



School Ready Scholarship Parent Information

Thank you for applying for the School Ready Scholarship Program through Johnson County Empowerment.

As a parent, you make many important decisions regarding your child's health and welfare. Finding quality caregivers is one of the most important of those decisions. The School Ready Scholarship program allows parents to choose high quality early education for their preschool child while still accessing financial assistance.

School Ready Scholarships may be available for children ages 3, 4, or 5 who will be starting kindergarten during Fall 2009 or Fall 2010. Children are eligible to receive up to \$6,000 per year (August-August) in tuition scholarships.

Eligible early education programs include quality licensed child care centers, licensed preschools, or registered child development homes. If you need information about available quality child care, you can contact 4Cs Child Care Resource & Referral at 338-7684.

Enclosed in this packet you will find the Parent/Provider Agreement and information about Quality Standards Requirements for Programs.

Please complete and sign the enclosed Parent/Provider Agreement, then give it to your child's early education care provider to complete and sign. Once Parent and Provider have both completed and signed the Agreement, return the Agreement to An Leonard Fevold, Johnson County Social Services, 855 S. Dubuque Street, Suite 102, Iowa City, IA 52240.

If you have any questions about this program, please contact An Leonard Fevold at 688-5740.



Application for School Ready Scholarship

Tell us about your family:

Child's Name

Child's Age

Birth Date

School they'll attend in Fall 2009 or Fall 2010

Parents' Name(s)

Address

Phone

Family Income - indicate whether monthly or annual

Number of family members

Tell us about who will be educating your child:

Name of center or provider

Address

Phone

Is your child currently in this program?

Yes

No

Has your child attended any preschool in the past year?

Yes

No

If you need assistance in identifying available care, you may contact 4Cs Child Care Resource & Referral at 1500 Sycamore Street, Iowa City, by telephone at 338-7684, or e-mail Justine@iowa4cs.com.

Send this application to:

DHS
Attn: An Leonard Fevold, School Ready Scholarships
855 S. Dubuque Street, Suite 102
Iowa City, IA 52240

Contact:

Phone: 319-688-5740

Fax: 319-337-2705

www.jcempowerment.com



Is your child eligible?

- ☞ **Born before September 15, 2004, and will enter kindergarten during Fall 2009 or Fall 2010**
- ☞ **Living in Johnson County**
- ☞ **Attending a quality licensed child care center, licensed preschool, or registered child development home**
- ☞ **Not eligible for State Child Care Assistance or Promise Jobs Child Care Funding**
- ☞ **Meet family income guidelines below**

Family Income Guidelines:

in household/monthly gross income

2	\$2428
3	\$3052
4	\$3675
5	\$4298
6	\$4922
7	\$5545
8	\$6168
each additional person add	\$ 623



SCHOOL READY SCHOLARSHIP PARENT/PROVIDER AGREEMENT

PARENT

I agree to participate as a recipient of early education/child care tuition scholarships through the Empowerment School Ready Scholarship program administered by Johnson County Social Services and assure that I will comply with the provisions of this Agreement.

Child Name		
Address	City	ZIP
Parent Name	Phone	

PROVIDER

I agree to participate as a provider of early education/child care services approved by the Empowerment School Ready Scholarship program and administered by Johnson County Social Services and assure that I will comply with the provisions of this Agreement.

I will provide quality pre-kindergarten early education services to the child in order to best prepare him/her for kindergarten learning.

I must meet all federal, state, and local standards that pertain to the services being provided under this payment Agreement.

I must not assign, transfer, or subcontract any interest in this Agreement. That is, no payment for services made under this Agreement can go to anyone other than the provider named in this Agreement.

