**2023-2024 Preschool Guidelines for Preschool Scholarships**

1. Preschools must have a full license from DHS. This will be verified through the Child Care Portal on the DHS website.

2. A preschool may be in a licensed center, but preschool is not child care. There must be a preschool program. Preschools will be required to submit a schedule for their program.

3. Children who are 3-5 years of age (not eligible for kindergarten) are eligible. Priority will be given to children who are 4-years-old or turning 4 on or before September 15, 2023. If there is a child who is five and eligible for kindergarten with a unique situation, these will be considered on a case-by-case basis.

4. If a family qualifies for child care assistance, they will not be eligible for a scholarship if the assistance covers preschool time. The preschool must notify Cedar Valley’s Promise if a scholarship child is receiving child care assistance.

5. Children that are receiving voluntary preschool through a participating school district or district partner are not eligible for a preschool scholarship.

6. Scholarships are available for up to $600 per month for families at or below 200% of federal poverty, not to exceed charged tuition. For example, if your monthly tuition is $200, the maximum you will receive is $200, not $600. If your tuition is more than $600, you will receive $600 per month. Fees in addition to tuition are not eligible including field trip, snack, book, and registration fees.

7. It is preferred that Preschools be a part of Iowa’s QRS/IQ4K at any level. If you are not currently participating, please contact Child Care Resource & Referral at 319-233-0804. They can assist you in achieving a rating.

8. You cannot charge more for a scholarship child than you do a private pay child.

9. If a preschool raises their rates after the beginning of the school year, the parents are responsible for the difference.

10. Preschools are strongly encouraged to screen children for behavioral, developmental, and learning delay to ensure that children who are not demonstrating age-appropriate skills are referred on if necessary.

11. Preschools will maintain documentation of each scholarship child’s attendance. The preschool will submit a **Claim Form And Request for Payment** for services monthly by the 10th working day of the following month. Claim forms may be mailed or emailed.

12. If a child or family becomes ineligible by moving out of Black Hawk County or is no longer in need of a scholarship, please notify Cedar Valley’s Promise right away with the child’s last day of attendance. Full payment for the entire month will be provided unless another child that does or does not receive a scholarship fills the spot.

13. Funding is not available for this program until at least July 1 but could be later depending on Cedar Valley’s Promise receipt of Early Childhood Iowa funding. The scholarships are on a first come, first served basis. When all funding is allocated, no more scholarships will be awarded, however, a waiting list will be kept in case children leave a program. Preschools will be notified of approved families as soon as eligibility and funding have been secured.

14. Preschool may only bill families for any tuition in excess of $600 per month and may not bill any other entity including DHS, Promise Jobs etc. for the same days and times being covered by a scholarship.

15. Cedar Valley’s Promise Board contracts with SuccessLink, a local non-profit to analyze all program outcomes through shared demographic, income, attendance, enrollment and academic progress data. All generated reports are aggregate – no individual data is ever displayed or released by SuccessLink. You are encouraged to provide data for all enrolled children, not just children receiving a scholarship. You may establish a Memorandum of Understanding directly with SuccessLink to track outcomes for your specific program.

16. You will be asked at the completion of your school year to provide the number of children screened and how many were demonstrating age-appropriate skills. If you do screenings at another time of year, you may report at that time.

17. Either party for any reason may terminate this agreement with a 30-day notice.

18. Final decisions rest ultimately with the Cedar Valley’s Promise Early Childhood Board.

A quarterly and annual report will be completed by the Executive Director of Cedar Valley’s Promise. The information below will be used for those reports.

Program meets the following quality indicators (mark all that apply):

\_\_ NAEYC Accredited \_\_ Head Start Performance Standards \_\_ IQPPS Verified

\_\_ QRS Level 1 \_\_ QRS Level 2 \_\_ QRS Level 3 \_\_ QRS Level 4 \_\_ QRS Level 5

\_\_ IQ4K Level 1 \_\_ IQ4K Level 2 \_\_ IQ4K Level 3 \_\_ IQ4K Level 4 \_\_ IQ4K Level 5

Education Level of Lead Teacher:

\_\_ GED \_\_ High School Diploma \_\_ CDA \_\_ AA in Early Childhood or Child Development

\_\_ AA in Related Field \_\_ BA/BS in Early Childhood or Child Development

\_\_ Holds a Teaching License with an Early Childhood Endorsement

\_\_ Post Graduate Degree

Do you conduct any assessments or screenings of enrolled children? \_\_ Yes \_\_ No

If yes, which ones? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, how often? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe or attach a document with your days/times of preschool and fee structure. \_\_\_\_\_\_\_\_\_\_

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**On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I have read, understand, and agree to**

**(Name of Preschool)**

**the terms of the Cedar Valley’s Promise Preschool Scholarship Program. This**

**agreement will be in effect for the 2023-2024 school year. I will be notified of any**

**changes to this agreement.**

**I agree not to bill any other entity for hours/tuition that I claim for reimbursement through the Preschool Scholarship Program, as funds cannot be duplicated. If a duplication of payment occurs, my preschool may be obligated to repay the funds that were duplicated and may be subject to termination from the Preschool Scholarship Program. The Executive Director of Cedar Valley’s Promise retains the right to review attendance and enrollment records. Please retain these records for a minimum of 7 years.**

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**Signature of Director Date**

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**Name of Preschool**

**Contact Address & Phone you wish to have listed for families: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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