



Durham Early Head Start Program

Guidelines and Application for Early Head Start Sites

Request for Proposal

Accepting new applications from

Five-star Child Care Centers that serve Infants and Toddlers

Application Deadline: November 12, 2021 at 12pm

Durham Early Head Start

1201 S. Briggs Avenue, Suite 100

Durham, NC 27703

919-403-6960

Funded by the Office of Head Start

Making Young Children a Priority!



APPLICATION PURPOSE AND AVAILABILITY

Durham's Partnership for Children (DPFC) is a grantee for a federal Early Head Start (EHS) Expansion and EHS Child Care Partnership Grant with the Administration for Children and Families that collaborates with Child Care Partners in the Durham Community. These Partnerships will enhance and support early learning settings to provide up to a full-day, full-year comprehensive services that meet the needs of low-income working families; enhance access to high-quality, full-time child care; support the development of infants and toddlers through strong relationship-based experiences; and prepare them for the transition into preschool.

The DEHS program will contract with high quality child care sites for EHS slots for infants and toddlers. The contract with child care providers will be for the period of one year with continuing annual contracts as funds are available. The DEHS program is seeking five-star child care centers to provide early care and education services to a minimum of **16** and a maximum of **32** children, ages 6 weeks to 3 years of age or when they age out of the program.

Centers providing EHS services will benefit in many ways, including the following:

- Reimbursement of \$1377 per child per month for full day care (10 hours or the operational hours of your center) or \$977 for a 6.5 hour day (8:30am-3:00pm),
- Start-up funds for reasonable furniture, equipment, materials, and reasonable renovation in accordance to ITERS/ECERS/HSPS,
- Technical assistance to support centers in meeting EHS regulations,
- Infant/toddler caregiver training and education,
- Medical, dental, nutritional, and mental health for EHS children and families,
- Individualized support for families of enrolled EHS children, and
- The opportunity to apply for EHS funds in the future if additional funds become available.

Selected programs must operate in accordance with all relevant Early Head Start regulations and best practices.

APPLICATION PRIORITIES AND FUNDING CRITERIA

In addition to maintaining a five-star license, all funded child care centers serving Early Head Start children must comply with Early Head Start federal regulations. These include, but are not limited to, the following requirements:

1. Maintain program records, fiscal reports, staff records and other documents that reflect program operation and the expenditure of funds.
2. Maintain daily attendance through Child Plus software system (provided by EHS),
3. Provide documentation of all monies received from subsidy agencies (DSS/CCSA) on behalf of DEHS children.

4. ***Serve children with special needs*** and with parental permission, provide access to early intervention specialists, speech therapists, mental health professionals and others who are providing services to DEHS children with special needs.
5. Encourage the participation of DEHS parents as volunteers in the classroom and center, so that they may increase their awareness of developmentally appropriate practice and child development by observing professional child care teachers and their child in a group of peers.
6. Document parent participation using DEHS in-kind forms and procedures; and submit documentation to Office Manager monthly.
7. Cooperate with DEHS staff to assure that a parent committee experience is offered to each DEHS family including but not limited to posting parent meeting flyers and reminding parents about upcoming meetings.
8. Provide and document two home visits and two additional parent-teacher conferences per program year to each EHS child per DEHS guidelines.
9. Support teachers' required implementation of *The Creative Curriculum® for Infants, Toddlers, and Two's*, and *Teaching Strategies GOLD™* which support teacher's on-going child assessments. These are consistent with Head Start Performance Standards and DEHS guidelines.
10. Provide and document individualized on-going child assessment, goal-setting and planning for each child in collaboration with families and in accordance with DEHS child's educational record requirements and Head Start Performance Standards through Teaching Strategies GOLD™.
11. Develop and follow professional development plans for all child care teaching staff with clear expectations that teachers will meet the DEHS minimum on-going training and education requirements.
12. Provide quality nutritional food service while serving 2/3 of each DEHS child's daily nutritional requirements in accordance with Head Start Performance Standards, CACFP guidelines and state licensing and sanitation requirements.
13. Participate in CACFP program, submit all necessary paperwork for reimbursement, complete all required training, and follow all CACFP guidelines.
14. Prepare and provide infant formula (brand and type to be determined by parent choice or as prescribed by child's pediatrician) and infant food for all DEHS children requiring formula in accordance with CACFP guidelines and child's daily routine.
15. Assure that foods prepared at home or in unlicensed kitchens will not be offered to DEHS children during the child care day.
16. Assure that adequate facilities are available to support breastfeeding and the storage and provision of breast milk for children who are breastfeeding (must have a designated area).
17. Assure that the provider and all persons working with DEHS children will sign, understand and abide by the DEHS Confidentiality Policy.
18. Assure that the provider (child care center administration staff) and all persons (including teachers and substitutes) working with DEHS children understand and abide by the DEHS Child Abuse & Neglect Policy.
19. Be obligated to report any licensing, sanitation or performance standard violations in DEHS partnering classrooms immediately and assist in development of corrective action plan.
20. Be committed to ongoing program evaluation, self-assessment and continuous quality improvement.