Provider Name		
Address		
City	ZIP	Phone
Social Security or Federal ID Number	County	



PROVIDER STATEMENT OF QUALITY

This program currently meets the following quality standard (check one):

- NAEYC Accreditation
- Head Start Performance Standards
- ECERS-R minimum rating
- Verified in IQPPS
- NAFCC Accreditation
- QRS Level 3, 4, or 5
- FCCRS minimum rating

OR

This program will meet the following quality standard within 6 months (check one):

- ECERS-R minimum rating
- QRS Level 3, 4, or 5
- FCCRS minimum rating
- QPPS participant (verified within one year)

The Provider must provide to Johnson County Social Services documentation of the above quality standard. See the Quality Standards Requirements for Programs document for specific materials to provide for documentation.

CHILD DEVELOPMENT ASSESSMENT

This program assesses whether children are at age-appropriate levels through the use of a reliable, published tool. This program utilizes (check one):

- Ages & Stages Questionnaires
- Creative Curriculum Developmental Continuum
- Other (must indicate which): _____
- Brigance Screens
- High Scope

DURATION OF SCHOLARSHIP

The term of this scholarship shall be _____, 2009, through _____, 2009, unless terminated earlier in accordance with the Provider's contract and the Agreement Termination section of this Agreement.

BILLING AND PAYMENT

School Ready Scholarships will provide payment directly to the Provider.



REGISTRATION FEE: The registration fee the Provider charges for early education/child care services for 3-5 year old children is \$ _____. The Parent requests that School Ready Scholarships pay \$ _____ of this registration fee (up to half). This amount will not be used as a credit towards the last month's tuition.

DEPOSIT: The tuition deposit charged by the Provider is \$ _____. The Parent requests that School Ready Scholarships pay \$ _____ of this deposit (up to half). This amount will be used as a credit towards the last month's tuition and will be shown as such on the last month's bill.

RATES: The rates charged by the Provider for 3-5 year old children are \$ _____ per _____. Based on the Provider's rates and the child's scheduled attendance, the School Ready Scholarship Program will reimburse up to \$ _____ per _____.

The **maximum amount** that will be reimbursed by the School Ready Scholarship Program is \$ _____ for the agreement period. This includes registration fees, deposits, and tuition.

SCHEDULED ATTENDANCE

The child is scheduled to attend the program during the following hours on each of the following days:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

BILLING AND PAYMENT PROVISIONS

- A. At the end of each month, the Provider will submit an invoice to the School Ready Scholarship program only for those approved hours of early education services that are provided, using the Johnson County Social Services Purchase of Services Provider Invoice. **Invoices must be received by the 10th working day of the following month.**
- B. The Provider must provide the service as authorized before submitting the invoice for payment.
- C. School Ready Scholarships will pay only for tuition, registration fees, and tuition deposits.
- D. School Ready Scholarships will provide tuition assistance only what is charged to all families in the program, to a maximum of \$6,000 per year. School Ready Scholarships will not pay more than what is charged to other families for that same service.
- E. The Parent is responsible for any late fees, late pick-up charges, transportation fees, or activity fees. School Ready Scholarships will not pay for any late fees, late pick-up charges, transportation fees, or activity fees.



- F. The Provider may request additional payment from the Parent for additional charges, services, days, and/or hours of care beyond what is paid under this Agreement.
- G. The Provider may not request additional payment from the Parent for services paid for by School Ready Scholarships.
- H. The Parent will pay all fees directly to Provider. The Provider is responsible for collecting all fees assessed to the Parent directly from the Parent.
- I. It is the Parent's responsibility to comply with all requirements included in the contract between the Parent and the Provider.
- J. School Ready Scholarships will pay only one early education provider at a time. If the Parent chooses to change providers, the Parent must provide adequate notice to the Provider so that the deposit is not forfeited.
- K. The Provider may not bill for a day of absence if this policy is not applied to private pay families.
- L. Holidays may be paid only when the child is scheduled to be in attendance and these days are charge to private pay families.
- M. School Ready Scholarships will pay for only one calendar week of absences before a family is considered to have "abandoned" the program. Any additional charges will be the family's responsibility and may result in forfeiture of scholarship services.
- N. The payment the Provider will receive for providing early education services for School Ready Scholarships will be effective during the entire period of this Agreement. Payment rates may not be re-negotiated prior to the termination date.
- O. The Provider must maintain a record of all fees collected from clients and this record shall be available, upon request, for audit by the Department of Human Services, Johnson County Social Services, and/or Johnson County Empowerment.
- P. When the funds provided under this Agreement have been exhausted, the child will **not** be eligible to receive additional funds from Johnson County Empowerment under this program or any other Empowerment program, including Continue Care.
- Q. Providers may not receive School Ready Scholarship funds for services for which they are also being reimbursed with federal, state, or local funds. Federal funding includes Head Start. State funding includes Shared Visions, State Child Care Assistance, and the new Statewide Voluntary Preschool Program for Four-Year-Olds. Local funds include Continue Care, Home Ties, and agency-specific early education contracts.

