

**Early Childhood  
Child Care Development Fund**

**Program Guidelines**

FY 2016

Missouri Department of Elementary and Secondary Education  
Early Learning Section  
P.O. Box 480  
Jefferson City, MO 65102

## **ALIGNMENT WITH THE PRIORITIES OF THE DEPARTMENT OF EDUCATION**

The Commissioner of Education has established four primary goals for Missouri's system of education, and recipients of funds through this grant shall ensure that funded activities shall be in support of these goals, or in those circumstances when one or more of the goals may not be applicable to the funded project or program, the recipient assures that no action or activity will conflict with the goal(s).

The Department's four goals are:

- (1) All Missouri students will graduate college and career ready.
- (2) All Missouri children will enter kindergarten prepared to be successful in school.
- (3) Missouri will prepare, develop, and support effective educators.
- (4) The Missouri Department of Elementary and Secondary Education will improve developmental efficiency and operational effectiveness.

Final determination of applicability of these goals to the funded project or program, and the degree in which activity is aligned with one or more goals shall rest with the Commissioner of Education.

## INTRODUCTION AND GENERAL INFORMATION

### **GOAL:**

To increase early childhood program availability and quality in public schools and colleges/universities in order to provide a safe environment that meets the individual, developmental, social, emotional, and physical needs of children, ages six weeks to kindergarten entry.

### **RATIONALE:**

Research indicates, a safe, well supervised program with, qualified staff, utilizing developmentally appropriate practices, can create an enriching early childhood environment that will greatly enhance the social, emotional, cognitive, and physical development of children ages six weeks to kindergarten entry. Early childhood programs can benefit teen parents as well as their children by having the opportunity to be a part of a quality early childhood program. Many of these programs allow teen parents access to their child throughout the school day, and also allows teen parents to continue their education. These programs also meet the needs of working parents through extended hours - five days a week and open year round.

### **BACKGROUND:**

The Department of Elementary and Secondary Education has cooperatively worked with other institutions, organizations and agencies to assist the public school system in an effort to provide quality early childhood programs.

The purpose of this document is to announce the availability of funds, to solicit applications for these funds, and to provide the procedures and requirements for applicants.

**Funds must be used to supplement, not supplant, other funding.** These funds may not be used to provide a service or activity previously funded with other federal, state or local funds. Rather, these funds are to be used to implement a new program or to improve/expand the quality of an existing program.

Public schools and colleges/universities interested in applying for funding, must submit all required information for the request to be considered. Questions regarding the process for requesting funds must be directed to the Department of Elementary and Secondary Education, Early Learning Section, 573-751-2095.

The Department of Elementary and Secondary Education (DESE) receives Early Childhood funding from the Child Care Development Fund (CCDF) Grant that originates from the Federal Health and Human Services Agency. The money is distributed to Missouri's Department of Social Services (DSS) and is subcontracted to the DESE to administer certain portions (i.e., Early Childhood Grant).

The Department of Elementary and Secondary Education will administer a portion of these funds to support the:

- Establishment of early childhood services within the school setting;
- Technical assistance, consultation and training for programs;
- Early childhood accreditation within public school programs; and
- Collection and distribution of information on existing programs in early childhood settings.

Programs should be conducted in a public school or college/university facility. Programs located elsewhere will be considered only if these facilities are not available. In such cases, consideration will be given to a community center in lieu of a public school or college/university facility. A community center is defined as any facility operated by a public or nonprofit community-based organization for the provision of recreational, social or educational services to the general public. Any site selected must be accessible for children with disabilities.

It is understood that the public school or college/university is the author and administrator of this grant. While the public school or college/university may work in cooperation with other community partners, this grant award is to the public school or college/university for the purpose of administering an early childhood program.

In the event that a not-for-profit entity partners with the public school or college/university for the early childhood program, an authorized representative from such an entity must sign the application where indicated **in addition** to the superintendent or authorized representative of the public education institution.

For purposes of these guidelines, early childhood programs are those school-based programs offering care to all children, including children with disabilities, from six weeks to kindergarten entry. These programs shall also meet the needs of working parents(s) during non-school days.

Applications for these grants must be identified as one of the following:

New Services: Implementing a new program within a school site (building) where **no such service is presently being operated**. The program must be new to the district or new to the school site.

Existing Services: Improving and/or expanding an existing program to serve more children than are presently being served or to improve the quality of the early childhood program.

