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TO: Public Schools that are required to use state-approved contracts for Providers and Head Start

DATE: May 3, 2018

FROM: Tonya Hall-Coston, Director
Division of Early Childhood Education and Family Engagement

SUBJECT: 2018-2019 Preschool Education Program Contracts

School districts that are required to use a preschool education program contract when contracting with Department of Children and Families-licensed Head Start Program or private provider for the 2018-2019 school year must use either the standard state-approved Preschool Education Program Contract templates provided by the Department of Education (DOE), or a locally-developed contract approved by DOE.

Attached are the updated standard state-approved Preschool Education Program Contract templates. The contract templates will also be posted to the DOE's website for providers and Head Start, respectively, at <http://www.state.nj.us/education/ece/provider/> and <http://www.state.nj.us/education/ece/hs/>.

Please note the additions to the 2018-2019 Preschool Education Program Contract templates:

- The Manual of Requirements for Child Care Centers can be found under the Department of Children and Families administrative code, N.J.A.C. 3A:52 et.seq.
- The ECERS-3 minimum reliable score has been increased to 4.5.
- Master teachers/coaches may not be used as independent reliable observers when making determinations for teachers' contract renewals or termination.
- Quarterly Expenditure Reports can be submitted electronically.
- Quarterly Expenditure Reports will be submitted 30 days after the closing of each quarter, with the exception of the final quarter. In the case of the final quarter, the final report must be submitted within two weeks from June 30.

Head Start-Specific Additions:

- Head Start Program Performance Standards requirements addressing chronic absenteeism are referenced.
- Coaching and classroom support on the chosen curriculum and ECERS-3 will be provided jointly by Master Teachers and Head Start Education Supervisors/Coordinators.
- Head Start Grantees and districts will coordinate professional development activities.
- The section on suspension and expulsion includes information from the Head Start Program Performance Standards and state policies, along with the use of the Pyramid Model for Supporting Social and Emotional Competencies to reduce challenging behaviors.

For school districts using standard state-approved Preschool Education Program Contract templates without modifications:

All fully executed contracts must be received by the department within 60 days of the school district's receipt of this memo.

For school districts using a locally-developed contract or requesting modifications to the standard state-approved Preschool Education Program Contract templates:

- Districts must seek and receive approval from the DOE prior to executing the contract.
- The DOE will not accept modifications that repeat language or citation contained in N.J.A.C.6A:13A.
- Modifications to the standard state-approved preschool education program contract templates or district's locally-developed contract must be submitted to the Division of Early Childhood Education and Family Engagement by June 15, 2018 for approval. Requests for modifications submitted after this date will not be considered.
- All contract modification requests will be reviewed and approved as they are received. The DOE must approve all modified state-approved preschool education program contracts or locally-developed contracts prior to discussion and/or dissemination to Head Start Grantees or providers.

Modification requests must be submitted on the standard contract template. Additions must be indicated by underlining and **highlighting. Deletions must be indicated with a ~~strike through~~.**

Fully executed contracts must be received by the department within 60 days of the school district's receipt of contract modification approval.

If you have any questions, please contact Erika Kelley, District Liaison, Division of Early Childhood Education and Family Engagement or Suzanne Burnette, Director, Head Start Collaboration Office at 609-376-9077.