RECORD KEEPING AND AUDITING

- A. The Provider is responsible for keeping accurate records that document times and dates of care provided to each individual child funded by School Ready Scholarships.



- B. These records must be kept for five (5) years.
- C. If this case is selected for review or audit authorized by the Department of Human Services, Johnson County Social Services, and/or Johnson County Empowerment, the Provider will make these records immediately available, upon request, to substantiate the services provided and for which payment was received from the School Ready Scholarship Program.

REPORTING

- A. At the end of the Contract period (_____, 2009), the Provider will have 15 calendar days in which to submit a report to Empowerment.
- B. Reports will be submitted on the Data Collection Tool and made part of this Agreement. The Contractor will report all measures as required by the State of Iowa for Empowerment School Ready Preschool grant funds.
- C. Reports will be submitted to:

Laurie Nash
Johnson County Empowerment
855 S. Dubuque Street, Suite 202B
Iowa City, IA 52240

- D. Information to be collected and reported includes, but is not limited to:
 - 1. hours of operation
 - 2. dates of classroom operation
 - 3. class size
 - 4. type of program
 - 5. quality standards met to receive these funds
 - 6. educational level of the head teacher in each classroom
 - 7. specific curriculum(s) used in the classroom
 - 8. specific evaluation tools used to determine demonstration of age appropriate skills
 - 9. age of child(ren) at the time assistance was first provided
 - 10. child(ren)s gender
 - 11. child(ren)s race/ethnicity
 - 12. whether child(ren) has health insurance
 - 13. whether child(ren) demonstrates age appropriate skills
 - 14. families with incomes at or below 200% of poverty
 - 15. referrals to the Area Education Agency (AEA)



OTHER PROVIDER REQUIREMENTS

- A. **Non-Discrimination.** The Provider will not discriminate because of race, color, religion, sex, creed, age, physical or mental disability, political belief, or national origin against any person seeking services.
- B. **Abuse Reporting.** The Provider understands that as a registered or licensed provider, the Provider is a mandatory reporter regarding suspected child abuse of children in their care. The Provider will report any suspected incidents of child abuse to the Department of Human Services immediately by phone and follow up with a written report. The number for reporting suspected child abuse is 800-362-2178. The Provider has a written policy stating how the Provider will report suspected child abuse.
- C. **Confidentiality.** The Provider will respect the privacy of the client and keep the client's relationship with School Ready Scholarships, Empowerment, Johnson County Social Services, and the Department of Human Services confidential. Personal information about the client may not be shared with anyone but the School Ready Scholarships worker and the client. Failure to respect the client's privacy could result in cancellation of this Agreement and legal sanctions.
- D. **Indemnity.** The Provider understands that the Provider has the status of an independent contractor only and shall in no sense be an agent, employee, or servant of Johnson County, the state of Iowa, the Johnson County Empowerment Board, the Iowa Department of Human Services, or any of its employees or its clients. The Provider will not hold Johnson County, the state of Iowa, the Johnson County Empowerment Board, the Iowa Department of Human Services, its employees, or its clients liable, as the Provider shall be responsible for all activity in the delivery of services.
- E. **Drug-Free Environment.** The Provider will provide a drug-free child care environment in accordance with Executive Order Number 38.
- F. **Repayment.** The Provider understands a referral may be made to an investigative unit when fraudulent practices are suspected. The Provider understands that the Provider may have to re-pay money received in error or as a result of fraudulent billing.