21. Identify a qualified staff person responsible for the daily monitoring of classrooms, playgrounds and staff at each site for compliance with Head Start Performance Standards.
22. Comply with all requirements of DEHS subsidy partners- CCSA and Durham County DSS and be in good standing with these agencies.
23. Keep all materials purchased by DEHS in good working condition, including computers and other electronic equipment.
24. Support children's and families' relationships with teachers by adhering to the *primary caregiving* and *continuity of care* philosophy by ensuring that each child experiences only one transition to a new teacher during enrollment in DEHS.
25. Assure that all teachers in classrooms serving DEHS children have access to a variety of resources and materials to support developmentally appropriate practice.
26. Assure that classrooms are well-equipped with toys, learning materials, furniture and equipment that meets the needs of the children enrolled and provides multiple opportunities for children to learn, practice and master new skills.
27. Maintain a child-to-teacher ratio of 4:1 and a maximum group size of 8 children per classroom, staffed with two qualified primary teachers *at all times* in all DEHS infant, and toddler classrooms.
28. Understand the expectation of utilizing a salary scale for DEHS teachers with a minimum of \$15.00 per hour and increasing increments that reflect teacher performance, longevity and professional development achievement.
29. Provide competitive employee benefits for teaching staff that support retention and longevity.
30. Provide a qualified Spanish speaking teacher for each EHS funded classroom.
31. Provide a minimum of two hours of paid time per week of teacher planning time for each primary teacher working with DEHS children.
32. Adhere to DEHS facility requirements such as square footage that allows cribs to be at least three feet apart, dedicated diaper-changing areas, playgrounds that are separate from those used by preschool and older children, etc.
33. Support parents as their child's first and most important teacher.
34. With assistance from DEHS staff, support a smooth transition of DEHS children to Head Start or other early childhood programs of the *parent's choice*.
35. Enroll children for early care and education regardless of race, gender, creed, national origin, social and economic status, or disability.
36. Follow EHS guidelines for use of equipment and materials. For example: Cribs are used for sleeping only; no use of high-chairs; no use of infant seats, swings or other equipment that limits physical development. Plan for appropriate floor-time activities; provide comfortable sitting areas for caregivers to hold or rock or feed children
37. Require a minimum of an **Infant Toddler CDA** or **Associate's Degree in Early Childhood** for both caregivers in each classroom where EHS children are enrolled.
38. Participate in on-going training and staff development plan developed by the Center and DEHS staff.
39. Maintain an ongoing communication system with parents.
40. Submit reports to the Durham Early Head Start program as required.
41. Provide information for audits and federal reviews as requested.

42. Provide release time for teachers to complete needed EHS responsibilities such as parent teacher conferences, home visits, to attend special needs meetings, etc.

In addition, the applicant’s history of A/N and compliance issues will be considered.

