

## Durham PreK Program Requirements and Guidance August 2019



### Administration:

- Durham PreK is administered by Child Care Services Association (CCSA).
- Durham PreK is funded through the Durham County Government Board of Commissioners.
- Payment rates are set by Durham PreK Governance Committee as approved by the County of Durham.
- CCSA will coordinate and collaborate with Durham Partnership's for Children (DPfC), Durham Public Schools (DPS) and Head Start.

### The Durham PreK Governance Committee

- CCSA will report on the list of implementation and operational requirements to the County of Durham.
- Site selection requirements will use the Durham PreK selection rubric and CCSA will make site selections in coordination with the Durham PreK Governance Committee.
- CCSA and Durham County Manager's Office created a Durham PreK Governance Committee for ongoing input, discussion, and creation of policies and standards with regard to Durham PreK implementation and operation.
- Durham PreK Policies and Standards are subject to change by Governance Committee decisions or changes by the County of Durham.

### The Durham PreK Child

- The goal for Durham PreK is to serve all 4 year-old children in the county regardless of income. Children in families at or below 300% of the federal poverty level (FPL) will attend Durham PreK at no charge. A sliding scale will calculate a flat percent of each family's gross monthly income. The flat percent fee starts at 4% at 300% FPL and moves to 7% at 350% FPL. The parent fee is capped at the maximum reimbursement rate of \$1250.
- CCSA will coordinate with DPS and DPfC through the universal application process and Child Find with regard to a coordinated support plan for children with special needs.

### The Durham PreK Site

- Durham PreK funding will follow a per-child allocation for a 10-month school year (36 weeks) and 6.5 hour school day. Any parent fees for families that qualify for the Durham PreK sliding scale must be collected from families by the provider.
- Durham PreK providers will receive reimbursement payments monthly over a 10-month period. Payments are made September through June.<sup>1</sup>
- Child attendance must be taken daily and submitted to CCSA monthly.
- Excused absences will follow NC Pre-K rules, however, every effort will be made to ensure that parents understand the importance of child attendance.
- All Durham PreK providers must be active with CCSA's Child Care Scholarship Program.

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<sup>1</sup> Durham PreK will follow a September through June payment schedule. Some sites will be paid on a modified August through May schedule as an accommodation to NC Pre-K practices.

### **Transportation fees**

- Families cannot be charged a fee for transportation.
- The transportation needs of families is under review by the Durham PreK Governance Committee.

### **The Durham PreK Classroom**

- Durham PreK follows NC Pre-K rules and guidance, however, center administrators and classroom teaching staff must participate in Technical Assistance (TA) services that may include but are not limited to the Classroom Assessment Scoring System® (CLASS®) assessment and related coaching to support high-quality interactions between staff and children to promote school readiness among Durham PreK children.
- The Creative Curriculum will be used in Durham PreK classrooms and teaching staff will use Teaching Strategies Gold for ongoing child assessments 3 times per year. Inter-rater reliability with TS Gold will be tracked.
- Durham PreK is in its developmental stages. The Durham PreK Governance Committee is reviewing the quality standards for Durham PreK classrooms.

### **Durham PreK Staff**

- Durham PreK lead teachers and teacher assistants must be compensated for a 40-hour work week and are not to exceed working 40 hours per week. All 40 hours worked per week must be focused on the Durham PreK classroom that the lead teacher and teacher assistant are assigned to at the Durham PreK site. 32.5 hours each week are for direct contact with children in the classroom or outdoor learning environment. The remaining 7.5 hours each week are for instructional staff to complete related instructional activities such as planning and professional development.
- Durham PreK will offer professional development opportunities related to curriculum, ongoing child assessments, and effective interactions between classroom staff and children. Classroom staff (both the lead teacher and teacher assistant) will be required to participate. Site administrators, directors, and coordinators will also be scheduled to participate in required professional development.
- Site administrators, directors, coordinators and classroom staff (both the lead teacher and teacher assistant) must follow professional development plans created in partnership with TA specialist.
- Classroom staff (as a team) will be assessed through the Classroom Assessment Scoring System® (CLASS®) with related professional development and coaching provided as needed.
- Durham PreK lead teachers with a BK license must be compensated according to Durham Public Schools' certified teacher salary schedule. Durham PreK lead teachers working toward a BK license or holding a provisional BK License such as a Lateral Entry BK License, Residency BK License, Emergency BK License or Provisional BK Add-on License must be compensated according to NC Department of Public Instruction's salary schedule.
- Durham PreK teacher assistants with an AA degree must be compensated according to DPS' classified pay scale. Durham PreK teacher assistants working towards an AA degree must be compensated according to NC Department of Public Instruction's classified pay scale.
- Changes in the NC DPI and DPS teacher scales due to cost of living increases must be matched and back pay issued as appropriate.

