

## Program Checklist for 2022-23 Addison County PreK Contract Paperwork

**Please return the below documents by July 1, 2022** (earlier is fine!) **to:**

MAUSD

Attn: Alison Boise

72 Munsill Ave, Suite 601

Bristol, VT 05443

Number of Copies	Paperwork
1	Completed and Signed Agreement (pages 2-3)
1 per site	Site Information (Attachment A)
1	2022-23 Program Calendar with 35 weeks of PreK clearly identified if different from school calendar
1	Sample tuition statement or annual contract provided to families showing how PreK tuition funds are applied (use Attachment D or create your own)
1 with all districts named or 3 separate ones	Current copy of your liability insurance naming <u>each</u> District as “additional insured” or “certificate holder” and listing minimum liability coverage and sexual misconduct/abuse endorsement Addison Central School District Addison Northwest School District Mount Abraham Unified School District
3	W-9 for <u>each</u> District Addison Central School District Addison Northwest School District Mount Abraham Unified School District

**Mail to Individual Districts by July 1, 2022** (earlier is fine!):

Number of Copies	Paperwork
1 per child	PreK Applications & Residency Documentation for Enrolled Students

ACSD, Attn: Heather Crowley, 49 Charles Ave, Middlebury, VT 05753

ANWSD, Attn: Rachel Cornellier, 11 Main St, Suite B100, Vergennes, VT 05491

MAUSD, Attn: Alison Boise, 72 Munsill Ave, Suite 601, Bristol, VT 05443

Supplementary information is included in this contract packet for ease of use, including this checklist, a list of PreK and district duties, a handbook, and a chart of anticipated weekly tuition payments. These items are for your benefit and do not need to be returned to the district. Reach out with questions to [mbaker@acsdvt.org](mailto:mbaker@acsdvt.org)

**Addison Central School District, Addison Northwest School District, and  
Mount Abraham Unified School District  
Publicly-Funded Prekindergarten Agreement  
2022-23**

Act 166 contemplates that Vermont public schools shall pay for Pre-kindergarten educational services at prequalified preschools for age-eligible residents. Those services are to be provided pursuant to standards set forth in the statute and specified herein. This Agreement shall serve as the basis of the relationship between the Addison Central School District, Addison Northwest School District, and Mount Abraham Unified School District (hereafter District) and

\_\_\_\_\_ (PreK Program Name) for the purpose of providing pre-kindergarten to age-eligible children who are residents of the District.

ACSD: Bridport, Cornwall, Middlebury, Ripton, Salisbury, Shoreham, Weybridge

ANWSD: Addison, Ferrisburgh, Panton, Waltham, Vergennes

MAUSD: Bristol, Lincoln, Monkton, New Haven, Starksboro

**1. Term:**

The term of this Agreement is within the 2022-23 school year. There is no right of renewal. The Agreement shall be effective from the date signed by both parties until June 30, 2023 unless terminated in agreement with the specifications below.

**2. Main PreK Program Contact Information:**

PreK Program Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Director/Owner/Designee: \_\_\_\_\_

Expulsion/Suspension Contact Person (if different): \_\_\_\_\_

**3. Duties of the PreK Program:**

The PreK Program agrees that it will maintain the standards/qualifications as identified in Act 166. While it is impossible to identify each and every responsibility, Exhibit A to this Agreement specifies many. PreK Program agrees to comply with the duties identified in Exhibit A.

The Pre-K Program shall indemnify and hold harmless the District, its employees, agents, directors, officers, member districts, and their successors and assigns from any and all claims, suits, damages, judgments and expenses arising from or related to, in whole or in part, the provision of Act 166 Pre-Kindergarten services or arising from or related to, in whole or in part, those duties and services identified in this Agreement.

**4. Duties of the District:**

The District agrees to provide state mandated prekindergarten compensation (\$3,656 per enrolled resident child for 10 hours/week over 35 weeks for 350 hours) to the PreK Program. The District will prorate tuition payments based on the weeks of the school calendar year for resident children who are enrolled less than 10 hours each week over 35 weeks (350 hours/year). Payments may be withheld and are subject to reconciliation from the PreK Program if the PreK Program does not maintain prequalification standards/qualifications as identified in Act 166.

The District will send agreed-upon funds to the PreK Program three times per school year each year unless otherwise agreed to by both parties according to the following schedule:

- a. Payment 1: September 30, 2022 at \$1254/enrolled child for weeks 1-12
- b. Payment 2: December 16, 2022 at \$1254/enrolled child for weeks 13-24
- c. Payment 3: April 14, 2023 at \$1148/enrolled child for weeks 25-35

The District shall additionally comply with those duties specified in Exhibit A, attached hereto.

**5. Termination and Modification:**

Either party for cause, stated in writing, may terminate this agreement at any time. Without limiting the foregoing, a material or substantial breach of terms of this contract shall constitute cause for termination.

Modifications or termination to this agreement may be deemed necessary by either party in order to remain compliant with Governor's Executive Order, state or federal laws, rules, policies, regulations or state or federal guidance impacting delivery of PreK education services. At such times, either party may request modification of the agreement and terms will be renegotiated or contract may be terminated. It will be the joint responsibility of the District and PreK Program to notify in writing families of children affected by the termination of this agreement.

In the event of disagreement as to the terms of this contract, negotiation shall occur first between the PreK program's director or designee and the Universal PreK Coordinator. If the dispute cannot be resolved through this step, the program's director or designee shall communicate in writing with the below-named signatory authority for each district. The final stage of dispute resolution shall occur at the superintendent level.

**6. Governing Law, Merger and Assignment:**

This Agreement shall be governed by the laws of the State of Vermont and constitutes the entire agreement of the parties hereto with respect to the subject matter hereof, and shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. No written or verbal representations shall be considered in construing the terms of this Agreement.