Complete *Head Start Program Performance Standards* are available for download at [Head Start | ECLKC \(hhs.gov\)](http://HeadStart|ECLKC(hhs.gov))

REIMBURSEMENT FOR SERVICES

Contracted centers will be reimbursed monthly at \$1,377 per child for full day care through funding from Durham EHS, Smart Start Scholarship, and DSS Subsidy or \$977 for a 6.5 hour day. The Smart Start Scholarship and the DSS subsidy reimbursement amount will include a parent fee. EHS regulations apply to the full day.

HOW TO APPLY FOR EHS FUNDING

1. Complete the **application, provide requested attachments, including budget.**
2. Submit 5 copies and an electronic version of the **application, budget(s), and attachments no later than November 12, 2021 at 12pm** to the Durham Early Head Start office, 1201 S. Briggs Avenue, Suite 100, Durham, NC 27703.

REVIEW PROCESS AND SELECTION OF CENTERS

The DEHS Program will review applications using a selection criteria and selection committee. To assist with the decision process, Durham Early Head Start staff and consultants will make at least one site-visit for each applicant to assess facilities, programming, and staffing.

QUESTIONS AND TECHNICAL ASSISTANCE

Please call or email Shekema Crawford, Durham Early Head Start Director at 919-403-6960 ext. 241 shekema@dpfc.net if you have questions regarding the application.

By completing the Durham Early Head Start Child Care Partnership application, I agree to the terms described.

_____	_____
Authorized Signature	Date
_____	_____
Print Name	Title

CENTER INFORMATION

Name of Center		
DCDEE Facility License Number:	Star Rating:	
Date Received License:		
Number of Children Center is Licensed for:		
Center Director:		
Center Owner:		
Center Website Address:		
Administrator Email Address:		
Street Address:		
Mailing Address (if different):		
City:	State:	Zip Code:
Phone Number:	Fax Number:	
Site Classification (Check One): <input type="checkbox"/> Private Non-Profit Child Care <input type="checkbox"/> Private For-Profit Child Care Center		
Federal Tax ID #:		

PROGRAM INFORMATION

DEHS sites must operate within facilities holding a 5 star license from the NC Division of Child Development and Early Education at a minimum for the past 4 years without <i>any</i> health, safety or discipline violations. Does the center have a 5 Star License? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Can you provide DEHS services for up to a 10 hour day of operations for 12 months (48weeks) of instructional days per school calendar year? <input type="checkbox"/> Currently Meet <input type="checkbox"/> Do Not Meet <input type="checkbox"/> Plan to Meet		
Has this center been involved in an investigation of child abuse/neglect by the Division of Child Development in the past 3 years <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , please indicate dates, involvement does not automatically disqualify you as a child care partner, dishonesty about your involvement in an investigation does. Dates:		
Closest Bus Route(s) to center: Distance from stop to center: Please describe the area from the stop to the center. Are there sidewalks?		
Total number of square feet used for child care indoors:		
Total number of square feet used outdoors:		
Starting salary for new teachers		
Current salary range for teachers: Benefits offered to staff:		

PROGRAM INFORMATION CONTINUED

What is your Early Childhood Philosophy?

Number of DEHS slots requested?

Please answer the following and submit as attachments :

1. Please describe your Infant and Toddler program in 500 words or less. Please include the following information: number of classrooms currently serving Infants, toddlers, and two's (through 3 years of age), screening, curriculum and assessment tools currently in use, how you manage teacher absences in these classrooms, and a description of how your teachers individualize lesson plans and monitor educational services.
2. Describe why you would like to participate in the DEHS program.
3. Describe the types of start-up support you anticipate needing (ex. materials, supplies, minor renovations, etc.).
4. What are your center's goals for quality improvement?

RECORD KEEPING:

1. What data systems do you use for record-keeping?
2. What methods do you/will you use to get up-to-date copies of immunization records in a timely way?
3. Who is responsible for monitoring and updating children's files?

Average length of employment of teaching staff:

How many scheduled teacher workdays does the center hold?