### **Payment Rates by Site Type**

- Payment rates per child are determined by the Durham PreK Governance Committee with approval by the County of Durham.
- The maximum rates for 2019-2020 are \$1250 per child per month for classrooms with a lead teacher with a BA/BS or higher with a BK Initial License, BK Continuing License, Initial BK Add-on License or Continuing NC Add-on License (SP I or SP II).
- The maximum rates for 2019-2020 for classrooms with a lead teacher with a BA/BS or higher but who holds no license and is working toward BK licensure such as a Lateral Entry BK License, Residency BK License, Emergency BK License or Provisional BK Add-on License is \$1200 per child per month.

### **Supplemental Payments**

- A monthly salary supplement for highly experienced DPK teachers, equal to 80% of the difference between the lead teacher's years of experience and the base year (0 years of experience on the DPS 2018-2019 salary table) will be paid to the service provider for all teachers with three (3) or more years of experience.
- Durham PreK providers must follow Durham PreK Teacher Payment and Supplemental Policy.

### **Evaluation and Monitoring**

- Durham PreK classrooms will participate in a county-wide program evaluation conducted in the fall and the spring to measure program quality and child gains.

### **Program and Fiscal Monitoring of Durham PreK Programs**

- CCSA is required to monitor for program/policy and fiscal/contract compliance with oversight by the County of Durham.
- CCSA will coordinate with NCDCEE Child Care Consultants for compliance with NC Child Care Rules.

## **Major Program Requirement Differences: Durham PreK vs NC Pre-K Program Fiscal and Contract Manual**

### **Section 1: Introduction and Section 2 County/Region Plan and DCDEE Contracts with Local Entities to Administer the NC Pre-K Program**

- The contractual agreement is between Durham County and CCSA to administer Durham PreK.
- Durham PreK contracts are with private and public agencies as determined by Durham PreK Governance Committee as coordinated with the County of Durham.
- Durham County Government notifies CCSA of its allocation for the next contract year and develops a contract based on funding.

### **Section 3. Pre-K Allocations, Allowable Uses of Pre-K Funds, and Children Served**

- Durham PreK follows NC Pre-K rules and guidance and Durham PreK rules and guidance as adjusted for CCSA by the Durham PreK Governance Committee and the County of Durham.

- The maximum rates for 2019-2020 are \$1250 per child per month for classrooms with a lead teacher with a BA/BS or higher with a BK Initial License/BK Continuing License (SP I or SP II) or Initial BK Add-on License or Continuing BK Add-on License (SP I or II).
- The maximum rates for 2019-2020 for classrooms with a lead teacher with a BA/BS or higher but who holds no license and is working toward B-K licensure such as a Lateral Entry BK License, Residency BK License, Emergency BK License or Provisional BK Add-on License is \$1200 per child per month.
- Changes to per-child reimbursement due to changes in the lead teacher's license status or due to staff changes will be effective for the month of attendance in which the update was received by CCSA management team as long as the staff information change form was received by the 10<sup>th</sup> business day of the month. If the form is received after the 10<sup>th</sup> business day of the month, the reimbursement rate will be updated the following month. Additionally, Durham PreK will not make any retroactive per-child reimbursement payments for change in teacher education and licensure.
- Administrative funds for Durham PreK are set by the Durham County Government contract with CCSA.

#### **Section 4. Subcontracts**

- Durham PreK follows NC Pre-K rules and guidance and Durham PreK rules and guidance as adjusted for CCSA and the Durham County Manager's Office roles and responsibilities.
- CCSA shall not subcontract any Durham PreK educational services without prior approval from the County of Durham.

#### **Section 5. Related Funding Information**

- CCSA will leverage money as applicable from a variety of sources in order to fully fund Durham PreK classrooms.

#### **Section 6. Payment Process**

- The payment process is determined through a policy set by CCSA and approved by the Durham PreK Governance Committee and the County of Durham. Durham PreK funding will follow a per-child allocation for a 10-month school year (36 weeks).
- Durham PreK providers will receive reimbursement payments monthly over a 10-month period. Payments are made on a September through June schedule.<sup>2</sup>
- Child attendance must be taken daily and submitted to CCSA monthly.
- CCSA will work with site providers to set up an electronic funds transfer for payments.
- Any parent fees for families that qualify for the Durham PreK sliding scale must be collected from families by the provider. Monthly provider reimbursement will be less any parent-fee amounts assigned to children.

#### **Section 7. Equipment and Property Management.**

- CCSA to develop a policy on inventory management.

#### **Section 9. Documentation and Records.**

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<sup>2</sup> Durham PreK will follow a September through June payment schedule. Some sites will be paid on a modified August through May schedule as an accommodation to NC Pre-K practices.

- Durham PreK will follow child eligibility and sliding scale fee determined by the Durham PreK Governance Committee.

**Section 10. NC Pre-K Reporting Systems.**

- CCSA to develop a reporting and budgeting system with approval by the Durham PreK Governance Committee and the County of Durham.

**Section 11. Reporting Requirements**

- CCSA will comply with reporting requirements set by the Durham PreK Governance Committee and the County of Durham.

**Section 12. Reversions and Refunds**

- Durham PreK unspent funds revert to the County of Durham.

**Section 13. End of Year Requirements**

- Durham PreK funds are available only for the fiscal year for which they are authorized.

**Section 14. Audit and Monitoring**

- The County of Durham will establish auditing and monitoring requirements.