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Dayton & Montgomery County

Preschool Promise, Inc.
Provider Handbook

2023-24 School Year
Rev. 02/01/2023

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Section 1: About Preschool Promise, Inc.

Preschool Promise Vision

Thank you for joining Preschool Promise!

Preschool Promise, Inc. was launched in 2016, thanks to dedicated public funding from the City of Dayton and Montgomery County. We thank Dayton's Mayor and City Commissioners and Montgomery County Commissioners for their leadership and commitment to early childhood education.

Our community, families and especially young learners are immensely appreciative of your taking 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 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 private funders, are investing in Preschool Promise.

Preschool Promise's three strategic focus areas are:

1. Engaging families in Preschool and early learning
2. Improving the quality of Preschools and early learning
3. Ensuring racial equity

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 and 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're able to secure additional funding, Preschool Promise currently is open to licensed child care. Preschool Providers that are licensed child care centers that have earned a **3-Star Rating or higher, or unrated to highly-rated licensed Type A or Type B Family Child Care Providers** located in:

- City of Dayton/Dayton Public School District boundaries
- Huber Heights City School District boundaries
- Jefferson Twp. School District boundaries

- Kettering City School District boundaries (which includes a small portion of the City of Moraine)
- Mad River School District boundaries
- Northridge School District boundaries
- Trotwood-Madison School District boundaries
- West Carrollton School District boundaries

Families who reside in the City of Dayton may also receive Tuition Assistance at Providers outside the boundaries listed above; please see the details described in the Tuition Assistance Section in this document.

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 October 6, 2023, to be eligible for Preschool Promise benefits.

Family Child Care (Type A&B): Family child care programs must enroll at least one child in Preschool Promise by October 6, 2023, to be eligible for Preschool Promise benefits.

It is the Provider's responsibility to know how many children they have signed up for Preschool Promise during the enrollment process. Providers have access to the Provider Portal to view the statuses of their children at any given time. Providers can also reach out to applications@preschoolpromise.org to update their children's enrollment status.

Quality Dollars for child care providers will be calculated based on the number of children you have enrolled as of October 6, 2023. You will receive a list of children enrolled, and you will be asked to confirm they are enrolled at your site.

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 that join Preschool Promise also must be committed to ensuring all children are provided with the resources and education needed to reach their potential.

Our strategies to promote equity include:

- Ensuring our team and all Preschool Promise Coaches are trained on diversity, equity and inclusion best practices.
- Providing culturally responsive teacher training to Preschool Promise program administrators and classroom teachers that address how biases limit children's success and can create an unhealthy classroom culture.

- Consulting experts to craft policies and strategies that do not, even inadvertently, put Preschool Promise children and their families at a disadvantage or negatively impact Preschool programs.
- Consistently reviewing best practices on how to use assessments and data to support student achievement.

Preschool Promise's Non-Discrimination Policy

Preschool Promise, Inc., and its participating Providers, vendors and 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 Preschool Promise?

Preschool Promise's goal is to ensure that more children are fully ready for Kindergarten by increasing the percentage of children attending high quality Preschool.

Our 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 valuable training and resources to help Preschools continuously improve.

Programs that join Preschool Promise receive training and coaching and free professional development, as well as access to funding to improve the quality of the program or to possibly expand preschool classrooms. As important, families at participating Providers can receive Tuition Assistance, Books-of-the-Month, Play Kits and other free resources to help them prepare their children for Kindergarten.

Families must enroll their child in a Preschool Promise partner program. If a family enrolls in a child care center the center must be **Star-Rated under Ohio's Step Up to Quality initiative** to be eligible to receive Preschool Promise Tuition Assistance. Families who enroll their child in a Preschool Promise partner program that is a licensed Type A or Type B Family Child Care Provider may choose an unrated or Star-Rated provider, as the State of Ohio has exempted family child care from participation in the Step Up to Quality initiative.

The State of Ohio has exempted Type A and Type B family child care programs from participating in Step Up to Quality. Preschool Promise will use the 2023-2024 school year to work with unrated-highly Step Up to Quality rated family child care providers to determine

eligibility/star-rating requirements in the 2024-2025 and future school years. Therefore, unrated-2 Star-Rated Type A and Type B family child care providers may participate in the 2023-2024 school year. However, these family child care centers may need to have a minimum star-rating to participate in Preschool Promise in the 2024-2025 school year.

Joining Preschool Promise has other benefits:

- You will receive free marketing on Preschool Promise's website and in promotional materials and at community events.
- You and your staff may participate in workshops and Professional Learning Communities on curriculum, Conscious Discipline and more. Stipends are paid for successful completion, if applicable.
- Your teachers may be eligible to participate in the Promise Stipend program if they remain employed in the same program and classroom for the full school year and meet other requirements, such as using our Books-of-the-Month in their classrooms.
- Your teachers may be eligible to participate in the Pathways program as they earn a degree or credential in early childhood debt-free.
- You'll get help to increase and maintain your Star Rating.
- You'll be able to tap funding to improve the quality of your preschool program to help more children be ready for kindergarten or to expand the number of children you are serving.
- You will receive free Preschool Promise signage for your center along with Preschool Promise t-shirts for your staff and enrolled children.

Getting Star-Rated

In pursuit of the goal that all Montgomery County children are fully ready to learn when they begin Kindergarten, Preschool Promise is dedicated to ensuring that participating programs have the necessary resources and knowledge to provide quality programming.

Preschool Promise's commitment to promoting quality, however, goes beyond adhering to the Star-Rating system. Working side by-side with participating Preschools, we encourage adoption of early childhood education best practices. To that end, programs must pursue a continuous improvement mindset and meet essential standards of a high quality Preschool.