**NOTE: From this point on, the term “Public School District” will be used for all Public Education Institutions.**

## **GENERAL CONTRACTUAL REQUIREMENTS:**

### **Award Period:**

The 2013-2014 Early Childhood Child Care Development Fund awards cannot exceed three (3) years. Upon receiving the initial award, grants may be renewed in one (1) year increments for a total of two (2) additional years, provided funds are available and the following criteria and deliverables are met:

- Demonstration that substantial progress has been made towards meeting the goals and objectives of the program as outlined in the original award.
- Successful completion of all required forms submitted on time.
- Updated documentation and plan for sustainability.
- Evidence of the program's licensure status.
- Evidence of the program's accreditation or of the progress in working towards accreditation for returning grantees.

*The grant shall not bind, nor purport to bind, the DESE for any contractual commitment in excess of the original award period.*

### **Requirements:**

**Only applications submitted by public school districts will be considered for grant awards.**

All applications must be signed by the Superintendent or College Official to be eligible for an early childhood grant either for an existing site or a new early childhood program. A public school district may submit an application for an early childhood program that is utilizing school facilities, such as the YMCA, YWCA, 4-H Youth Development, PTA, or other not-for-profit entities. In such cases the public school district is ultimately responsible for the program and the delivery of the application(s) submitted for these grant funds.

Early childhood programs awarded these funds are or will be serving children ages six weeks to kindergarten entry. Early childhood programs may focus their grant application on the infant and toddler area of the program, or on the preschool-age area of the program, or both, if applicable.

All programs awarded these funds **MUST** become state licensed through the Missouri Department of Health and Senior Services (DHSS) within six months of the award. Programs **MUST** submit a copy of the license. A license from DHSS must be maintained and remain in good standing with DHSS throughout the entire contract period and all renewal periods.

### **Staff Training Requirements:**

Staff in early childhood programs approved for funding must complete a minimum of twelve (12) hours of early childhood training. These training costs can be budgeted in the grant application. In order to use these 12 hours of training as a requirement for your child care license, they must be professional development opportunities offered by trainers approved by the Missouri Department of Health and Senior Services. These hours are in addition to the DHSS required clock hours for child care providers.

In addition to the aforementioned Health and Safety requirements, program staff must provide:

- Copies of CPR and First Aid Training/Certification of all permanent staff upon request.
- Posted copies of meal and snack menus which must meet USDA guidelines.
- Posted evidence of **Monthly** fire and/or tornado drills.
- Evidence of **Monthly** activities and/or speakers related to Health & Safety issues for
- Evidence that all permanent early childhood staff have attended early childhood conferences, such as Conference on the Young Years, MO-AEYC Conference, Crucial Early Years, or other approved early childhood conferences (in-state).

### **Early Childhood Accreditation:**

Early childhood programs awarded a grant **MUST** work toward and become accredited through one of the two approved early childhood accreditation systems. DESE is accepting the following two organizations accreditation: MOA--Missouri Accreditation of Programs for Children and Youth **OR** the NAEYC--National Association for the Education of Young Children Accreditation. Programs that receive a grant, yet do not submit the appropriate information for either Missouri Accreditation or NAEYC Accreditation by the appropriate deadline may be in jeopardy of not receiving final grant payments or funding for future early childhood grant applications.

Should a grantee not complete all requirements for accreditation within the time frames listed by their chosen accreditation organization, then that program may be in jeopardy of not being eligible for future funding to cover not more than three years.

The goal of this procedure is to insure quality early childhood programs using standards and procedures outlined by the Missouri Accreditation Board and adopted by the Missouri State Board of Education, and the NAEYC Accreditation standards. Grant applications **MUST** indicate which early childhood accreditation they are seeking. If they are currently accredited by either organization, they must so indicate on the application form. Fees vary for the two organizations and this grant will allow funds to go directly toward the accreditation fees.

## **PROGRAM CONSIDERATIONS:**

The public school district shall develop and implement early childhood programs that take into consideration the following:

### **A. Program Content**

An early childhood program should provide a daily schedule that is flexible and varied, and is providing age-appropriate activities based on the interests of children. A variety of activities should be available at all times. Content should include: puzzles, manipulatives, blocks, outdoor play activities, developmentally and age appropriate activities for small group and individual activities, opportunities to read and to be read to, field trips, opportunities to be involved in art, music, math and science activities. Programs caring for infant and toddler age children need appropriate materials as well. Materials may include: mirrors, soft dolls, grasping toys, i.e. rattles squeeze toys, keys on rings, interlocking ring toys, simple puzzles, nesting cups, cardboard books, picture books, etc. Programs will need to offer nutritious snacks and/or meals, depending on schedules. **The use of television is discouraged as an option to children.**

### **B. Program Operation**

For early childhood programs, the hours and days of operation should be reflective and accommodating to the families participating in the program, especially parents working outside the home, i.e. 7:00 a.m. to 6:00 p.m., Monday through Friday; year round including summer months, breaks, and holidays (except legal holidays), inclement weather, teacher conferences, etc.

