



Wayne County RESA Subrecipient Policies & Procedures Handbook

These materials were developed under a grant awarded by the Michigan Department of Education

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SERVICE
LEADERSHIP
COLLABORATION
EXCELLENCE

33500 Van Born Road
Annex Building
Wayne, Michigan 48184-2497
www.resa.net

Educational Services

Lena Montgomery
Director, Early Childhood and English Learner Services
(734) 334-1438
montgo@resa.net

August 2, 2019

Dear Wayne County GSRP staff,

The purpose of the policies and procedures manual is to help subrecipients experience success while operating GSRP classrooms and sites across our county.

Our intent is to provide clear and consistent policies to follow as you administer high quality programming for enrolled children and families at your center.

Never hesitate to ask your assigned RESA Early Childhood Consultant (ECC) for clarification or share challenges you encounter. Use this text, the MDE Implementation Manual and our RESA GSRP contract to guide your work and decision making.

Wayne RESA is pleased to partner with your agency to serve our youngest, often most vulnerable population of four year old children and their families.

Respectfully,


Lena Montgomery

Assurances

Guiding Principle:

WCRESA agrees to comply with all applicable requirements of state statutes, federal laws, executive orders, regulations, policies, and award conditions governing GSRP.

Procedures:

WCRESA and all subrecipients agree to:

- Use the following on all publications and materials: These materials were developed under a grant awarded by the Michigan Department of Education.
- Comply with all federal, Michigan laws and regulations prohibiting discrimination as mandated.
- Conduct employment and program services reviews to comply with Americans with Disabilities Act (ADA) law.
 - Title II-Personal discrimination.
 - Title III- Barrier free, full and equal access.
- Comply with laws and regulations for participants that prohibit discrimination based on race, color, religion, national origin or ancestry, age, sex, marital status or disability.

WCRESA and all subrecipients understand:

- Third party contracts are prohibited for program implementation.
- Expended funds must conform to the budget. Amendments require WCRESA's prior approval.
- WCRESA is not liable for costs incurred prior to grant award.
- Fiscal and program documents must be available for auditing purposes.
- Report requirements (i.e. MSDS, CISR, Funding Application Process, Budget, FER, COB, etc.) and due dates must be met.
- Programs must participate in data collection efforts.

WCRESA and all subrecipients must cooperate with evaluation projects in ways such as:

- Ensuring classrooms are available for observation,
- Allowing administrators and staff to take time to complete surveys and questionnaires (by phone, online, on paper, or in-person as necessary),
- Returning completed surveys and questionnaires promptly to the contractor or to any of the state's other research partners,
- Providing program information to the contractor or any of the state's other research partners. This information may include but is not limited to: program type, session types, session hours, program calendar of school breaks, field trips, and staff development, site locations, numbers of classrooms per site, number of children served, staffing assignments within classrooms,
- Providing children's UIC as recorded in the MSDS to any of the state's research partners,
- Participating in project informational webinars, conference calls, and in-person meetings,
- Distributing parent information letters/consent forms, and
- Collecting and forwarding to any of the state's research partners, parent consent forms promptly and regularly.

Philosophy

Guiding Principle:

Subrecipient's philosophy statement will:

Procedures:

- Document beliefs by which decisions are made.
- Address local, social economic, cultural, and family needs.
- Be promoted widely via websites, recruitment materials, classroom newsletters, handbook and parent-boards.
- Be aligned with the Early Childhood Standards of Quality for Prekindergarten.
- Be reviewed by administrators, staff, the School Readiness Advisory Committee of the WC Great Start Collaborative when requested.
- Define with program's efforts to provide high quality programming.
- Speak to the uniqueness of the GSRP classroom experiences.

Communication

Guiding Principle:

WCRESA staff ensure timely and accurate information is provided to all subrecipients as part of the monitoring process.

Procedures:

Communication with subrecipients and families will be carried out on a regular basis throughout the program year by various methods including but not limited to:

- Program Advisory Committee Meetings;
- WC advisory planning team meetings.
- Parent Teacher Conferences;
- Home Visits;
- Newsletters;
- Open House and Orientation Meetings;
- Social Media (Facebook – WCRESA – GSRP, Instagram - @wayneresagrsp);
- Parent Café (hosted by Great Start Collaborative - Wayne) and
- Great Start Collaborative – Wayne;
- School Readiness Advisory Committee;
- US Mail.