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 to fidelity (such as Conscious Discipline)
4. Embracing policies and practices that reduce achievement gaps and ensure equity

- Empowering children to develop the critical thinking, technological and self-regulation skills (executive function skills) that are essential to succeeding in the workplace

One of Preschool Promise’s strategic priorities is to address racial and systemic inequities that lead to gaps in opportunity and achievement for children and families we serve. We have had a number of teachers participate in PLCs such as Culturally Responsive Teaching, Bridging the Gap, and Boy-Friendly Classrooms; however, we do not have enough space to accommodate all teachers in these trainings.

In the 2023-2024 school year, Preschool Promise staff and Coaches will be required to participate in diversity, equity and inclusion training. Starting in the 2023-2024 school year, we will require all teachers and administrators at Preschool Promise partner sites who wish to receive stipends (Promise Stipends, training stipends, and Quality Dollars) to participate in annual equity training. Preschool Promise will start with a “Big Movie Watch” of the movie “Black Boys.” We are working with experts across the country to identify the best training modules for our early childhood education partners.

Star-Rating Requirements

To support Preschools' continuous improvement and to ensure programs will be eligible to serve high-need families, Preschool Promise **center-based** programs must commit to earning at least a 3-Star Rating according to the timeline below. Licensed Type A and Type B Family Child Care programs are exempt from this Star-Rating requirement as the State of Ohio has exempted family child care from participation in the Step Up to Quality initiative. Preschool centers that do not meet the Star-Rating requirements may request coaching to earn Star-Rating distinctions through our “Starbound” program. This service is available to Preschool sites that are not eligible to join Preschool Promise because they have not earned the requisite Star Rating, to programs that are located in a geographic area outside of Preschool Promise’s current service area. “Starbound” is facilitated by 4C for Children in partnership with Preschool Promise.

To Apply for the School Year	Participating Center-Based Preschools will ...
2023-24	Hold a 3-Star or higher Rating by February 14, 2023

Section 3: Becoming a Preschool Promise Provider

How do Providers apply?

Returning providers interested in joining the 2023-24 Preschool Promise must submit an interest form to Preschool Promise, Inc., **by February 14, 2023**. New providers interested in joining the 2023-2024 Preschool Promise must complete a full application. Upon approval, Providers will be required to sign a Provider Agreement outlining all requirements.

The following documents must be included with an application for **NEW** providers:

1. Copy of your current ODJFS or ODE license. If changes in licensing occur (new building, change in capacity, etc.), a copy of the new license must be provided to Preschool Promise within 30 days of receipt.
2. Copy of your current *Step Up to Quality* Rating Certificate, if applicable.
3. Copy of your Registry Program Report-Summary from OCCRRA
4. Proof of General Liability Insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 annual aggregate.
 - This proof of insurance MUST name Preschool Promise, Inc., and any other parties reasonably designated in writing by Preschool Promise, Inc., as additional insured.
 - This insurance MUST include coverage for sexual abuse and molestation.
5. Proof of Workers' Compensation Insurance as required by the Ohio Bureau of Workers' Compensation – or Waiver of Workers' Compensation Insurance if not required.
6. Proof of Automobile Insurance (if automobiles are used in the usual course of business) – or Automobile Insurance Waiver if your program DOES NOT transport children.
7. Tuition rates for the Preschool program in the center, including sliding-fee scales, scholarships offered, etc. ***THIS TUITION RATE WILL BE USED WHEN DETERMINING TUITION ASSISTANCE AMOUNTS FOR CHILDREN in exceptional circumstances when Preschool Promise covers the cost of full tuition for a family.*** If your tuition rate changes, you must notify Preschool Promise within 10 days.

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.
- Workers' 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.

The following documents must be included with an application for **RETURNING** providers (if expired):

1. Proof of General Liability Insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 annual aggregate (if expired).
 - This proof of insurance MUST name Preschool Promise, Inc., and any other parties reasonably designated in writing by Preschool Promise, Inc., as additional insured.
 - This insurance MUST include coverage for sexual abuse and molestation.
2. Proof of Workers' Compensation Insurance as required by the Ohio Bureau of Workers' Compensation (if expired) – or Waiver of Workers' Compensation Insurance if not required.
3. Proof of Automobile Insurance (if automobiles are used in the usual course of business) if expired – or Automobile Insurance Waiver if your program DOES NOT transport children.
4. Copy of your Registry Program Report-Summary from OCCRRRA
5. Tuition rates for the Preschool program in the center, including sliding-fee scales, scholarships offered, etc. ***THIS TUITION RATE WILL BE USED WHEN DETERMINING TUITION ASSISTANCE AMOUNTS FOR CHILDREN in exceptional circumstances when Preschool Promise covers the cost of full tuition for a family.*** If your tuition rate changes, you must notify Preschool Promise within 10 days.

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 and its 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 (and its partners) to post your program's Star Rating and contact information on relevant websites.

- Provide Preschool Promise and its 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 consent 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 will always 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. Preschool Promise will use the Attendance Check-In Procedure as listed below for these scheduled or unannounced visits. Visits may be conducted by the Preschool Promise staff or a designated representative of Preschool Promise.

Attendance Check-In Procedure

What information will be reviewed during my visit?

Preschool Promise will verify that the Preschool Promise attendance submitted by the provider matches the daily attendance records kept by the site and on-site for licensing purposes. Preschool Promise will use an audit form with the names of the children and attendance dates submitted by your program to compare to the attendance dates recorded in your daily attendance logs at your program. Providers are expected to provide Preschool Promise with the daily attendance logs and/or sign in/sign out sheets at the program for verification.

We will also use the time during the visit to confirm classroom and teacher assignments, update any student or teacher address information, inform the program of any expired documents, answer any questions, and provide any technical assistance needed.