What staff development has been offered to staff in the last two years? Please list specific training topics:

TEACHER QUALIFICATIONS (Transcript, certification, degree has to be provided)

Head Start Performance Standards require that teachers hold a minimum of an Infant Toddler CDA or Associate's Degree in Early Childhood

Currently Meet Do Not Meet Plan to Meet

If not currently meeting, explain plan to meet criteria:

Can you provide a qualified Spanish Speaking Teacher in each DEHS classrooms?

Yes No

DEHS classrooms will not exceed a maximum staff-to-child ratio of **1 to 4** with a maximum class size of **8** children, staffed with **two** qualified primary teachers at all times.

Currently Meet Do Not Meet Plan to Meet

If not currently meeting, explain plan to meet criteria:

List the teacher and their credentials that will serve in the EHS classroom:

If none identified, plan to recruit qualified teaching staff:

HEALTH, NUTRITION /DENTAL HEALTH:

1. How do you and your staff support dental hygiene for children under 3?
2. How do you and your staff support nutrition both in the classroom and at home?
3. How do you support breastfeeding?
4. Do you have a space for mothers to breastfeed?
5. If yes, please describe the space.

6. How do your teachers assess children's general health and wellbeing upon arrival at the center?
7. How many years has this center participated in the USDA food program (required)?
8. Are you able to provide the required three meals (breakfast, lunch, and snack)? Are you available to provide seconds for the children?
9. Are you able to provide infant formula (the choice of the parent or doctor)?
10. What system do you use to communicate with parents about children's health, dental health and nutrition?
11. What were your last 3 sanitation classifications?

PROGRAM INFORMATION CONTINUED

CHILDREN WITH SPECIAL HEALTH AND DEVELOPMENTAL NEEDS:

1. How do you respond to health concerns (e.g. asthma, diabetes, food allergies, etc.) identified on children's physical exam reports?
2. What is your policy with regard to responding to a child with challenging behaviors? Please describe your written procedure and include details about how the problem is identified, monitored and addressed, who gets involved and what steps are taken.
3. What are the circumstances under which you would ask a child/family to leave your program?
4. How do you support children that need regular daily medications? Please attach your policy and procedure and a sample medicine log.
5. When a referral for further evaluation for a child less than 36 months is needed based on behavioral or developmental concerns what procedure do you follow?
6. What accommodations have you made in your center to include and support children with special needs?
7. Is your center handicap accessible? Do you have ramps and bathrooms that accommodate walkers or wheelchairs?

PARENT INVOLVEMENT AND FAMILY PARTNERSHIPS

1. Please describe your center's intake process for new children and families. Please include details about the teacher, director and parent roles in this orientation and transition process.
2. What is your schedule for parent-teacher conferences in your center as a whole?
3. How frequently do you hold group parent meetings?
4. If a parent wants to attend a parent meeting but has limited resources and needs transportation, child care or an interpreter because of a language barrier, what options do you offer?
5. If you have requirements for parent involvement what are they?
6. What is your plan for communicating with and supporting children and families who do not speak English or have limited English proficiency?
7. Are your written materials offered in English and Spanish?
8. How do parents share their concerns regarding child care program, experiences with administration and/or staff?

ADMINISTRATOR INFORMATION

Administrator Name:

Years of experience in child care administration:

How many hours a week is the Director on site during operational hours? Please provide documentation.

Highest Degree Earned:

Major:

Specialized training and credentials (please list):

Years of experience as a teacher of infants and toddlers?

Number of Semester Hours in Early Childhood:

Number of Years' Experience as an Administrator:

ADMINISTRATOR INFORMATION CONTINUED

Administrator Credential (check one):

- NC Early Childhood Administrator Credential I
- NC Early Childhood Administrator Credential II
- NC Early Childhood Administrator Credential III
- Principal licensure (or eligibility)
- Working toward NC Early Childhood Administrator Credential
- Please Specify Level: I II III

FISCAL

We **require** that each center use a payroll service. Please describe yours.