The duties and responsibilities under this Agreement may not be assigned or delegated by either party without written consent of the other.

Addison Central School District  
Authorized Agent Name: Caitlin Steele  
Title: Director of Teaching and Learning  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Mount Abraham Unified School District  
Authorized Agent Name: Susan Bruhl  
Title: Director of Student Support Services  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Addison Northwest School District  
Authorized Agent Name: Kara Griswold  
Title: Director of Student Support Services and Early Education  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

PreK Name: \_\_\_\_\_  
Director/Designee Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## Exhibit A

Act 166 sets forth explicitly and by reference standards for Prekindergarten education. PreK Programs are additionally expected to comply with STARS quality rating systems and CDD Child Care Licensing Regulations which may provide additional detail regarding the requirements below. For the 2022-23 contract year, the PreK Program and District are expected to comply with the following standards, procedures and rules for payment of public funds.

### Duties of the PreK Program:

- Adhere to all applicable federal and state laws and regulations, including but not limited to, CDD Child Care Regulations, Part B of the Individuals with Disabilities in Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) and Title VII of the Civil Rights Act of 1964;
- Maintain and renew prequalification status with the appropriate State agencies;
- The PreK Program certifies that all individuals regularly present at the PreK program, including regular volunteers, have received state and national fingerprint-supported criminal record checks. The PreK Program certifies that the following statements regarding criminal record checks are accurate and true. PreK Program further certifies that the District will be contacted within 5 days to update or amend the assurances and information below:
  - All PreK Program employees, volunteers, and other individuals regularly present at the PreK program have completed state and national fingerprint-supported criminal background checks through the Child Development Division in accordance with Child Care Licensing Regulations (see section 7.2 *Background Checks and Appropriate Clearances*).
  - The Districts have a full and complete list of all individuals who are regularly present at the PreK site (Attachment A).
  - If new staff/volunteers are hired, a fingerprint-supported background check will be conducted prior to working with children in accordance with Child Care Licensing Regulations.
  - No individual who is prohibited as a result of background checks by CDD Child Care Licensing Regulations (7.2.6) or who has not been fingerprinted by the CDD shall be employed at or be allowed unsupervised access to children at the PreK Program.
- Maintain NAEYC accreditation; or maintain at least four stars in the DCF STARS system with a plan to get to at least two points in each arena; or maintain three stars in the STARS system with a plan, approved by the Commissioner of Children and Families and the Secretary of Education to achieve four or more stars with at least two points in each of the five arenas in no more than three years and meet all intermediate milestones;
- Implement a developmentally appropriate curriculum that is aligned with and reflective of all domains within the Vermont Early Learning Standards (VELS);
- Provide prekindergarten education for a minimum of 10 hours each week for thirty-five weeks (350 hours annually) for each enrolled child within the academic year;
- Complete reports for enrollment, attendance, child assessment, costs of prekindergarten education, finances and other areas as required by state law or requested by Agency of Education or Districts;
- Participate in training which may be required of prequalified PreK programs in general, or specifically by a District;
- Participate in the state approved prekindergarten education monitoring system;
- Use Teaching Strategies GOLD to collect documentation and evaluate children's progress at least twice per year, meet checkpoint deadlines and report the results of those assessments to the District and the Agency of Education by no later than June 30th of each year;
- Provide parents or guardians with a report of their child's developmental progress at least twice per year, and offer families at least two opportunities per year to meet with the teacher;
- Provide opportunities for effective parental involvement and participation;
- Allow school district and related service providers to work with students within the classroom setting, when reasonable or appropriate;

- Permit on-site visits, announced and unannounced, by representatives from the Agency of Education and the Agency of Human Services, and from District staff;
- Report any changes that could affect the program's status as a prequalified prekindergarten education program to the Agency of Education and District within 5 days of that change (examples include: losing a licensed teacher, change in STARS rating, proven or alleged licensing violations);
- Report any licensing violation that requires notification to families to District as well;
- Provide assurances to Districts of prequalification information such as program licensure, teacher licensure, staff background checks, STARS rating, or other documentation in the event of concerns and by request;
- If PreK Program is a CDD licensed center: Ensure that the licensed educator is physically present on-site at the PreK program during the hours in which that program is providing the 10 hours of publicly funded prekindergarten for every student. "Physically present on-site" means in the same facility or in the same classroom as the prekindergarten student. Every student receiving 10 hours of publicly funded prekindergarten education must have a licensed educator physically present on-site during that student's 10 hours of prekindergarten education. Best practice for high quality prekindergarten instruction, though not required, would be the licensed educator leading instruction, facilitating lessons, and engaging with students in the student's classroom(s) for their prekindergarten education hours.
- If PreK Program is a CDD licensed or registered home program: Ensure that an educator who holds a valid Vermont educator license with an endorsement in either early childhood education or early childhood special education is employed or contracted to provide regular, hands-on active training and supervision for at least three hours per week, during each of the 35 weeks per year in which prekindergarten education is paid for by tuition from districts. This supervision must take place within the 35 weeks that prekindergarten students are receiving publicly funded prekindergarten education. Additionally, it is required that the operator maintains appropriate written documentation of the supervision on location.
- Accept and educate students without discrimination based on gender, race, nationality, disability, economic status, religion, or parental marital status;
- Accept and educate students without discrimination based on toilet learning;
- Verify child's legal name and age eligibility for PreK as listed on the parent applications using birth certificate, immunization records, insurance card, or other reasonable documentation of child name and age (children must be aged three, four or five years old on or before September 1st). Programs may not prevent or discourage a child from enrolling in or attending PreK because he or she lacks a birth certificate or has records that indicate a foreign place of birth, such as a foreign birth certificate;
- Apply all of the prekindergarten funding provided by the District for 10 hours each week for 35 weeks (350 hours annually) of prekindergarten services as full tuition for those hours for each enrolled child;
- Notify the District when a child has been absent from PreK for an average of one PreK day/week over the course of two months, communicate in writing to the family that they risk the loss of PreK funding, and where necessary develop a plan with the family and District for attendance and tuition payment;
- Notify the District when a child has been absent from PreK for more than 2 consecutive weeks or for 3 weeks over the course of the school year and inform the family that they may not be eligible for PreK tuition funding for subsequent weeks of absence;
- Notify enrolled families in writing which weeks, days, and/or hours of PreK attendance are funded by the District (i.e. on a tuition statement and/or program calendar) and inform them of any changes to tuition or enrollment status within 5 days of the change. Programs may designate alternate weeks of PreK than those designated by the District, providing that the total amount of PreK is at least 10 hours/week for 35 weeks, and understanding that payment will be made based on a school year calendar. Programs must provide a sample copy of their PreK calendar and tuition statements/annual contracts with families to the District if the weeks of PreK are different from the weeks of payment (see Addendum);