How will providers be chosen for a visit?

Preschool Promise currently works with over 100 providers in 8 different school districts. We have used the # of sites in each district to come up with a % of providers we will visit each year, and the sites will be randomly selected using random selection software.

If Preschool Promise notices irregularities or oddities in attendance, this will prompt a visit as well. Timely communication between Preschool Promise and site administrators regarding questions on child enrollment, attendance and funding is imperative for Preschool Promise to maintain accurate records.

If a family/guardian contacts Preschool Promise and fraud is suspected, Preschool Promise may also visit the site to investigate any claims.

Who will conduct my visit? How long will it take?

Members of the Preschool Promise Operations Team will be visiting your program to verify attendance logs and update any necessary information. They will be in your program for approximately one hour. However, this may increase or decrease based on the needs of the program.

What happens if Preschool Promise finds an error or discrepancy in my attendance reporting?

Preschool Promise wants to partner with you to ensure that you have a good understanding of the processes put in place by Preschool Promise, and the policies in the Provider Handbook are being followed. Preschool Promise will provide you with any of the information and/or assistance needed to ensure that sound attendance tracking procedures are in place.

- 1) If a discrepancy is found, Preschool Promise will provide technical assistance on the attendance submission process, and will review how erred attendance may cause tuition assistance and/or Star Attendance payment delays or forfeiture. Preschool Promise will provide a follow-up visit the next month to ensure the technical assistance was helpful and to verify accurate submission of attendance.
- 2) If during the follow-up visit another discrepancy is found, the provider will be required to submit a formal explanation of the discrepancy with a corrective action plan within 10 business days of the visit. If tuition assistance/Star Attendance payments were affected by the attendance submitted and it was found that inaccurate information led to a payment that should not have been made, Preschool Promise will dock the amount of quality dollars of the overpayment in order to rectify the incorrect tuition assistance payment. Preschool Promise will visit the following month to ensure the steps written in the corrective action plan are being implemented and accurate attendance is being submitted.
- 3) If during the follow-up visit discrepancies are still found, quality dollars will be docked once again in the amount of the overpaid tuition assistance and the provider may be terminated from current and future participation in Preschool Promise.
- 4) If records are unavailable, Providers will be expected to provide them within ten (10) days.

If fraud is suspected:

Preschool Promise will review the situation with both the complainant and the provider. Preschool Promise will conduct a monitoring visit to ensure that the attendance submitted to Preschool Promise matches the attendance logs kept by the provider, and review all tuition assistance and Star Attendance payment information.

Further review and documentation may be required. After reviewing the documentation, Preschool Promise will make a determination as to whether or not the policies in the Provider Handbook were followed. If the policies agreed to by the Provider were not followed Preschool Promise may terminate the program from current and/or future participation in Preschool Promise.

If the provider is terminated from Preschool Promise they will receive written correspondence via certified mail.

If a program is not meeting milestones to increase or maintain a Star Rating (based on its Continuous Improvement Plan and feedback from its Preschool Promise 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 or receives a rating suspension, it must notify the Preschool Promise Senior Director of Operations within 30 days. 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 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 program's remaining stipend 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 have that commitment honored.

How will Preschool Promise help programs improve?

To best support all Preschool Promise programs, all Preschool Promise teachers and administrators at a site are highly encouraged to attend a Kick-off Session during July or August 2023. (It is not sufficient to send one staff person per site or organization.) Please note and hold the dates listed at the back of this handbook in the "Important Dates to Remember" on your calendar. Miami Valley Child Development Centers and public school Preschools' Kick-off Sessions will be held at separate times during the workday.

Preschool Promise will provide extensive learning opportunities that meet the needs of participating programs.

Coaching

Preschool Promise will provide free personalized coaching to Preschool Promise Partner sites. To get the most from the coaching experience, administrators and teachers must be committed to making time for coaching. Teachers will receive intentional coaching monthly (which may be done virtually using the SWIVL robot) from their Coach and must participate in one debriefing session per month. During this debriefing, the teacher is not to supervise children. Additionally, administrators will meet with a Preschool Promise Coach at a minimum of once per month to receive updates on the goals of their staff, work with the coach on Step Up To Quality needs, Action Plans and /or seek other assistance. All debriefing sessions may be held virtually using Zoom.

Sites will undergo a needs analysis during their initial meetings starting summer of 2023. The Coach will make recommendations for professional development, Continuous Improvement Plan

goals and more. Each new Preschool Promise site will complete the First Year Onboarding and Mentoring training **before** entry into any Preschool Promise year-long professional development.

Administrative Coaching

Administrative coaching for programs will be provided by the Preschool Promise site Coach. The purpose of this coaching is to help administrators plan for, maintain and/or increase the program's Star Rating, or help to improve their quality. This help could include guidance on implementing quality curriculum, improving family engagement, targeting students' social and emotional needs or coaching advice on improving classroom environments. Administrators must meet at least once per month with the program's Coach. An initial introductory meeting will be set by the Coach. In this conversation, program administrators will learn about coaching opportunities. If a program fails or refuses to meet with their Coach, the program may lose its Quality Dollars and future coaching.

Administrators must contact their Coach about licensing visits via email. ***If a program accumulates 10 or more points in any area of licensing, an administrator may be required to attend Preschool Promise's administrative workshops or participate in additional Preschool Promise Administrative Coaching.*** If a program fails or refuses to attend the professional development or coaching sessions, the program may lose its Quality Dollars and future coaching.