### **C. Staff Qualifications**

Training and experience of the early childhood program administrator should include early childhood education, child development, or other child-related fields. This person needs appropriate training because he/she is responsible for developing, directing and supervising the overall early childhood program.

Staff working with children should have education and/or training in early childhood education, child development, or other child-related fields. No person shall be employed who has been convicted of a crime against children. All programs are required to meet state laws regarding screening of child care providers. All adults working with children should be trained in appropriate first aid and emergency procedures.

### **D. Parent Education/Involvement**

The application must address how parents will be informed about their child's development, opportunities to be involved in the early childhood program, and how the program will communicate with parents on an on-going basis. Communication with parents may include: newsletters, parent-teacher conferences, daily notes home to parents, phone calls, etc.

Other opportunities for increasing parental involvement and family strengths may include the following:

- Encourage friendships and mutual supports with other families,
- Strengthening parenting skills within families,
- Responding to family crises,
- Linking families to services and opportunities in their community to meet the families' needs, and
- Facilitating children's social and emotional development.

#### **E. Collaboration and Community Involvement**

The application needs to address coordination and collaboration efforts with other community agencies utilized in planning and implementing the early childhood program. The program needs to include how these collaboration efforts enhance the quality of the program. The program may address collaboration to include community activities such as "Week of the Young Child", parenting fairs, child health fairs, etc.

#### **FUNDING:**

Funding for an early childhood grant is limited to one award per funding year, per early childhood site/school building. Funding up to, but not exceeding **\$20,000** per site or **\$40,000** per district for multiple sites may be awarded. DESE shall not pay nor be liable for any other additional costs including but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

Public schools seeking funding for more than one site must submit **separate and individualized** applications for **each** site/building as required by this document. Programs serving multiple ages in multiple buildings and licensed as one program will be eligible to receive one award up to \$20,000.00.

**NOTE: DESE has the right to reduce a grant award if non-allowable costs are requested.**

#### **ALLOWABLE COSTS:**

Applicants must demonstrate an appropriate distribution of funding across budget categories. Applicants must demonstrate in the budget narrative the reason for the amount requested and must show how this amount will be sustained at the end of the grant/renewal cycle.

#### **Capital Outlay**

Equipment is distinguishable from supplies in that these items have a useful life of at least two years, cost more than \$1,000 per unit and are more feasibly repaired than replaced.

Program equipment to be purchased from these funds is equipment items necessary to implement the early childhood program (playground and classroom equipment) rather than equipment for administrative purposes such as computer, printer, laminating machine, etc.

All equipment and furniture purchased with this grant must be listed on an inventory form so that the Department can validate its use for early childhood program(s).

For early childhood programs, the purchase of computers with grant awards will **not be approved**.

### **Materials and Supplies**

Materials and supplies to be purchased by these funds are limited to items which are either consumed in use, have a useful life of less than two years, cost less than \$1,000 per unit and are more feasibly replaced than repaired.

Materials and supplies are allowable if needed to implement the project so that programs have access to a variety of materials for the daily activities (e.g., manipulatives, blocks, art supplies, children's books, etc.). All materials and supplies **MUST** be appropriate to the development and age of the children in care. A recommended resource is: The Right Stuff for Children Birth to 8: Selecting Play Materials to Support Development by Martha Bronson. This resource may be purchased through the NAEYC (National Association for the Education of Young Children) Catalog.

**NOTE: TV/VCRs and Digital Cameras are not allowable costs.**

### **Purchased Services**

Purchased Services include: services rendered by persons not employed by the program (i.e., consultants), their travel and reasonable related expenses, and all other contracted services including travel by employees for professional development, and fees for Missouri Accreditation or NAEYC Accreditation. Professional Development includes payment of registration costs, mileage, and fees for college credit. Attending a research-based curriculum (High Scope, Project Construct, or Creative Curriculum) training is also an allowable cost for early childhood programs. **Out-of-state conference fees and related expenses will not be approved.**

### **Travel and Transportation**

The cost of travel is allowable for program personnel associated with approved professional development activities. This cost must be justified in the proposal. Transportation for children in the program for field trips may be included in the application. Consideration should also be given to the specialized transportation needs of children with disabilities.