- Provide parents of eligible children information regarding this agreement and its purpose as well as enrollment, residency, and release forms in order to permit information sharing about the child between the program and schools (including TSG data, attendance, demographic data, and kindergarten transition information);
- Maintain and share with the District all academic and attendance records which the District deems appropriate for administration of Act 166 programs;
- Purchase and maintain a comprehensive general liability policy of insurance to provide coverage for the Pre-Kindergarten program, including sexual misconduct/molestation coverage, with each District identified as an additional insured under the policy. A certificate of insurance must be provided with this Agreement. As specified in CDD Licensing Regulations (2.3.8.5 *Insurance Coverage*), the liability limits of such insurance shall be of a reasonable amount for the PreK program's own protection and for the protection of children attending the PreK program.
  - The minimum coverage amounts are:
    - General Liability coverage in the amount of \$1,000,000 each occurrence; \$2,000,000 general aggregate;
    - Sexual misconduct/molestation coverage endorsements at a minimum of \$1,000,000 occurrence/aggregate for commercial providers and \$100,000 occurrence/\$300,000 aggregate for home providers.
- Purchase and maintain statutory worker's compensation insurance for all employees unless none is needed as a result of self-employment;
- Regularly attend the Addison County PreK Partnership meetings or make arrangements to attend comparable meetings in another region;
- Using the Addison County Exit Form/process, notify District immediately if a child terminates or changes enrollment status (i.e. moves residences, leaves the PreK Program);
- Expulsion and Suspension Requirements:
  - The PreK program has designated a Point of Contact to report information to the District Point of Contact whenever a child is:
    - i. Requested to permanently leave (expulsion) a PreK program, or
    - ii. Removed from a PreK program (suspension) due to behavioral or disciplinary reasons, for 2 or more hours per week, whether within the program in a specified, supervised location (i.e. the office) or off of the premises.
  - The PreK Program Point of Contact will complete and submit the approved [\*PreK Suspension and Expulsion Incident Report\*](#) to the District of child's school of enrollment within 5 school calendar days from the date of incident. (See: <http://education.vermont.gov/sites/aoe/files/documents/edu-prekindergarten-suspension-expulsion-incident-report.pdf>).
  - Further, if the child is on an IEP and receiving special education services, the PreK program must also contact the District early childhood special education staff and/or director of student support services.
  - Suspensions of a PreK child, whether in-program or off the premises, shall not affect tuition payments for that child under Act 166. Expulsion of a PreK child shall cease tuition payments for that child effective from the date of expulsion.
  - The PreK Program is further responsible for fully complying with Child Development Department's (CDD) expulsion criteria as defined in Childcare Licensing Regulations 6.2.8.4 (1)(2)(3): *"The licensee shall support continuity of care and education. In the event that a child's continued enrollment is at risk the following shall apply: 1) consult with child's parents, 2) provide parents written notice at least five days prior to expulsion, 3) when child is expelled, a full copy of child's file must be provided to family and documentation retained by program."*
- Meet all required deadlines specified for providing records, including those for academic standards and instructional standards, kindergarten transition, student attendance and billing (see the Addison County Regional Publicly-Funded PreK Handbook for details of attendance and invoicing dates and TS Gold checkpoints);
- Comply with any other reasonable request from the District.

#### **Duties of the District:**

- Inform parents of the availability of early education services;