Quality Dollars & Special Contracts

Preschool Promise is committed to supporting ongoing quality improvement and expansion of preschool seats at every participating site. **Quality Dollars will be offered to participating child care sites per the Quality Dollars Table in the Appendix. In lieu of Quality Dollars at public school partners and Miami Valley Child Development Centers (MVCDC), contracts may be executed for expansion of preschool seats and special projects.**

Quality Dollars for Child Care programs

The Preschool Promise Director of Quality Education and/or Coaches will help programs prioritize the use of Quality Dollars. Funds 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 achievement gaps, ensuring equitable practices, creating boy-friendly environments, implementing Conscious Discipline and actively engaging families. Quality Dollars should be used in a strategic way to further these initiatives.

Acceptable uses for Quality Dollars at Child Care programs include:

- Investments in teachers by assisting with benefits, salary increases
- Acquiring culturally relevant training and materials that foster equity
- Creating boy-friendly classrooms
- Providing substitutes so teachers can attend training, school and receive coaching
- Purchase of technology needed to implement improved instruction

- Purchase of curriculum and assessment materials
- Purchase of Conscious Discipline materials to implement rituals
- Professional development for staff
- Support for Shared Services
- Other uses as discussed with the Director of Quality

Programs NOT located in the City of Dayton may NOT use Quality Dollars for capital improvements due to restrictions placed on Montgomery County funds. Capital improvements could include, but not limited to: new construction, playground equipment, replacing windows, etc.

Important Dates for Quality Dollar Calculations:

- Quality Dollars annual funding will be calculated based on the Star Rating the program holds as of **February 14, 2023**.
- Quality Dollar per-child amounts will be calculated based on the number of fully enrolled children in Preschool Promise classrooms (with completed applications) as of **October 6, 2023**.

Guidelines For Quality Dollars

Quality Dollars 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 benefiting from quality improvement efforts, our funders require their support be spent at Preschool Promise sites.

Quality Dollars should be used during the school year that they are awarded. Quality funds that are not spent by **April 30th** of each school year will be forfeited. Requests for Quality Dollars may be made any time by the Preschool Promise Coach between September 1, 2023 and April 30, 2024. Providers may spend down their base funding prior to October 1 and then spend their per-child allocation after funding is finalized in October.

How to request Quality Dollars:

- Administrators will request Quality Dollars through their Preschool Promise Coach. This ensures alignment with their Continuous Improvement Plan.
- Administrators should consult with Preschool teachers at the site to determine if Quality Dollars are needed to help classroom teachers implement best practices such as Conscious Discipline, or changes to improve resources to support diversity and inclusion.

Year-Long Professional Development

Teachers and Administrators are strongly encouraged to participate in an in-depth learning community to reflect on and improve teaching practices. Preschool Promise offers a variety of training options. The training schedule will be shared at the Preschool Promise Kick-off meetings. We encourage providers to go deep with a topic and stay with it at least three years in order to change practices and implement new concepts with fidelity. Most year-long training options will be Ohio Approved and meet once or twice per month.

Trainings will be focused around:

- Social-Emotional Wellness and Relationships
- Teaching and Learning
- Equity and Bias Awareness
- Closing the Achievement Gap for Black Boys

Participants are expected to meet attendance expectations of their training. Participants who successfully complete the training will be eligible to receive a stipend. To receive a stipend, participants 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 for tax reporting purposes.

Preschool Promise teachers or administrators may participate in one Cohort or PLC at a time.

Cohorts and Professional Learning Communities will be conducted in-person or virtually. Preschool Promise will work with training facilitators to determine the best method of conducting professional development. The method of facilitation may change throughout the year, consistent with guidance and best practices from health professionals.

Assessments

Classroom Assessment Scoring System (CLASS)

CLASS is a recognized, reliable assessment that monitors the teacher-child interaction in the classroom. Preschool Promise values this assessment as a way to monitor the impact of Preschool Promise's strategies to support continuous improvement in the classroom. The assessment is not intended to be used as a performance evaluation tool by the Administrator or program.

All Providers, regardless of their Star Rating, must agree to both a pre- and post-CLASS® assessment for their Preschool Promise classrooms. Classroom Assessment Scoring System (CLASS) assessments will be done for each Preschool Promise program. The pre-assessments will take place during the first 3 months of the service period for new teachers, with post-assessments completed in the last 3 months of the school year. 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. New Preschool Promise sites will have their pre-assessments in fall and post-assessments in spring.

After the initial pre-assessment is done, an annual post-assessment will be conducted every spring to monitor ongoing progress.

Child Assessments

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; an executive function assessment such as the Minnesota Executive Function Scale and Conscious Discipline Rubric (regardless of your participation in a Conscious Discipline Professional Learning Community). 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 Dollars 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.

Method of Assessment

CLASS® Assessments and Conscious Discipline Rubrics will be conducted in-person or virtually using recording devices and other technology. The method of these assessments may change throughout the school year, consistent with guidance and best practices from health professionals.

CLASS Assessment Process

A CLASS-reliable assessor will conduct the assessment. He/she will work with the Coach to schedule the assessment and a 30-minute feedback session with the teacher.

The CLASS assessment takes approximately 90 minutes to complete. The Preschool Promise teacher must be present during the observation. The CLASS assessor will verify the staff in the classroom and their roles when he/she arrives. All teachers in the classroom are a part of the CLASS observation. If the classroom serves at least 50% children identified with delays the Toddler CLASS will be used.

Preschool Promise wants to provide teachers with timely feedback from the CLASS assessment. Therefore, the CLASS assessor will meet in-person with the teacher to share feedback and scores from the observation within 48 hours of the completion of the assessment. If for any reason this is not possible, the site Coach or Preschool Promise Professional Development Manager will share the feedback and scores with the teacher within 72 hours in-person or on Zoom. A written report and feedback will be shared as an alternative if it is impossible to hold the in-person or Zoom meeting.