Do you reimburse or pay for required professional development such as First Aid/CPR classes and other continuing education?

- Yes No

Do you receive reimbursement for mileage for home visits and training?

- Yes No

ADDITIONAL REQUIRED DOCUMENTS

The following documents, at a minimum, must be submitted with the DEHS Child Care Partnership Application. Mark each box preceding each document to indicate inclusion in the application submission packet.

- Completed DEHS Child Care Partnership application
- Staff education documentation for each teacher who will be working with DEHS children
- Staff benefits summary and compensation schedule/scale for DEHS teachers
- Current center calendar
- Classroom information forms (Please list number included)
- Parent handbook in English and Spanish
- Sample of professional development that staff has attended and sample of Teacher Workday agendas
- Employee handbook
- Sample of current lesson plans for Infants and Toddlers currently enrolled at the Center
- Child Care Administration Certification
- Documentation verifying hours the Director of Center is onsite each week
- Policy and procedures regarding supporting dental hygiene for children under 3
- USDA Audit for past 2 years
- Policy and procedures regarding how center supports children with challenging behaviors
- Policy and procedures that support children who need daily medications
- Sample medicine log
- Sample enrollment packet
- Policy and procedures regarding parent-teacher conferences
- Sample of agendas for parent meetings
- Payroll service documentation
- Policy and procedure regarding staff reimbursement for required professional development and continuing education
- Documentation verifying that no overdue taxes are owed by the center.
- Documentation of Good Business Standing on Secretary of State's website
- Proposed budget for Center (salaries collapsed for confidentiality). Please include support staff, administrative staff, cook, etc.
- Child Expulsion Policy
- 3 Sanitation reviews

SIGNATURES

This application is complete and all information is accurate to the best of my knowledge. I understand that if any information is found to be false, the site will be deemed ineligible to participate in the DEHS Program. I have read and will abide by all current DEHS Program Requirements.

Site Administrator Signature _____

Date _____

Owner _____

Date _____

Please submit 5 hard copies of this completed application by 12PM on November 12, 2021, to Shekema Crawford, Durham Early Head Start, 1201 S. Briggs Avenue, Suite 100, Durham, NC 27703. Additionally, please submit 1 ELECTRONIC version to shekema@dpfc.net by the same time and date.

★ ★ ★ COMPLETED APPLICATIONS ARE DUE BY NOVEMBER 5, 2021

FOR OFFICE USE ONLY

Date Application Received _____

DEHS Center Rubric Points Total _____

DEHS Committee Decision Approved* Not Approved Pending Approval/ Request for Information
 Consider for Future Expansion or Changes

Date Applicant Notified of the DEHS Committee Decision in Writing or Other Method _____

**Durham's Partnership for Children Durham Early Head Start – Child Care Partnerships
Application**

Potential Classroom Information Form

(Please complete one for each of the classrooms you would like to apply for)

Site: _____ **Classroom:** _____ **Date:** _____

# children room is licensed for: (EHS has a group size requirement of a maximum of 8 children at all times)	
# square feet indoors as measured by DCDEE:	
# square feet playground space for this classroom as measured by DCDEE:	
Can you provide 2 qualified EHS teachers (one must be Spanish speaking) for the classroom the entire operational day regardless of the number of children present?	

Teacher's name:		Work schedule:	
Education level:	(complete all that apply) ____ credits in EC/CD ____ degree in _____ Infant/toddler CDA expires: _____ (date) Other:	Years of experience with children under 3:	
Bi-lingual:	Languages fluent:	Salary per hour: Total hours work per week:	

Teacher's name:		Work Schedule:	
Education level:	(complete all that apply) ____ credits in EC/CD ____ degree in _____ Infant/toddler CDA expires: _____ (date) Other:	Years of experience with children under 3:	
Bi-lingual:	Languages fluent:	Salary per hour: Total hours work per week:	

Please attach proof of EHS primary teachers' relevant education (copies of transcripts indicating degree received or credits received toward degree and all early childhood related coursework).