- Provide a representative to participate in Addison County PreK Partnership meetings. Each school district will host one Addison County PreK Partnership meeting per year;
  - Send the full amount of the agreed-upon tuition funding to the prequalified PreK Program the family designates to receive the tuition funds even if the child is enrolled in more than one prequalified PreK Program;
  - Identify a District liaison who will maintain communication with the PreK Program throughout the terms of this contract to ensure that both parties abide by its terms;
  - Inform staff of the PreK Program about relevant professional development opportunities sponsored by the District and invite their attendance at such. Additional fees may be incurred by the PreK Program for participation in such events;
  - Consider requests for additional services (beyond what the PreK Program must maintain for pre-qualified status) to support the development and learning of enrolled children and negotiate any additional fees for such services (i.e. professional development, space, etc.);
  - Assess referred children for special needs as warranted and provide special education services in accordance with the child's Individualized Education Plan and within District boundaries.
  - Notify the PreK Program prior to reducing or removing tuition funding due to repeated or extended periods of child absence;
  - Expulsion and Suspension Requirements:
    - The District and school of enrollment designates the below point of contact for submitting PreK suspension and expulsion forms. The SU/SD will complete notification within the Combined Incident Reporting Software (CIRS) system and include incidents involving PreK students in its reports as required by state and federal regulations.
- ACSD: Caitlin Steele, csteele@acsdvt.org, 49 Charles Ave, Middlebury, VT 05753
- ANWSD: Kara Griswold, kgriswold@anwsd.org, 11 Main St, Suite B100, Vergennes, VT 05491
- MAUSD: Susan Bruhl, susan.bruhl@mausd.org, 72 Munsill Ave, Suite 601, Bristol, VT 05443
- Further, if a PreK child on an IEP and receiving special education services is suspended or expelled for more than 10 days (consecutive or cumulative) the LEA will convene a manifestation determination hearing to determine if the removal is considered change of placement for the child. A meeting of the child's IEP team is required to determine appropriate services and placement.
- Comply with Child Care Licensing Regulations related to partner staff at the PreK Program when District staff are present:
    - By providing to the PreK Program the following information about partner staff: name, date of birth, home address, and telephone number and a signed statement verifying understanding of legal requirement to report suspected child abuse or neglect (3.4.5.3);
    - By not disclosing or permitting the use of any information regarding an individual child or family to any individual unless parent permission is specifically granted (3.8);
    - By complying with PreK Program guidelines for signing out children or not being unsupervised with children (6.2.1.7);
    - By not attending the PreK Program when they are incapacitated by illness, extreme fatigue or any condition that limits their ability to safely work with children until their condition is improved and by following the exclusion policies as set forth in the regulations related to contagious illness (7.1.1);
  - Utilize TS Gold assessment data as needed, including for systems planning, kindergarten transition, and curricular and professional development decisions. Access to the data will be available as needed on both an aggregate and individual child basis to employees of the Districts.
  - Ensure that census reports for students, including prekindergarten students, are accurately reported and maintained with the Agency of Education.

## ATTACHMENT A: Site Information

Please complete for each PreK site that has Addison County children. Please note that unless otherwise noted, checks will be made out to and mailed to the main address listed in the contract and on the W9. This page allows you to specify additional information about where children are served.

PreK Program Site Name: \_\_\_\_\_ Prequalification Renewal Date: \_\_\_\_\_

Site Contact Name and Phone Number (if different): \_\_\_\_\_

PreK Site Address (if different from main address): \_\_\_\_\_

Number of STARS & Points by Arena or NAEYC Accreditation Date: \_\_\_\_\_

PreK Site Days/Hours: \_\_\_\_\_

Name of Licensed Teacher(s): \_\_\_\_\_ Endorsement Area(s): \_\_\_\_\_

Teacher License Number: \_\_\_\_\_ License Renewal Date: \_\_\_\_\_ DOB: \_\_\_\_\_

Days/Hours Licensed Teacher is Present: \_\_\_\_\_

Please list all individuals who are regularly present at the PreK site. All individuals should have completed fingerprint-supported background checks through the CDD in accordance with CDD Child Care Licensing Regulations. (Attach extra pages if needed.) TSG Interrater Reliability completion is **required** for staff who complete checkpoints.

[illegible]



## **Addison County Regional Publicly-Funded PreK Handbook 2022-23**

This information is intended to supplement the PreK contract by giving details about how processes and procedures work in the Addison County districts. Please read carefully for deadlines and details.

### **ENROLLMENT & CONTRACT PROCESS**

PreK paperwork may be returned to the district as early as desired, but must be completed by the date below to ensure timely payment. Forms may be mailed, faxed, or delivered in-person to the District's Central Office. Contact information is at the end of this document. Please do not email confidential student information as this violates FERPA.

Please make PreK Applications available to families as part of your regular enrollment paperwork as early as possible, and share with families the purpose of the paperwork, including your intent to share information about the enrolling child with the District. Families should also receive a tuition statement or annual contract showing how District PreK funding is applied to their child's tuition (unless program is available at no cost to all families) and a copy of the program calendar clearly demonstrating which weeks are considered to be PreK.

Programs may modify the due date of the application to ensure that all forms are returned to them promptly. A child is considered enrolled when the District has received a complete application packet, has an approved contract with the PreK Program, AND has started attending the PreK Program.

### **July 1, 2023: Contracts and PreK Applications DUE to Districts**

Forms may be completed earlier. Complete the following forms and return them to the District:

- Publicly-Funded PreK Contract
- Copy of your program's liability insurance coverage naming all three school districts as "additional insured" or "certificate holders" (you must return this for all three districts even if you only have children in one district)
- PreK Site Information (Attachment A)
- 2022-23 Program calendar with 35 weeks of PreK clearly identified
- Sample tuition statement or annual contract provided to families showing how PreK tuition is applied
- W-9
- Parent Application(s) for District resident children with supporting residency documents

PreK Programs should review PreK Applications for errors, child's age-eligibility and legal name, and to ensure all required documentation is there before submitting them, as this will save substantial time. Publicly funded preschool enrollment forms include:

- Publicly-funded PreK Application
- Proof of residence, including copies of the relevant documents proving residency (see application form)

Please notify families that may be enrolled in more than one program simultaneously that they must determine which program will receive the tuition funds. Please also share that if the child attends a district-operated PreK program for ten or more 10 hours/week, the funds will be allocated to that program, as opposed to a community-based PreK.

Addison County Districts accept new PreK programs and newly enrolled children on a rolling basis; however, to ensure timely payment, Contracts and PreK Applications should be signed and submitted by July 1<sup>st</sup>. PreK Programs should plan ahead to receive or renew prequalification status as needed.

District staff will enter child information into PowerSchool and enroll in PreK programs over the course of the summer. Families will receive a letter in late summer notifying them of PreK enrollment. Approval letters will also include Free and Reduced Lunch paperwork to be returned directly to the district. Approved enrollment information will be finalized by the first day of school and PreK programs must crosscheck the PowerSchool enrollment with their list of attendees.

District staff will also notify families and PreK Programs of incomplete or rejected PreK Application paperwork and steps to be taken to complete enrollment. Follow-up by the PreK Program may be needed to ensure timely completion of applications. Children are not considered enrolled until their paperwork is completed.

