attendance due 19 – Payment due to Provider
July	3 – Attendance due 17 – Payment due to Provider
August	5 – Attendance due 21 – Payment due to Provider

Important Dates to Remember

February 15, 2019:	Provider Applications due
February 15, 2019:	Star Rating determination deadline (will be used to set Tuition Assistance, Quality Stipend annual base rate) for the entire school year
March 4, 2019:	2019-20 Preschool Promise providers announced
March 11, 2019:	Application Process for Families to Join Preschool Promise begins
August 1, 2019:	Tuition Assistance payments begin
August 2019:	Kick-off event for staff at Preschool Promise sites
September 1, 2019:	Child Applications Due
October 1, 2019:	“Count Day” for Quality Assistance Per Child Funding
July 1, 2020	Last day to submit a request for Quality Stipends
July 31, 2020:	Tuition Assistance payments end

Provider Agreement Page to be submitted to Preschool Promise:

A Preschool Promise Provider agrees not to adopt or implement any policy or procedure contradicting or conflicting with the policies and procedures set forth in this Handbook.

Authorizing Agreement

By signing this page, you acknowledge:

1. You have received a copy of the 2019-2020 Preschool Promise provider handbook.
2. You have read the Provider Handbook and agree to participate in the Preschool Promise as outlined in the Provider Handbook.
3. Preschool Promise is permitted to post your Preschool program's information on websites, in its marketing materials and in any other source related to the Preschool Promise.

Owner or Authorized Representative

Name: _____

Signature: _____

Date: _____

Preschool Program Representative

Name: _____

Signature: _____

Date: _____

Preschool Promise Teacher

Name: _____

Signature: _____

Preschool Promise Teacher

Name: _____

Signature: _____

Preschool Promise Teacher

Name: _____

Signature: _____

Preschool Promise Teacher

Name: _____

Teacher: _____