### **Salaries and Benefits**

Payment of salaries and benefits will be allowed for lead teachers and teacher assistants who provide early childhood services to age eligible children funded by this grant. ***However, this is not considered a priority area. Applicants must demonstrate that other funding areas (e.g., materials and supplies, equipment, and professional development needs) have been adequately met.***

### **Accreditation Fees**

Programs awarded these funds may use a portion of their grant funds for accreditation fees. Public school district sites who are awarded an early childhood child care grant must work toward and complete the requirements for accreditation. DESE recognizes both the Missouri Accreditation of

Programs for Children and Youth (MOA) and the National Association for the Education of Young Children (NAEYC) as approved accrediting systems for early childhood programs.

**NOTE: If a district receives grant funding and determines the program's need for specific items or areas have changed; programs must complete a Budget Amendment in ePeGS and be approved by the Department's Early Learning Section prior to purchasing any new items.**

**Approved awards may NOT be used for:**

- Funding of existing expenditures (grant awards cannot supplant existing funding or expenditures, and must be used only to increase or enhance programs);
- Purchase or improvement of land or property, except for minor remodeling;
- Minor Remodeling or permanent improvements which exceed \$20,000.00;
  - Rent of building or facility;
  - Student and/or child tuition fees;
  - Matching funds for other federal grants; and
  - Meals including breakfast, lunch, snacks, and dinner (this does not include classroom cooking experiences).

**NOTE: YOU MUST ATTACH A DETAILED ITEMIZED DESCRIPTION FOR EACH BUDGET CATEGORY YOU ARE REQUESTING FUNDS FOR (see examples below). Failure to do so will result in the proposal being “ineligible” and will not be evaluated.**

1) Insufficient information: \$600 for conference registrations

Sufficient information: \$600 for 6 staff to attend “XYZ” early childhood conference at \$100 each

2) Insufficient information: \$400 for materials and supplies

Sufficient information: \$200 for construction paper  
\$300 for glue and paint  
\$500 for children's books

## **DEFINITIONS**

- (1) Early Childhood Programs: An early childhood program administered by a public school district or provided by a not-for-profit agency in a public school building that serve children ages six weeks to kindergarten entry.
- (2) Licensed Early Childhood Programs: An early childhood program that is licensed by the State of Missouri through the Department of Health and Senior Services (DHSS), Section for Child Care Regulation. Programs **MUST** submit a copy of the license. A license from DHSS must be maintained and the program remain in good standing with DHSS throughout the entire contract period and all renewal periods.
- (3) Site: The site is the actual location of the program. This information will need to be completed on page 5 of the CCDF Grant Application.
- (4) Low Income: Low income children in a public school, are children counted by the district for free and reduced lunches according to the income scale established by the National School Lunch Act. Low income would also be those families who are eligible for childcare assistance through the Department of Social Services, Children's Division.
- (5) Special Needs Child: Children identified by school district personnel as needing special education services.

## **Reporting Requirements:**

The public school district shall submit the reports identified hereinafter to the state agency for review and approval.

- Budget Amendment—available through the Department's ePeGS system;
- Final Program Report form due by May 15, 2016;
- Final Expenditure Report form –available through the Department's ePeGS system, due May 15, 2016; and
- Any other materials required by the grant guidelines.

## **Records:**

Including the enrollment of CCDF participants and other program information such as fiscal records as required by DESE, will be maintained and retained for five years after completion of award year. All information contained within the grant, as well as documentation required of the early childhood programs, is considered public information and will be included in the programs permanent file and is subject to Open Records request(s).

## **Audits:**

The awarded program agrees to permit DESE or its authorized representatives to observe and evaluate the delivery or performance of the contracted services. This includes access to any books, documents, papers and records of the contractor that are related to the CCDF audit process.

## **Financial Requirements:**

The public school district must maintain financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures specified by the state. These records must be made available at all reasonable times to the State agency and/or its designees during the contract period and any renewal period, and for five (5) years from the date of the final payment on the contract or contract renewal period.

The contractor shall permit governmental auditors and authorized representatives of the State to have access for the purpose of audit or examination of any of the books, documents, papers, and records of the contractor's recording receipts and disbursements of any of the funds made available to the contractor under the contract at any reasonable time. The contractor further agrees that any audit exception noted by governmental auditors shall not be paid by the state agency and shall be the sole responsibility of the contractor, provided that it may contest any such exception by any legal procedure it deems appropriate and that the state agency will pay the contractor all amounts which may ultimately be held entitled to receive as a result of any such legal action.