Note: CLASS scores and feedback are shared directly with the Preschool Promise teachers. Preschool Promise understands that Administrators may also want to review the scores to provide support and encouragement to their staff. In an effort to promote transparency with teachers, Preschool Promise requires the teacher to sign a waiver in order for Preschool Promise to share scores directly with Administrators.

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. Preschool Promise Providers are critical to our achieving this goal.

Partner Preschools commit to the following to assist in marketing and recruitment:

- Display appropriate Preschool Promise signage on the program's grounds and in classrooms for the entire school year
- 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 relevant social media platforms
- Encourage families to participate in Preschool Promise family engagement opportunities

Preschool Promise sites are required to display signage (provided by Preschool Promise) so that the community recognizes the site as a participating partner. If Preschool Promise learns that a site does not have appropriate signage, we will reach out to address the concern. The site is required to show evidence that a sign has been installed/mounted within seven (7) days of the inquiry. If no action is taken within seven (7) days, Preschool Promise will freeze the site's Quality Dollars until the issue has been addressed.

If signage becomes damaged or worn, please notify Preschool Promise immediately, so that we can replace your signage. If the signage options offered by Preschool Promise are not suitable at your location, please contact Shelly Davies, Outreach Manager, at outreach@preschoolpromise.org and request a different type of sign.

All signage is Preschool Promise property. If for any reason a program is no longer a partner, Preschool Promise will remove all signage. If a program is not renewing their partnership for the following school year, signage will be removed by Preschool Promise. (Please do not remove or dispose of signage.) Any intentional damage done to Preschool Promise signs may result in the program being billed for the value of Preschool Promise property.

Video Coaching/Use Of Swivl

In addition to the terms and conditions of the Provider Agreement, programs agree to allow the use of Swivl recording devices to support continuous improvement in the classroom, as described below.

Preschool Promise is committed to partnering with you by offering professional development and coaching to encourage continuous improvement in classrooms. The goal of Preschool Promise's trainings is to teach evidence-based strategies that help teachers transform practices in the classroom. We know that this kind of transformation requires rigorous, ongoing reflection and practice.

To support this continuous improvement, Preschool Promise is using Swivl robots to assist with coaching.

Explanation of Swivl

The Swivl robot is a small device that holds an iPad for recording purposes. The classroom teacher wears a marker around her neck, and the Swivl rotates to capture the voices of children and teachers in the classroom. The iPad records interactions between children and the teacher, and this recording can be used as an effective coaching tool to transform practices in the classroom.

- Preschool Promise will provide the Swivl technology, including the iPad, to the classroom where teachers are participating in Preschool Promise's professional development and coaching.
- The teacher will be responsible for turning the Swivl on and off and communicating with the Coach when recordings are complete.
- The Preschool Promise Coach will make comments in their notes so that when the Coach and teacher review the recordings together, they can look at how teaching practices being covered in professional development are being implemented in the classroom. When teachers and Coaches review the recording together, they can identify important issues that went unnoticed during a lesson and make adjustments to their methods to engage children.

Parental Consents, Purpose and Use of Recordings

Preschool Promise does not require that every child in the classroom have a signed consent for the Swivl to be used in the classroom because Preschool Promise is not subject to the requirements of FERPA, and Preschool Promise may rely on a FERPA exception under section 99.31(a)(1)(i)(B), which states that as Preschool Promise works as a contractor for the purposes of coaching, Preschool Promise may record data solely for coaching and continuous improvement.

Preschool Promise's Swivl's recordings will be used for teacher coaching purposes only. They will not be used for evaluation of teacher performance. To comply with the FERPA exception requirements, Preschool Promise will require login with a password to ensure that the only individuals able to access these recordings are the Provider's Teacher and the designated Preschool Promise Coaches, as well as the Preschool Promise Director of Quality Education. Recordings will not be shared or duplicated.

Once properly used, recordings will be destroyed after the coaching and feedback process is complete, typically within 30 days of the recording, Preschool Promise will promptly destroy the video record to avoid any risk of unintentional disclosure.

Handling of Unusual Circumstances

In the unlikely scenario that an interaction between a teacher and child is captured on video that is of concern, the Preschool Promise Coach will talk with the Preschool Promise Director of Quality Education and the Preschool Promise Executive Director to explain the situation. The Preschool Promise Senior Leadership staff will then talk with the Administrator/Owner of the Preschool site to share the information.

In-Person Coaching And Assessments

Preschool Promise plans to conduct in-person assessments, including, but not limited to, Conscious Discipline and CLASS® assessments, as well as in-person child assessments, for the 2023-2024 school year. The Swivl is intended to support coaching related to professional development and/or to support teachers in improving practices to provide high quality learning environments for children in Preschool Promise classrooms. The Swivl may be used to conduct Conscious Discipline or CLASS® assessments as needed.

Section 4: Tuition Assistance

Who is eligible to receive Tuition Assistance?

The **2023-24 Preschool Promise** is open to all Montgomery County families with 4-year-olds, and families with 3- and/or 4-year-olds within the City of Dayton boundaries, 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
- The Star Rating of the Preschool the family chooses

If a family enrolls in an unrated to 2-Star rated Type A or Type B family child care program Preschool Promise will use the 3-star rating tuition assistance amount.

- Full-time or part-time attendance
- Financial assistance already available from federal, state and/or local funds

To participate in Preschool Promise, a child must turn 4 by September 30, 2023 (or the Kindergarten cut-off date for the child's home district that qualifies him/her to enter Kindergarten in the 2024-25 school year) and reside in Montgomery County. Children who reside in the

boundaries of the City of Dayton are eligible to participate as 3-year-olds. In this case, the child must turn 3 by September 30, 2023, and reside in the Dayton Public School District boundaries.