AGREEMENT TERMINATION

- A. **Termination of Agreement between Empowerment, Parent, and Provider.** Non-compliance with any of the provisions of this Agreement may result in termination of this Agreement upon ten days written notice from School Ready Scholarships. All parties agree that except in case of emergencies such as illnesses, death, or fire, ten days advance notice shall be given to allow for the arrangement of alternate service provision for clients.
- B. **Immediate termination by Empowerment.** In the event that the license or registration held by the Provider is revoked by the Department of Human Services, this Agreement may be



immediately terminated upon written notice by Empowerment.

- C. **Termination of Agreement between Parent and Provider.** The Provider and the Parent shall follow all guidelines set forth in the program contract.

EXECUTION

Parent Name Printed

Parent Signature

Date

Provider Name Printed

Title

Provider Signature

Date

School Ready Scholarship Program Signature

Date



QUALITY STANDARDS REQUIREMENTS FOR PROGRAMS

Programs participating in the School Ready Scholarship program are required to meet one of the following minimum standards of quality. **For programs that do not currently meet these standards, some financial and technical assistance may be available.** Programs have up to 6 months to achieve one of these standards.

NAEYC Accreditation: Program has achieved accreditation through the National Association for the Education of Young Children accreditation. Send NAEYC certificate of accreditation. If you are interested in **participating in NAEYC accreditation**, you may contact NAEYC at 800-424-2460 or www.naeyc.org.

NAFCC Accreditation: Program has achieved accreditation through the National Association of Family Child Care. Send NAFCC certificate of accreditation. If you are interested in **participating in NAFCC accreditation**, you may contact NAFCC at 800-359-3817 or www.nafcc.org.

Head Start or Shared Visions Program: Programs funded and recognized by the federal Head Start program or Iowa's Shared Visions Preschool program.

ECERS-R: Early Childhood Environmental Rating Scale-Revised is a standardized evaluation of center based preschool programs. Programs must have had an ECERS-R completed within the past 12 months and have achieved an average score of 5 with no score less than 2. The evaluation must have been completed by an outside evaluator who has achieved inter-rater reliability of 85% within the last 6 months. Send ECERS-R score sheet. If you are **interested in participating in the ECERS-R**, you may contact ISU Extension at 515-294-0363 and ask for Lesia Oesterreich to request an evaluation.

FCCRS: Family Child Care Rating Scale is a standardized evaluation of child development home programs. Programs must have had a FCCRS completed within the past 12 months and have achieved an average score of 5 with no score less than 2. The evaluation must have been completed by an outside evaluator. Send FCCRS score sheet. If you are **interested in participating in the FCCRS**, you may contact 4Cs at 338-7684 and ask for Sloane. There are some **limited opportunities for programs to receive incentives** for participation and there is no cost to participate.

QRS: Iowa's Quality Rating System is the new Iowa based measure of quality. Programs must achieve a Level 3, 4, or 5 or be in the process of applying to be a Level 3, 4, or 5. Send QRS certificate or completed application form. If you are **interested in participating in the QRS**, you may contact Sue Staley at 800-369-3778 or sstaley@iowatrain.org or go to the website at www.dhs.state.ia.us/iqrs/. 4Cs Child Care Resource & Referral offers some **limited opportunities for programs to receive assistance and incentives for participation** and there is no cost to participate.

IQPPS: Iowa's Quality Preschool Program Standards are the new Iowa based benchmarks for program quality. Programs must be verified or be in the process of completing the self-evaluation and working with a certified IQPPS evaluator on a development plan. Send IQPPS self-evaluation and statement from evaluator indicating participation. If you are **interested in participating in the IQPPS**, you may contact Grant Wood Area Education Agency at (800) 798-9771 ext. 6484 or (319) 399-6484 and ask for Sue Lovik; or e-mail SLovik@aea10.k12.ia.us. There are some **limited opportunities for programs to receive incentives for participation** and there is no cost to participate.