Communication with local advisory groups and the WCRESA's Advisory Council on a regular basis will provide the following:

- Procedures and timetables;
- MDE communications and updates in regards to policies, guidelines, and other communications;
- Program plans, policies, procedures and grant application, including financial reports.

Communication with staff will include mechanisms for regular sharing among all program staff by:

- Immediately sharing MDE communications with subrecipients through emails;
- Meeting with Early Childhood Specialists (ECS) monthly;
- Requiring the ECS to have contact with subrecipients twice a month minimum to conduct and review the PQA, set goals and visit classrooms to ensure quality improvement measures.
- Subrecipients on probation are required to have weekly visits.
- Providing ongoing professional development and support for the programs.

Professional Development

Guiding Principle:

The Wayne County RESA (WCRESA) staff collaboratively plans opportunities for all GSRP staff to strengthen their knowledge and skillset of Early Childhood Education developmentally appropriate practices through meaningful professional learning sessions.

Procedures:

- a) The WCRESA Early Childhood staff and Data Analysis Team review Program Quality Assessment-Revised (PQA-R) outcomes, child assessment data and other forms of classroom observations, to determine the focus for professional development. In previous years, the data analysis team (DAT) consisted of the School Readiness Advisory Committee (SRAC); parents, directors, administrators, lead/associate teachers and WCRESA's Leadership Team. The professional development team has grown and currently includes members of the SRAC, Independent Early Childhood Specialist Contractors (ECS), WCRESA Grant Staff; directors, manager, ECC fiscal consultants, support staff. The DAT meets three times a year to review data and make recommendations on future trainings.
- b) Professional development is designed to allow staff to attend training in program implementation, recruitment and enrollment procedures, PQA-R outcomes, Great Start to Quality items, and other supported topics. WCRESA has supported programs by funding various professional development opportunities. For four consecutive years, 680 staff annually attended the High Scope Conference. Staff participate in the Michigan Association for the Education of Young Children Conference in Grand Rapids, MI and 1000 GSRP related staff to attend the Michigan Collaborative Early Childhood Conference in Dearborn, MI. WRESA Staff attends the National Association for the Education of Young Children Conference. The WCRESA training catalog announces annual professional development offerings provided to subrecipients, through multiple venues.
- c) In addition, WCRESA funds are used to support professional development. Trainings include workshops on challenging behaviors, literacy, anecdotal note taking, math and science activities, small and large group time, large group activities, use of a child screener, and family engagement. Examples of such training include recruitment and enrollment training, Adverse Childhood Experiences/trauma (ACE)'s, using data for decision-making, etc.
- d) The ECS must attend all ECS meetings held three times per year.
- e) The ECSs has crucial role in ensuring teachers are implementing curriculum with fidelity, assessment and using screener to guide instruction. The ECS provides additional training to teachers based on PQA result and goals set for the year.

Conflict Resolution Protocol

Guiding Principles:

In the event a conflict or disagreement may arise, the following process will be followed to ensure the situation is addressed in an official matter:

Procedures:

A subrecipient with a complaint involving the WCRESA Great Start Readiness Program is encouraged to first attempt to resolve the matter informally by telephone, email, or via a meeting. If the informal conflict resolution process is unsatisfactory and the subrecipient wishes to register a formal complaint, a subrecipient shall submit a detailed written description of the issue which forms the basis of the complaint to the Director of Early Childhood Services.

Receipt of a formal written complaint will initiate a written confirmation to the subrecipient acknowledging receipt of the complaint. A meeting will also be scheduled to discuss and seek agreement and resolution to the formal complaint. Areas of conflict and disagreement will be addressed by:

- Identifying the areas of agreement.
- Identifying the areas of disagreement.
- Exploring facts: What is the data and what does it tell us?
- Exploring methods: How should we do what we need to do?
- Reviewing goals: What is our objective?
- Reviewing beliefs: Why do we each think it must be done a particular way?
- Reaching a consensus so that we can move forward with the areas of agreement.
- Continuing to address the points of disagreement on an ongoing basis.