Birthdate:

- 10/1/17 to 9/30/18 - 5 year old - Eligible to apply - Montgomery County resident
- 10/1/18 to 9/30/19 - 4 year old - Eligible to apply - Montgomery County resident
- 10/1/19 to 9/30/20 - 3 year old - Reside in DPS/City of Dayton boundaries - Eligible to apply
- 10/1/19 to 9/30/20 - 3 year old - DOES NOT reside in DPS/City of Dayton - NOT ELIGIBLE
- 10/1/20 to Present - NOT ELIGIBLE to apply

Household size includes the parent/s (guardian/s) and/or the parent’s (guardian’s) spouse (stepmother or stepfather) and **children** under 18 living in the same home of the child applying on the application.

Preschool Promise will collect information related to income from the parent(s)/guardian(s) (and parent/guardian spouse if applicable) if needed for Tuition Assistance eligibility verification.

Families who are residents of the City of Dayton may apply for Tuition Assistance and use Preschool Promise Tuition Assistance at a program located outside of the City limits, provided the program has earned at least a 3-Star distinction. The chosen program, however, 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 receive Preschool Promise Tuition Assistance at this particular program. Preschool Promise will provide the family a list of participating Preschool Promise Providers where Tuition Assistance is available.

As stated in the previous sections, a provider’s Quality Dollars are determined by the number of children enrolled by October 6, 2023. To maximize the amount of Quality Dollars a provider receives, it benefits providers to enroll ALL eligible children by October 6, 2023.

Important Note: Tuition Assistance funds are limited. Awards will be made on a first-come-first-served basis. If a family applies for this help but Tuition Assistance funding has been exhausted, the family will be placed on a waiting list.

Payment of Tuition Assistance will begin August 1, 2023, or upon the date of approval if that occurs after August 1, 2023. ***(See the Tuition Assistance Section for prorated payment policies.)*** Assistance will end on July 31, 2024, or on the child’s last day of enrollment if that occurs before July 31, 2024.

How do families join Preschool Promise?

Parents/guardians may apply to join **Preschool Promise** by:

- Applying online at PreschoolPromise.org/apply and uploading documents electronically.
- Signing a Release of Information with participating providers.

- Calling Preschool Promise at (937) 329-2700 and working with a Family Services Specialist to complete an application.

Automatic Re-Enrollment:

Children that were approved and that are currently enrolled during the 2022-2023 school year will automatically be re-enrolled for the 2023-2024 school year. These children include the 3 year olds who are expected to attend an additional year before Kindergarten. If any tuition was granted, they will carry that approval amount to the new year. We do not require additional documentation for this process. However, if a family would like to adjust their tuition payment; they may be required to provide additional documentation in order to make that change.

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, shot record signed by a physician). Preschool Promise can assist families in ordering birth certificates at no charge to the family.
2. Copy of proof of residency (utility bill, lease agreement, mortgage bill, cable bill, cell phone bill, or residency affidavit within 60 days of the date application received).
3. Copy of the family's most recent tax return (Form 1040) or 3 current and consecutive pay stubs (whichever most accurately reflects household income).

-Self-employed individuals can submit their most recent years completed tax return (Form 1040). Supporting documentation may be requested in the form of a written letter (including total income, calculation of expenses, and the dates accrued) to show current income. Business records such as accounting ledgers, bank statements or statements from payment software can be used in conjunction with tax returns or self employment statements, if applicable.

4. Copy of current custody status documents if the guardian is not the biological mother or father.

Families can submit required supporting documentation by:

- a. Text — (937) 329-2700
- b. Email — applications@preschoolpromise.org
- c. Mail — ATTN: Preschool Promise, 2251 Timber Lane, Dayton, OH 45414

Providers may work with families to complete and submit the Preschool Promise application. They may not solely complete and submit the application without the family's participation.

Once a completed application is processed, the family will receive a text/email stating the amount of Tuition Assistance they will receive 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, in accordance with the program's Star Rating. If a family is not currently enrolled in a program, this letter will indicate the amount of Tuition Assistance the family will receive, depending on the Star Rating of the program the family chooses.

If a family does not choose a site and enroll their child within 30 days after the approval letter has been texted/emailed, Preschool Promise will release their Tuition Assistance funds. If after 30 days a family chooses a site and enrolls their child and Tuition Assistance funding is still available, Preschool Promise will award the funds.

Families and the site chosen by the family will receive the Tuition Assistance notification within 30 days if all required documentation is included in the application. Providers will be able to download their children's approval letters through the Provider Portal as well as seeing the approval amount on the Roster in the Portal. Missing documentation and completing multiple applications will delay processing.

In order to make Preschool accessible for all families, Preschool Promise relies on families accessing available state and federal funding in addition to Preschool Promise funding.

To that end, if a parent is eligible for government-provided child care assistance (such as Publicly Funded Child Care), the parent will be required to apply for that help *in conjunction with* Preschool Promise financial assistance. Preschool Promise will provide funds after other government-provided child care assistance is awarded. In special cases, Preschool Promise may work with the Provider and family to determine special Tuition Assistance arrangements. Families will be offered help in applying for any applicable public assistance.

Programs are required to inform Preschool Promise if a 3 or 4-year-old in their program is requesting Preschool Promise Tuition Assistance and also is receiving Early Childhood Education Expansion funding or other site-based scholarships. 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 who would like to be part of Preschool Promise, the Provider will refer the family to the Preschool Promise Attendance and Enrollment Specialist for assistance. 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 child care (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. Child care 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 copay.

In the rare situation when a family appears to qualify for public child care 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 Preschool Promise.

- **Vulnerable Children And Families**

Children and families who are deemed to be most vulnerable (emergency custody, refugees, 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.