## **INVOICE & PAYMENT DATES & INSTRUCTIONS**

Checks will be made out to the organization listed as the “main” program in the contract and on the W-9 and mailed by districts to that address. If alternate arrangements are needed, please contact the districts prior to the first invoice.

Programs may use the provided invoice template or create their own invoices. Prior to submitting invoices, the PreK program should check PowerSchool to ensure that all students are listed as enrolled and none have exited. Enrolled PreK students have a completed PreK Application and residency documentation approved by the District and are attending a PreK Program with a current contract with the District. All students must be enrolled with the district to be included on the invoice payments.

Children who have not completed the PreK Application by the first invoice date will receive the first payment amount included in the second invoice payment for the weeks that were not paid. Children who join the program later in the year will be enrolled as of the date the complete application is received by the district, and tuition will be prorated from that date using the school calendar payment schedule (Attachment C). Children who exit the program will have tuition prorated as of their last day in the PreK program using the school calendar payment schedule.

### **First Invoice Due to SDs: August 31, 2022**

The first invoice pays for weeks 1-12 @ \$1254/enrolled child. Districts will cut the check for this invoice by September 30, 2022

### **Second Invoice Due to SDs: November 14, 2022**

The second invoice pays for weeks 13-24 at \$1254/enrolled child. Districts will cut the check for this invoice by December 16, 2022. Attendance is also due on this date.

### **Third Invoice Due to SDs: March 10, 2023**

The third invoice pays for weeks 25-35 at \$1148/child. Districts will cut the check for this invoice by April 14, 2023. Attendance is also due on this date.

Reconciliation payments for students who leave prior to the beginning of the year will be calculated into subsequent invoices. If all invoices for the year have been paid, a reconciliation check from the PreK will be due to the district no later than the last day of school.

Programs which lose their prequalification status will be subject to withdrawal of payments and reconciliation of funds as needed for the period of time in which they do not meet the Act 166 standard.

## **EXIT/CHANGE**

Certain changes impact district tuition funding and are important to accurate census reporting. Your program must notify the District immediately using the exit/change form whenever a child:

- Moves residences (even if in-district and even if continuing in your program)
- Leaves your PreK program (discontinues schooling or moves to another PreK program)
- Changes their legal name (e.g. through adoption)
- Has a change in custody (i.e. divorce, enters DCF custody, reunifies with parents, is adopted)
- Becomes homeless (lack a fixed, regular, adequate nighttime address)
- Is suspended or expelled/asked to leave the program

If the child has moved to a new district, a new PreK application with proof of residency will need to be completed for that district with the new address and proof of residence. In order to ensure no gap in payment, it is best if the application is completed in advance of the move. Families should not be liable for tuition payments in the event of such a gap.

Remember to update the changed information in TS Gold also. If a child is changing programs, you can transfer their portfolio (see the TS Gold section of this handbook).

## **SPECIFIC RESIDENCY SITUATIONS**

Children who are homeless are defined by the McKinney-Vento Act as those who “lack a fixed, regular, adequate nighttime residence”. The definition specifically includes children living in emergency shelters, motels, hotels, trailer parks, cars, parks, public spaces, or abandoned buildings, and those who are “doubled up” with family or friends due to loss of housing, economic hardship, or a similar reason. Children who are homeless should be referred to Meg Baker and the McKinney-Vento district coordinator. Residency documentation may be waived and other district services may be available for these families. The program should notify the district about children who are already enrolled and become homeless mid-year.

Children who are in DCF custody may use either their birthparent’s or foster parent’s address for enrollment purposes. Generally, they will use the address at which they are expected to remain for the duration of the school year and/or the address at which they will enroll in kindergarten. If there are older siblings, all children will ideally be enrolled in the same district. Application paperwork should be accompanied by a placement letter from DCF. The district will also need to know the residence of the birthparents in order to know whether the child is “state-placed” (this information may be obtained by the district directly from DCF). The program should notify the district about children who are already enrolled and come into DCF custody mid-year.

## **ATTENDANCE DATES & INSTRUCTIONS**

Attendance will be entered directly into PowerSchool. Attendance may be completed on a daily, weekly, or monthly time frame, but must be up-to-date on the listed due dates (additional dates may be required depending on changes at the state level). Late attendance entry could impact the timeliness of invoice payments.

**October 1, 2022: Attendance completed**

**November 14, 2022: Attendance completed** (invoice also due on this date)

**March 10, 2023: Attendance completed** (invoice also due on this date)

**June 9, 2023: Attendance completed** (subject to change, depending on last day of school)

A tutorial for entering attendance into Addison County PowerSchool systems is available at:  
<https://docs.google.com/presentation/d/1OkNYiAelu0z1d-Er9bMEnh7tB5MDH18iQR1-8kSCEy0/edit?usp=sharing>

Links to the Addison County district PowerSchool systems are:

- ACSD: <https://www.acsuis.org/teachers/pw.html>
- ANWSD: <https://anwsd.powerschool.com/teachers/pw.html>
- MAUSD: <https://anesu.powerschool.com/teachers/pw.html>

Log-in names and passwords are not usually reset over the summer, but will be provided to new programs at the beginning of the school year if needed. All enrolled children should be listed in the program. You should regularly check children's names to ensure they are legal names, addresses and birthdates for accuracy on the demographics page. Please let Meg know if you find any errors.

If children who have exited appear in PowerSchool, it means you have not notified the district using the [Exit/Change Form](#). When a child exits, their information should disappear from your enrollment lists and you will not be able to enter attendance.

Codes used vary by district. Generally, you can select *Present*, *Tardy (TDY)*, *Absent Sick/ Illness(AS/I)*, or *Absent Not Sick (ANS)*, and *Not Expected/ Exempt (NE/X)*. Present will display as blank (it is usually the default, so you don't need to "enter" it). If given a choice of Absent Codes: Use *Absent Not Sick* for vacation days and use *Absent Sick/Illness* for doctor's visits and illness. We don't generally use *Tardy* for PreK. Ignore all other codes.

