



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: St. Andrews Child Care Center

Doing Business As, if applicable:

Business Address: 1230 Townsend Avenue, New Haven, CT 06513

Business Phone: 203-469-9000

Business email: standrewschildcarecenter@gmail.com

Funding Source & Acct # including location code: CT Office of Early Childhood
 2523-6428-56697/ Loc Code 0442

Principal or Supervisor: Vanessa Valencia-Diaz, Director of Early Learning

Agreement Effective Dates: 07/01/23 to 06/30/24

Hourly rate or per session rate or per day rate.

<u>Rate set by State</u>	<u>Spaces approved for this Contractor</u>	<u>Totals</u>
Full Day/ Full Year: \$779.33/child	37 36 ^{EN} 10/23/23	\$28,056.00

Contract Total
 \$28,056.00

Description of Service: Please provide a one or two sentence description of the service. The Contractor will provide an early care and education program to New Haven children ages 3 and 4 years old in a location licensed by the CT Office of Early Childhood, or exempt from licensing by the CT State Department of Education, utilizing full staffed classrooms with personnel who are qualified by experience, training and as required by the CT Office of Early Childhood and the National Association for the Education of Young Children of the Head Start program.

Submitted by: _____ Phone: _____



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Vanessa Valencia-Diaz
Date: 10/12/2023
Re: St. Andrews Child Care Center, Elisha Nelson

Please ***answer all questions and attach any required documentation as indicated below.*** Please have someone **ready to discuss** the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education.

1. **Contractor Name:** St. Andrews Child Care Center

Description of Service: The Contractor will provide an early care and education program to New Haven children ages 3 and 4 years old in a location licensed by the CT Office of Early Childhood, or exempt from licensing by the CT State Department of Education, utilizing full staffed classrooms with personnel who are qualified by experience, training and as required by the CT Office of Early Childhood and the National Association for the Education of Young Children of the Head Start program.

2. **Amount of Agreement and hourly or session cost:** \$28,056.00

3. **Funding Source** and account number: CT Office of Early Childhood/ Acct: 2523-6428-56697/ Loc Code 0442

4. Approximate number of staff served through this program or service: **8 EN-10/23/23**

5. Approximate number of students served through this program or service: **37/36 EN-10/23/23**

6. **Continuation/renewal or new Agreement?**

Answer all questions:

- a. If continuation/renewal, has the cost increased? If yes, by how much?
- b. What would an alternative contractor cost?
- c. If this is a continuation, when was the last time alternative quotes were requested?
- d. For new or continuation: is this a service existing staff could provide. If no, why not?

7. **Type of Service:**

Answer all questions:

- a. Professional Development?
 - i. If this is a professional development program, can the service be provided by existing staff? If no, why not?

- b. After School or Extended Hours Program?
- c. School Readiness or Head Start Programs?
- d. Other: (Please describe)

8. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business?
- b. Is the Contractor Local?
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?
- d. Is the Contractor a public corporation?
- e. Is this a renewal/continuation Agreement or a new service?
- f. If it is a renewal/continuation has cost increased? If yes, by how much?
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain:

9. Contractor Selection: In this section, please describe the selection process, including other sources considered and the rationale for selecting the contractor. Please answer all questions:

- a. What specific skill set does this contractor bring to the project? Please attach a copy of the contractor's resume if an individual or link to contractor website if a company:
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department?
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected?
- d. Who were the members of the selection committee that scored bid applications?
- e. If the contractor is Sole Source, please attach a copy of the Sole Source designation letter from the City of New Haven Purchasing Department.

10. Evidence of Effectiveness & Evaluation

Answer all questions

- a. What specific need will this contractor address and how will the contractor's performance be measured and monitored to ensure that the need is met?
- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness.
- c. How is this service aligned to the District Continuous Improvement Plan?

11. Why do you believe this Agreement is fiscally sound?

12. What are the implications of not approving this Agreement?



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education

AND

ST. ANDREWS CHILD CARE CENTER

FOR

NEW HAVEN PUBLIC SCHOOL'S EARLY CHILDHOOD DEPARTMENT

This Agreement entered into on the 14th day of November 2023, effective (*no sooner than the day after Board of Education Approval*), the 14th day of November, 2023, by and between the New Haven Board of Education (herein referred to as the "Board" and, St. Andrews Child Care Center located at 1230 Townsend Avenue, New Haven, CT 06513 (herein referred to as the "Contractor").

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$28,056.00 for the provision of services at the following locations:

37 36 EN 10/23/23
TOTAL

1230 Townsend Avenue, New Haven, CT 06513

"Spaces" for a full day/ full year services to be paid at the rate not to exceed \$779.33 per month, for a total not to exceed \$28,056.00.

The maximum amount the contractor shall be paid under this agreement: \$28,056.00.
Compensation will be made upon submission of monthly reports as outlined in Exhibit A Scope of Service.

Fiscal support for this Agreement shall be by the **School Readiness Priority- COLA Grant Program** of the New Haven Board of Education, **Account Number:** 2523-6428-56697 **Location Code:** 0442.

This agreement shall remain in effect from July 1,2023 to June 30, 2024.