- **Foster Care**

Families who enroll foster children in Preschool Promise and who wish to apply for Tuition Assistance will automatically be considered for special Tuition Assistance with the proper custody documentation submitted, regardless of income.

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

Tier R

Tier R is designed to further assist families in covering the full cost of tuition at the family's preferred site for a designated period of time. In order to be eligible for Tier R the following determination procedures and policies must occur:

Determination and Procedures

1. Prior to the initial eligibility the Family Services Team will counsel each family and discuss other free options including Head Start slots, ECE slots, and free public school sites.
2. If none of these seem like a viable option due to a set of defined circumstances the family may request Tier R.
3. These defined circumstances include, but are not limited to:
 - a. The family is not eligible for PFCC
 - The child has an "exceptional" situation
 - Foster child
 - Kinship care
 - Homeless
 - Refugee/Undocumented
 - Safety concerns

- a. A free spot is not available or viable for the family due to:
 - Openings not available
 - Hours (work schedule, etc.)
 - Sibling attends another site
 - Previous enrollment and job circumstances have changed
4. After initial identification, the Family Service Team will review each case and use the “Tier R-Evaluation Report” to determine eligibility.
5. Families on Tier R will receive 90 day check-ins with the Family Services Team to determine if circumstances have changed or if additional support is needed to be eligible to apply for other funding.
6. Tier R may also be utilized when a family has lost PFCC, but are still eligible and the site will no longer allow the child to attend. Tier R will cover the full cost of tuition until the family, the Preschool Promise Family Services team and the Montgomery County Department of Job and Family Services can coordinate to reinstate PFCC benefits for the child.
7. Children on Tier R are expected to attend 60% or more of their scheduled days at their chosen site, and families will sign the Preschool Promise Tuition Assistance Attendance Policy.
8. Families and providers will be required to sign a “Parent Agreement for Tier R.” This agreement outlines the commitments the provider and family must agree to for families to receive Tier R tuition assistance. These commitments include, but are not limited to:
 - a. The family must stay in contact with the Preschool Promise family services team. If the Preschool Promise team tries to contact the family and the family does not respond within 30 days tuition assistance on Tier R or possibly any other tuition assistance will be forfeited.
 - b. Providers will keep the Preschool Promise team updated with any changes to the families contact information, enrollment status, or other tuition assistance related updates.

What are Preschool Promise attendance requirements?

Preschool Promise intends to implement and require this attendance policy for the 2023-2024 school year. Given potential unforeseen circumstances due to COVID-19, policies may change.

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 starts in Preschool.

The attendance goal for Preschool Promise young learners is a 90% rate or better. Providers should share this goal with families and children, and work with them if they’re falling short.

(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 per 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.

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 through the Provider Portal in the Notes on the Attendance page 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 to 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 School District attendance zone 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 for that month.
- 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 will be awarded only to families whose children meet the 90% mark, regardless of the reason for their child's absences.
- 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 a \$100 STAR Attendance Bonus.
- The funds loaded onto the card will be available until December 31, 2024. After that date, any unused funds will be returned to Preschool Promise.
- Funds will be awarded based upon the date a family signs up for STAR Attendance. Funds will not be backdated or paid retroactively.

How Do Dayton Families Enroll In The Star Attendance Program?

- The STAR Attendance application is included in the Preschool Promise application. If a family overlooks this section of the application, they can simply complete the STAR Attendance application 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.

How Can Providers Help Families Earn This Incentive?

- Educate families about STAR Attendance and the importance of being at Preschool every day and on time.
- Scrupulously complete the attendance report that is required of participating Providers. It will be used to calculate a child's monthly attendance rate and whether a child meets the 60% requirement and the 90% attendance goal.
- The attendance submitted by providers will be used to determine if an award is given. Providers may be asked to provide clarification regarding attended vs. scheduled days if a family feels there is a discrepancy.

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 located in Preschool Promise service areas (Dayton, Huber Heights, Jefferson Twp., Kettering, Mad River, Northridge, Trotwood-Madison and West Carrollton School District boundaries, and the City of Dayton boundaries). We offer this help because many families can't afford Preschool, 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. Programs who do not offer PFCC or other federal or state funded slots may be required to provide scholarship/grant dollars in partnership with Preschool Promise tuition assistance. If, during the application process, it is determined that a child may qualify for any type of publicly funded child care 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.

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 a family sends their child to two programs — for example, because they want their child in a particular center's after school program — they may access Tuition Assistance for two participating sites. Each site will be paid a prorated rate based on the instructional hours of each program. 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. **Center based programs will not be eligible, however, to apply to join Preschool Promise in 2024-2025 if they become unrated or do not meet minimum Star-Rating guidelines.** Please see the chart on Page 6 to review the Star-Rating requirements.

Tuition Assistance amounts for families will be determined based on the Star Rating of the program on February 14, 2023, 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 co-payment changes once confirmation of the new copayment is confirmed by Job and Family Services.

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 program/s 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 child care 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 will be submitted through the Provider Portal under the Attendance page.

Based on these attendance records, Preschool Promise will send a reminder email to review their payments through the Provider Portal on the Payments page. This page will reflect 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, 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 Specialist. If a Provider reports an error after 30 days, any additional payment will be forfeited.

Providers must complete attendance records for each child participating in Preschool Promise by the 5th of each month. If the 5th falls on a weekend or holiday, attendance information is due the previous Friday. Attendance must be completed through the Provider Portal under the Attendance page.

If attendance records are delayed, payment will be delayed.

If attendance records are completed by the 10th of the month, payment is forfeited and the program may not charge families for this lost tuition assistance.