Remember to hit *SUBMIT* to save your changes!

Note regarding calendars: The system is set to only record attendance on days that the public schools are open and vacation/snow days are greyed out. If your program is open when schools are closed, you will not need to record attendance on those days EXCEPT that programs that run on a Chittenden/Rutland school calendar and use different vacation weeks (i.e. February break is on a different week) should switch the dates and record for the week they were open.

## **CALENDAR INFORMATION**

The school calendars run over a longer period than 35 weeks, except that children attend 35 weeks if you remove teacher workdays and vacation time. By statute, a school year for K-12 students must be 175 days. The reason that a weekly rate was used for PreK was to accommodate the weekly nature of many PreK children's schedules, especially if they attend part-time. A full-time, 10 hr/week PreK child does not need to attend 175 days, but should attend tuition-free for the 35 weeks that number represents.

We delineate our tuition weeks very clearly in our contract and in accordance with our school calendar, but the way your program applies that tuition may differ from our calendar. Thus, if the district is paying for 35 weeks, the program can decide which 35 weeks of attendance those apply to, so long as it is within the school calendar year. Some programs choose to boost tuition on vacation weeks (or take the vacation weeks), while others choose to run 35 consecutive weeks and end their tuition year in May. You may also apply the tuition to a longer period than the 35 weeks (e.g. 37 weeks), so long as that time is within the school calendar year. In this case, the weekly tuition must still cover 10 hours/week for each student.

Your academic year calendar and tuition contracts with families must reflect which weeks are paid for by PreK. You should also have a system in place to address snow days or in-service days if they impact attendance for a

child in that week. You must also be aware that if the payment weeks do not easily align with your calendar that if a child enters or leaves mid-year, the prorated amount may not match your tuition. Families should not be liable for this cost.

The 2022-23 weekly prorated tuition amount is approximately \$104.46/week (see Attachment C). To read this attachment for an enrolling child, find the week that the child enrolled with the district, then look at the “Running Total” amount. This is the amount that the district should pay over the course of the year. To prorate for an exiting child, find the first day that the child was no longer enrolled in the program and consult the “Amt Remaining” column. This is the amount of annual tuition that the district should have paid if the child was enrolled from the beginning of the school year.

In our calculations for prorating, we counted some weeks in full despite teacher workdays or holidays, because using a daily rate is unwieldy for the nature of children's schedules and would result in inequitable service for children who attend part-time. Further, many PreK programs are open on these days, but may be closed on other days that the schools are open. Over time, this means that the PreK payment calendar is not a perfect match for the school year (and is usually not aligned with PreK program calendars), but all the PreK tuition weeks are weeks within the district's academic year as required by the law. In practice, this also means that some children will attend more than 35 weeks or may attend different weeks than we are using for tuition calculations.

Given that each program has a different PreK schedule, this system creates standardization across the Districts so that we pay out for 35 weeks only when children move mid-year. The schedule that was created is not perfect, in that different programs have children attending at different times. However, given how different those schedules are, we created the consistency for payment purposes to ensure that there was equity in payments to programs.

## **TS GOLD INFORMATION**

Addison County districts use the Agency of Education checkpoint dates which are typically in early December and June. Checkpoints must be completed for Fall and Spring using all 38 objectives. Checkpoint dates can be found under ASSESS: Checkpoint Dates. No reports need to be printed or sent to our district, as we access these electronically.

When you set up your TS Gold license, please ensure that your site name(s) is listed as named in your CDD child care BFIS account, and not listed as “default”. Please also use each child’s full legal name, NOT a nickname, when enrolling them in TS Gold; this helps the state and district match the children’s assessment results to the correct student.

Children who have moved on should be *archived*, not deleted, within the system, and their records maintained for at least three years. Vermont programs have access to unlimited archives in TS Gold.

It is extremely important that you accurately list the funding sources for all PreK children, especially *SU/SD counting this child in ADM and Town of Residence*. If these sources are not listed, the children will not appear on district reports. Here are the funding sources that most often trip people up when entering new kids (or updating from last year, especially if children moved residences!):

- *SU/SD counting this child in ADM*: Only PreK children should be counted here, not infants or toddlers. TS Gold has not updated SU/SD names, so here is your key:
  - Addison Central SD is Addison Central SU,
  - Addison Northwest SD is Addison Northwest SU, and
  - Mt. Abraham USD is Addison Northeast SU.

- *Race and Ethnicity*: Must be self-reported - see PreK application for this info
- *Town of Residence*: According to what is listed on the child's PreK application. Please know that mailing addresses are often different than town of residence. Be sure to update this field if a child moves!
- *Pre-K*: Only children who are receiving tuition dollars from the schools.
- *Head Start*: Children receiving Head Start services.
- *Child Care and Development Block Grant*: This is Child Care Financial Assistance or subsidy.
- *Private*: Tuition from families or scholarships.
- *TANF*: Reach Up funding
- *Part B Section 619/ Part C Early Intervention*: Indicates child receives special education services through IDEA. Part B covers children ages 3-21, while Part C covers children from birth to their 3<sup>rd</sup> birthday.
- *Free and Reduced Lunch*: Children who are migrant, homeless, in state custody, receiving 3 Squares or Reach Up are automatically eligible for free lunch. Children who have a household member such as a sibling receiving FRL are eligible for free or reduced lunch status at the same rate as their household member. Other children may be eligible based on income guidelines. If you offer CCFAP or a school lunch program, you may use the FRL information from that application to inform this section. PreK applications may help identify other children who are eligible also.