SCOPE OF SERVICE: The Contractor will provide an early care and education program to New Haven children ages 3 and 4 years old in a location licensed by the CT Office of Early Childhood, or exempt from licensing by the CT State Department of Education, utilizing full staffed classrooms with personnel who are

qualified by experience, training and as required by the CT Office of Early Childhood and the National Association for the Education of Young Children of the Head Start program.

*Exhibit A: Scope of Service: Please attach contractor's detailed **Scope of Service on contractor letterhead** with all costs for services including travel and supplies, if applicable.*

Exhibit B: Student Data Privacy - attached

Exhibit C: Contractor's Declaration Attesting to Compliance with Executive Order No. 13G – form must be completed by the contractor. See attached form for contractors who are working with students or staff in school or in after school programs, regardless of location.

APPROVAL: This Agreement must be approved by the New Haven Board of Education *prior to service start date*. Contractors **may begin service no sooner than the day after Board of Education approval.**

HOLD HARMLESS: The Contractor shall insure and/or indemnify the Board and its members, employees and agents against all claims, suits, and expenses, including reasonable attorney's fees, in connection with loss of life, bodily injury or property damage arising from any neglect act or omission of the Contractor or its employees or agents. Further, the Contractor covenants and agrees that it shall hold the Board and its members, employees and agents harmless against any and all claims, suits judgments of any description whatsoever caused by the Contractor' breach of this agreement or based upon the conduct of the Contractor, or its agents or its employees or arising out of in connection with their activities under this agreement.

TERMINATION: The Board may cancel this agreement for any reason upon thirty (30) days' written notice sent to the Contractor by certified U.S. mail, return receipt requested; provided however, that the Board shall be responsible to the Contractor for all services rendered by the Contractor through the last day of thirty (30) day notice period, as long as the Agreement was approved by the Board prior to the start date of service.



Contractor Signature

President
New Haven Board of Education

10/23/23

Date

Date

Elisha Nelson, Director
Contractor Printed Name & Title

EXHIBIT A

**DETAILED SCOPE OF SERVICE AGREEMENT
SPECIAL TERMS AND CONDITIONS
FOR SCHOOL READINESS PROVIDERS (referred to as the "Contractor")**

Overview of School Readiness

The School Readiness Program was established in 1997 under P.A. 97-259, An Act Concerning School Readiness and Child Day Care and codified in the CT General Statutes (CGS) 10-16p-10-16u. This legislation established a state grant program to provide spaces for eligible children in priority school districts and competitive grant municipalities in high-quality programs either accredited by the National Association for the Education of Young Children (NAEYC) or Head Start approved. The School Readiness Grant Program is administered by the CT Office of Early Childhood (OEC).

The New Haven School Readiness grant provides over 1,000 spaces for three- and four-year-old's in preschool programs across the city including community-based centers and classrooms within the New Haven Public Schools and Gateway Community College. New Haven Board of Education is the fiscal agent for the grant. The School Readiness Office (SRO), located in the New Haven Public Schools' Early Childhood Department is the Board's designee for the grant. The New Haven Early Childhood Council (NHECC), whose members are appointed by the Mayor and Superintendent, is responsible for making recommendations on issues related to the School Readiness Grant Program, including the application for School Readiness grants.

The School Readiness Contractor will provide an early care and education program for New Haven children ages 3 and 4 years old including the services listed below and as outlined in the OEC's General Policies for State-funded Programs and its Licensing Unit, as the Policies and Procedures of the New Haven Early Childhood Council (NHECC).

SECTION 1: REQUIRED SERVICES and STAFFING

A. OUTREACH SERVICES AND RECRUITMENT OF FAMILIES

1. The Contractor is responsible for recruitment and enrollment of eligible children. Eligibility criteria, as determined by the NHECC includes the New Haven residency requirement and allotting 75% of the total School Readiness funded spaces for families who are at or below 75% of the State Median Income as determined by the OEC.
2. Any SR space that becomes vacant will be filled within 15 business days.
3. Contractors are to keep documentation of their outreach efforts. Outreach should include contacts with the organizations that have Memoranda of Understanding with the NHECC as well as businesses and other organizations within the vicinity of the center.
4. Contractors that are not at full capacity by October 31st must submit a recruitment plan by November 15th for approval by the NHECC. At the recommendation of the NHECC, the Board may amend the Agreement to reduce the Contractor's grant allocation.
5. Contractors who are at capacity must share their waitlist with the School Readiness Office.

EDUCATIONAL SERVICES

1. Learning environment, curriculum and assessment
 - a. The Contractor will provide a developmentally appropriate, play-based early care and education program for children aged 3 to 4 years and eligible 5 year old's.
 - b. For each classroom, weekly Learning Experience Plans will be developed, followed and archived. The content of each plan will be based on children's interests and the CT Early Learning and Development Standards (ELDS). Curriculum standards that have been cross walked with the ELDS may also be used.
 - c. A developmental screening tool will be used within the first 45 days of a child's entry into the program. Acceptable screening tools include: the Ages and Stages Questionnaire and the Ages and Stages Social/Emotional Questionnaire (ASQ); the Gesell Institute Developmental Screen, Early Screening Inventory (ESI) and Temperament and Atypical Behavior Scale TABS).