If a Provider fails to complete their attendance data by the close of business (5 p.m.) on the 5th of the month or the day attendance is due, the provider will incur a \$100/day loss of their Quality Dollars. For example, if attendance reports are due on September 5 and the Provider does not send them until September 7, the Provider will lose \$200 of their Quality Dollars.

Providers must report on their attendance page if a child un-enrolls from their program and indicate the last date of attendance. Providers also must indicate when they enroll a Preschool Promise child who has attended a different site in the past. The family of this child also must contact Preschool Promise to verify the change in Provider before any changes can be made to Tuition Assistance payments.

If a Provider makes an error in attendance record-keeping more than once, Preschool Promise will require repayment 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 repayment of all ill-gotten funds received from Preschool Promise. Providers excluded from participation may not apply to join Preschool Promise under a new program name or license number.

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

Prorating 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 half of the approved Tuition Assistance amount.
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 half of the approved Tuition Assistance amount. 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. For children on Publicly Funded Child Care with weekly co-payments, the prorated formula is:
 - If the child starts or leaves mid-month, Preschool Promise will pay for the number of weeks attended based on the weekly co-payment amount designated by Montgomery County.
 - If the child has a co-payment adjustment mid-month, Preschool Promise will pay the weekly co-payment amount based on authorization dates designated by Montgomery County.

- If a child's co-payment changes and Preschool Promise is not notified, payment will not be retroactive.
 - If the child has been attending and enrolled for the full month, Preschool Promise will pay the monthly amount determined at the time of approval. The calculation is the weekly co-pay amount multiplied by 52 and divided by 12.
4. 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.
 5. 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.
 6. ***If a child is no longer eligible to receive Publicly Funded Child Care based on Montgomery County Department of Job and Family Services records due to reasons including, but not limited to, incomplete paperwork, annual renewals for foster/guardianship cases and income eligibility, Preschool Promise will pay the program the full rate of tuition for the Preschool Promise child for a designated period decided by Preschool Promise, the family and Provider. All determinations will be made using information provided by Montgomery County Job and Family Services.***

During this 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 Child Care as a determining factor.

After this 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 to decide whether to continue enrolling the child in their program without receiving Publicly Funded Child Care or Preschool Promise funds. Preschool Promise will review these situations 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 Publicly Funded Child Care, Preschool Promise will work with Montgomery County to determine the reason for denial. The family and program will be notified of the reason for denial. If the denial is for missing paperwork/documentation, the program and family will be informed what documents are necessary to complete the application. If the family has not received approval due to missing documentation, Preschool Promise will no longer pay the full cost of tuition for the Preschool Promise child until Publicly Funded Childcare is reinstated.

If a family is denied Publicly Funded Childcare for being over-income, Preschool Promise will use the household size and income on the Publicly Funded Child Care authorization to award Tuition Assistance based on Preschool Promise's Tuition Assistance table.

If a Provider charges less than the Tuition Assistance awarded by Preschool Promise, Preschool Promise may adjust the Tuition Assistance amount granted to families to match the full tuition charged.

Providers may reach out to Preschool Promise's Eligibility and Determination Specialist for assistance with families applying for Publicly Funded Child Care. Providers may also reach out for assistance with payment and attendance reporting and nuances through Publicly Funded Child Care.

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 Preschool Promise in the form of separate contracts and/or Quality Dollars, 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.

Provider Portal Access

The Provider Portal is a tool that allows providers to see information about their students and other information pertaining to their site. The portal provides a list of resources where programs can gain quick access to important documents and websites that may be needed in order to assist families with their enrollment process. The information that is available to providers to view are as follows:

Roster:

Children's name, date of birth, application status, reasons for pending status, current PFCC information if applicable, date we received their application, date of approval, and tuition assistance amount if applicable.

Attendance:

Allows the provider to input each child enrolled in Preschool Promise monthly attendance.

Payments:

Allows the provider to see how much they will be paid for each child to offset their tuition.

Documents:

Allows the provider to download approval/denial letters for their children.

Provider Profile:

Allows the provider to see the primary contact for Preschool Promise at their site. It also allows providers to see the amount of Quality Dollars allotted to their program, and was approved for and how many Quality Dollars the program has left to use before April 30, 2023.

Please note that training for this tool is required and can be done by contacting the Data Manager at attendance@preschoolpromise.org. Once training is complete, the Data Manager will set up an account for the provider to access the portal. If a provider has staff that have access to the Provider Portal and they leave, they should notify Preschool Promise within 2 business days to remove access from the Provider Portal.

Payment Calendar

September	5	Attendance due	March	5	Attendance due
	15	Payment due to Provider		15	Payment due to Provider
October	5	Attendance due	April	5	Attendance due
	20	Payment due to Provider		19	Payment due to Provider
November	3	Attendance due	May	3	Attendance due
	17	Payment due to Provider		17	Payment due to Provider
December	5	Attendance due	June	5	Attendance due
	15	Payment due to Provider		21	Payment due to Provider
January	5	Attendance due	July	5	Attendance due
	19	Payment due to Provider		19	Payment due to Provider
February	5	Attendance due	August	5	Attendance due
	16	Payment due to Provider		16	Payment due to Provider

Important Dates to Remember

February 14, 2023

- Star-Rating determination deadline (will be used to set Tuition Assistance, Quality Dollars Stipend annual base rate) for the entire school year
- Provider Application Due

Mid-March 2023

- Child/Family Application Open

July 31, 2023(Tentative)

- Provider Kick-off sessions

August 1, 2023

- Tuition Assistance payments begin

October 6, 2023

- "Count Day" for Quality Dollars Per-Child Funding

April 30, 2024

- Last day to submit a request for Quality Dollars

July 31, 2024

- 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 2023-2024 Preschool Promise Provider Handbook.
2. You have read the Provider Handbook and agree to participate in 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 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: _____

Signature: _____