TSG's [Home Language Survey](#) should be completed for all children whose families report that a language other than English is spoken in the home and any child whose first language was not English, *including children adopted from a foreign country*. Send the completed Home Language Survey to the school district of residence (with name and birthdate clearly marked!).

TS Gold offers a series of free online courses including a two-hour "Introducing MyTeachingStrategies" training and an "Interrater Reliability" training for teachers/admins (found under "Develop") as well as a 10 hour "Objectives for Teaching and Learning, Preschool" training. The **interrater reliability training is REQUIRED by the state for ALL staff** who are entering documentation or checkpoint ratings, regardless of how long they have been doing assessment or teaching. As you are planning for in-service time, please think about allowing staff time to complete this training. The data from TS Gold is being used at a state and regional level and increasing reliability is important.

No specific amount of documentation for each indicator is currently required by our contracts. Teachers should ensure that they have adequate documentation for each objective and domain to choose a checkpoint level for each child. This documentation may be maintained in a separate child portfolio as opposed to uploaded to TS Gold, though adding it to TS Gold is recommended.

If a child leaves your program to attend another PreK program, the TS Gold portfolio should be transferred. A release needs to be signed by the sending program, receiving program, and parent and the release is then sent to the state. Contact Katie McCarthy at the Agency of Education for the release form.

## **CHANGES TO PREQUALIFICATION STATUS**

If a program has an alleged or proven violation of program licensure or registration or another change that may affect the program's prequalification status, it must notify the District within five days of the accusation or finding. Any serious licensing or registration violation that requires notification to families should also result in simultaneous notification to the District. If as a result of the change the program no longer meets prequalification standards, the District may withhold payment and/or ask for reconciliation from the date of non-compliance.

If a prequalified prekindergarten education program loses or has a change in their licensed educator(s), the program must complete and submit the prequalification update form to the AOE and the Districts. As required, the update form must be submitted to the AOE within five school days of the educator's official last day of work.

The program is allowed 30 school days to hire or contract with a new licensed educator and inform the AOE and Districts. If the official last day of work is within 30 school days of the last day of school for the District, an educator must be hired or contracted with by the first day of school for the upcoming school year. Within this 30 day school day period, the program must maintain compliance with all other applicable prequalification requirements to be considered and maintain a program's prequalification status. Payments to a program may continue during the 30 school day period, but if the teacher position is not filled at the end of that period, further payments will be withheld and reconciliation for paid tuition may be expected.

## **EXPULSION & SUSPENSION**

### Defining PreK Suspension and Expulsion

- *In-program* suspension is the placement of a child in a specified supervised location (e.g., director's office, alternative classroom, other space in building) other than the child's regular classroom for two or more hours out of the 10 entitled PreK hours per week, due to behavioral or disciplinary reasons. The child's absence shall not stop the school district payment to program under Act 166.
- *Out-of-classroom/program suspension* is the removal of a child from program (off premises) for two or more hours out of the 10 entitled PreK hours per week, due to behavioral or disciplinary reasons. This may include asking a child to leave a program early due to behavior. The child's absence shall not stop the school district payment to program under Act 166.
- *Expulsion* is the permanent removal of a child from the PreK program. This may include asking a child to have permanently shortened days or telling a family that the program is not a good "fit" or does not have the resources to support the child (even if true). This permanent removal does affect the family's Act 166 tuition. This permanent removal of the child will stop school district payment to the program under Act 166.

It is important to note that all private and public prequalified PreK programs must also comply with Child Development Department's (CDD) expulsion criteria as defined in Childcare Licensing Regulations 6.2.8.4 (1)(2)(3):

*The licensee shall support continuity of care and education. In the event that a child's continued enrollment is at risk the following shall apply:*

- 1) consult with child's parents,*
- 2) provide parents written notice at least five days prior to expulsion,*
- 3) when child is expelled, a full copy of child's file must be provided to family and documentation retained by program.*

In the event that a program is considering suspension or expulsion of a student, they should reach out to Meg for additional supports as soon as it is apparent that a student is struggling. She will attempt to assist the program with additional resources as appropriate. Programs should make every effort to put other services in place to support a child before suspension or expulsion is considered (e.g. referral to early education, mental health services, CIS, special accommodations grant).

When a suspension or expulsion occurs, the PreK must complete the PreK Suspension and Expulsion Incident Report (<https://education.vermont.gov/sites/aoe/files/documents/edu-prekindergarten-suspension-expulsion-incident-report.pdf>) and submit to the District within 5 calendar days as explained in the contract. Additional requirements will apply for any child with an IEP or 504 Plan.

## **CONTACT INFORMATION**

You can reach Meg Baker, Universal PreK Coordinator, by email at [mbaker@acsdt.org](mailto:mbaker@acsdt.org) or by phone at 382-1457. Please be aware that she works limited hours over the summer.

Paperwork may be mailed, faxed, or scanned and emailed directly to the Districts. Please be sensitive to emailing confidential student information such as birth dates, addresses, or other identifying information.

ACSD: Bridport, Cornwall, Middlebury, Ripton, Salisbury, Shoreham, Weybridge  
Addison Central SD, Attn Lorrie Fundis, 49 Charles St, Middlebury, VT 05753  
Heather Crowley, [hcrowley@acsdt.org](mailto:hcrowley@acsdt.org)  
Phone: 382-1287  
Fax: 802-388-0024, Attn Heather Crowley

ANWSD: Addison, Ferrisburgh, Panton, Waltham, Vergennes  
Addison Northwest SD, Attn Rachel Cornellier, 11 Main St, Suite B100, Vergennes, VT 05491  
Rachel Cornellier: [rcornellier@anwsd.org](mailto:rcornellier@anwsd.org)  
Phone: 877-3332 x 114  
Fax: 802-877-3628, Attn Rachel Cornellier