The contractor shall agree and understand that any amount funded per the contract is subject to appropriations made by the General Assembly and signed into law by the Governor. In addition, the total budget amount described herein is also subject to reduction by the state agency when deemed in the best interest of DESE. Therefore, DESE does not guarantee that any amount of funds will be spent in accordance with the contract.

## **Other Contractual Requirements:**

Contract Period: New/Existing Services: The original contract period shall be as stated in the Request for Proposal (RFP). The contract shall not bind, nor purport to bind, DESE for any contractual commitment in excess of the original contract period.

Termination - DESE reserves the right to terminate the contract at any time, for the convenience of the Department, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, the following shall apply:

- a. All documents, data, reports, supplies, equipment, and accomplishments prepared, furnished or completed by the contractor pursuant to the terms of the contract shall, at the option of DESE, become the property of the Department. The contractor shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by DESE pursuant to the contract prior to the effective date of termination.
- b. As directed by the department, the contractor shall either cancel all open commitments previously made per the contract or (without entering any new commitments) shall continue with execution of such open commitments.
  1. If the open commitments are cancelled, the department shall pay all costs (including penalties) resulting from the cancellation.
  2. If such commitments continue to be executed, the contractor shall be entitled to be paid for the contractor's services pursuant to the requirements of the contract, as if such cancellation had not occurred.

Property of Department - The contractor shall agree and understand that all deliverables developed as a result of the contract, shall become the property of DESE with all rights and interests for present and future use as deemed appropriate by the department.

- a. The contractor shall be responsible for obtaining copyrights as appropriate in the name of DESE as instructed and approved by the department. If approved, the contractor shall be reimbursed the actual cost paid for obtaining any copyright and registration fee for a logo.
- b. DESE shall have the full right to reproduce and/or use any products derived from the contractor's work under the contract without payment of any royalties, fees, etc. except for those fees, royalties, etc. charged by a subcontractor, provided that:
  1. The subcontract requires the payment of such royalties, fees, etc., and
  2. The department agrees to pay the royalties, fees, etc. for continuous use of the product, prior to performance by the subcontractor or use of the subcontractor's property.
- c. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the department.
- d. The contractor shall defend, indemnify and hold harmless DESE, including its officers, agents, employees and assigns, in all suits of law or in equity alleging patent, trademark or copyright infringement, defamation (libel and/or slander), violation of privacy rights, violation of the right of publicity, misappropriation of trade secrets or unfair competition concerning or arising from the contractor's performance or products produced under the terms of the contract.

Contractor Liability - The contractor shall be responsible for any and all injury or damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition to the liability imposed upon the contractor on account of personal injury, bodily injury (including death), or property damage suffered as a result of the contractor's negligence, the contractor assumes the obligation to save DESE, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The contractor also agrees to hold DESE, including its employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.

- a. However, the contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by DESE, including its employees, and assignees.

Insurance - The contractor shall understand and agree that DESE cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's

performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect DESE, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract.

Contractor Status - The contractor represents himself or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the Department. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the department, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

Coordination - The contractor shall fully coordinate all contract activities with those activities of the state agency. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the department throughout the effective period of the contract.

Subcontractors - Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and DESE and to ensure that the department is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the department and the contractor. The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract. The contractor shall agree and understand that utilization of a subcontractor to provide any of the products/services in the contract shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein. The contractor must obtain acknowledgement from the department prior to establishing any new subcontracting arrangements and before changing any subcontractors.

**QUESTIONS:**

Gretchen Berhorst  
Department of Elementary & Secondary Education  
Early Learning Section  
Phone: 573-526-6990

**EMAIL RENEWAL  
APPLICATION TO:**

[Gretchen.Berhorst@dese.mo.gov](mailto:Gretchen.Berhorst@dese.mo.gov)  
**Must be received no later than 1:00pm on  
May 15, 2015.**

**FAX RENEWAL  
APPLICATION TO:**

Early Learning Section  
Attn: Gretchen Berhorst  
573-522-5085  
**Must be received no later than 1:00pm on  
May 15, 2015.**

**DELIVER RENEWAL  
APPLICATION TO:**

Early Learning Section  
7<sup>th</sup> Floor, Jefferson State Office Building  
205 Jefferson Street  
Jefferson City, Missouri 65101  
**Must be received no later than 1:00 p.m. on  
May 15, 2015.**

**MAIL RENEWAL  
APPLICATION TO:**

Early Learning Section-RENEWAL  
MO Department of Elementary and Secondary Education  
P.O. Box 480  
Jefferson City, Missouri 65102-0480  
**Must be received no later than 1:00 p.m. on  
May 15, 2015.**

**Must be received no later than 1:00 p.m. on May 15, 2015**