MAUSD: Bristol, Lincoln, Monkton, New Haven, Starksboro  
Mount Abraham USD, Attn Alison Boise, 72 Munsill Ave #601, Bristol, VT 05443  
Alison Boise: [alison.boise@mausd.org](mailto:alison.boise@mausd.org)  
Phone: 453-3657  
Fax: 802-453-2029, Attn Alison Boise



**ATTACHMENT C: Anticipated 2022-23 PreK Weekly Tuition Payments (for your records)**

<b>Week #</b>	<b>Start Date</b>	<b>End Date</b>	<b>Weekly Amt</b>	<b>Running Total</b>	<b>Amt Remaining</b>	<b>Payment Dates</b>
N/A	8/31/2022	9/2/2022	\$0.00	\$0	\$3,656	Invoice Due 8/31
1	9/6/2022	9/9/2022	\$104.46	\$104	\$3,656	\$1254/child
2	9/12/2022	9/16/2022	\$104.46	\$209	\$3,552	
3	9/19/2022	9/23/2022	\$104.46	\$313	\$3,447	
4	9/26/2022	9/30/2022	\$104.46	\$418	\$3,343	
5	10/3/2022	10/7/2022	\$104.46	\$522	\$3,238	Paymt 9/30
6	10/10/2022	10/14/2022	\$104.46	\$627	\$3,134	wks 1-12
7	10/17/2022	10/21/2022	\$104.46	\$731	\$3,029	
8	10/24/2022	10/28/2022	\$104.46	\$836	\$2,925	
9	10/31/2022	11/4/2022	\$104.46	\$940	\$2,820	
10	11/7/2022	11/11/2022	\$104.46	\$1,045	\$2,716	
11	11/14/2022	11/18/2022	\$104.46	\$1,149	\$2,611	
N/A	11/21/2022	11/25/2022	\$0.00	\$1,149	\$2,507	Invoice Due 11/14
12	11/28/2022	12/2/2022	\$104.46	\$1,181	\$2,507	\$1254/child
13	12/5/2022	12/9/2022	\$104.46	\$1,358	\$2,402	
14	12/12/2022	12/16/2022	\$104.46	\$1,462	\$2,298	
N/A	12/19/2022	12/23/2022	\$0.00	\$1,462	\$2,194	Paymt 12/16
N/A	12/26/2022	12/30/2022	\$0.00	\$1,476	\$2,194	wks 13-24
15	1/2/2023	1/6/2023	\$104.46	\$1,476	\$2,194	
16	1/9/2023	1/13/2023	\$104.46	\$1,671	\$2,089	
17	1/16/2023	1/20/2023	\$104.46	\$1,776	\$1,985	
18	1/23/2023	1/27/2023	\$104.46	\$1,880	\$1,880	
19	1/30/2023	2/3/2023	\$104.46	\$1,985	\$1,776	
20	2/6/2023	2/10/2023	\$104.46	\$2,089	\$1,671	
21	2/13/2023	2/17/2023	\$104.46	\$2,194	\$1,567	
N/A	2/20/2023	2/24/2023	\$0.00	\$2,194	\$1,462	
22	2/27/2023	3/3/2023	\$104.46	\$2,067	\$1,462	
23	3/6/2023	3/10/2023	\$104.46	\$2,403	\$1,358	
24	3/13/2023	3/17/2023	\$104.46	\$2,507	\$1,253	Invoice Due 3/10
25	3/20/2023	3/24/2023	\$104.46	\$2,612	\$1,149	\$1148/child
26	3/27/2023	3/31/2023	\$104.45	\$2,716	\$1,045	
27	4/3/2023	4/7/2023	\$104.45	\$2,820	\$940	
28	4/10/2023	4/14/2023	\$104.45	\$2,925	\$836	
29	4/17/2023	4/21/2023	\$0.00	\$2,390	\$731	Paymt 4/14
N/A	4/24/2023	4/28/2023	104.45	\$2,953	\$731	wks 25-35
30	5/1/2023	5/5/2023	\$104.45	\$2,953	\$627	
31	5/8/2023	5/12/2023	\$104.45	\$3,238	\$522	
32	5/15/2023	5/19/2023	\$104.45	\$3,342	\$418	
33	5/22/2023	5/26/2023	\$104.45	\$3,447	\$313	
34	5/29/2023	6/2/2023	\$104.45	\$3,551	\$209	
35	6/5/2023	6/9/2023	\$104.45	\$3,656	\$104	

**ATTACHMENT D: FAMILY PREK TUITION INFORMATION SHEET**  
(use this sample or create your own for families)

CHILD: \_\_\_\_\_

Weekly Schedule:

	M	T	W	Th	F
AM					
PM					

Weekly Tuition Amount: \_\_\_\_\_

Yearly Tuition Charged: \_\_\_\_\_

Yearly Tuition Paid: \_\_\_\_\_

	SCHOOL YEAR DATES:  _____ (35 PreK wks + 2 closure wks)	SUMMER/VACATION DATES:  _____
Total Weekly Tuition:	\$	\$
- PreK Funding (weekly):	-\$ 104.46	\$0
- Subsidy:		
- Discount:		
- Scholarship:		
- Other:		
<b>Weekly Tuition Owed:</b>		
Deposit:		
Weekly Amount Due From Family:		

Your child is eligible to receive Universal Prekindergarten Funding from \_\_\_\_\_ School District in the amount of \$3656 annually for 10 hours week/35 weeks year (350 hours). This amount fully pays for those 10 hours and is deducted from your weekly tuition during the school year which runs from \_\_\_\_\_ to \_\_\_\_\_ (dates). The tuition deduction is reflected in the statement above, with two weeks of school closures for vacation/in-service time not included in the 35 weeks. Please see the attached program calendar for the two weeks of closure that are not counted in PreK tuition payments. Snow days will be made up as part of the 35 weeks.