The Director or designee shall issue a written decision regarding the subrecipient's formal complaint within fifteen (15) working days following completion of the meeting.

Once the complaint decision has been shared by the Director of Early Childhood Services with the subrecipient, there is a five business day window for final appeal to Wayne RESA's Associate Superintendent. The appeal must be put in writing stating the facts. An appeal meeting will be arranged with the Associate Superintendent and parties involved. The Associate Superintendent's final decision will be shared in writing within 15 business days after the meeting.

In case the complaint is about the director, the formal written complaint will be submitted to the Associate Superintendent.

The final appeal step in all complaints is to involve the Associate Superintendent of Educational Services. His or her decision will be final.

Closure Procedures

Guiding Principle:

In the event a subrecipient declines to participate in GSRP or if a subrecipient contract is terminated the following procedures will apply:

Procedures:

1. If the subrecipient declines to participate in GSRP, written notification must be made to WCRESA following timelines in contract.
2. If WCRESA terminates a subrecipient GSRP contract, written notification will be made following timelines in contract.
3. Upon notification of termination, an updated inventory must be provided by the subrecipient to WCRESA. All equipment and supplies remaining must be returned to WCRESA to be used in another GSRP program.
4. If termination occurs during the school year, WCRESA will lead transitioning activities with the goal of preventing a break in service to children and minimizing distress.
5. Upon closure of a program, the subrecipient's administrator of GSRP will work with the WCRESA staff and the GSRP Financial Consultant to complete final invoice and payment process including Final Expense Reports (FER).
6. If a program closes during the school year, a prorated rate will be paid for the slots allocated in the WCRESA/subrecipient agreement.
7. Upon closure of a program, the children's files will be transferred to WCRESA for secure storage.
8. Upon closure of a program, the subrecipient will transfer all administrative files to the WCRESA prior to closure.
9. Upon closure of a program, all remaining reports covering the period of time for which the subrecipient participated must be completed by the subrecipient prior to issuing final payments.

NOTE:

#7 and #8 will be collected only when subrecipient will no longer be available for the next seven (7) years. Whenever possible, the local program will retain files for future GSRP MDE related audits.

Calendars



Wayne County RESA Great Start Readiness Program (GSRP) Advisory Council Meeting Schedule 2019-2020 School Year

Attendees: Administrative officials, Early Childhood Specialists and GSRP Parents only.

Workshop #	Date	Time	Location
CLICK TO REGISTER	11/15/19 GSRP Fall 2019	9:00am- 11:30pm	Wayne RESA Annex Auditorium Address: 33500 Van Born Rd. Wayne, MI 48184
0664 CLICK TO REGISTER	3/6/20 GSRP Spring 2020	9:00am- 11:30pm	Wayne RESA Annex Auditorium Address: 33500 Van Born Rd. Wayne, MI 48184

To create a profile: www.tinyurl.com/RESAevents

1. Go to <https://www.solutionwhere.com//WW/wayneresa/>
2. In the gray bar, click on "Logon."
3. Use the box on the right to "Create Account."

Radio button "NO" for SCECHs.

Make sure the email is accurate.

Complete profile.

To register:

4. Click "Events" in gray bar.
5. Enter **Workshop #** in "Keyword" then "Search"
6. Click on the blue **Workshop #**
7. Click on the blue **Date of Workshop**

Click on "Register"

<http://www.resa.net/gsrp>

**Wayne County RESA
Great Start Readiness Program (GSRP)
Early Childhood Specialists
Meeting Schedule
2019-2020 School Year
Attendees: Early Childhood Specialists**

Workshop #	Date	Time	Location
#W6919 Click to Register	9/23/19	12:00pm-3:00pm	Wayne RESA Room 250AB Address: 33500 Van Born Rd. Wayne, MI 48184
	2/26/20	12:00pm-3:00pm	Wayne RESA Annex Building-RM 1-3 Address: 33500 Van Born Rd. Wayne, MI 48184
	6/03/20	12:00pm-3:00pm	Wayne RESA Annex Building-RM 1-3 Address: 33500 Van Born Rd. Wayne, MI 48184

Please note attendance at ECS Meetings is required for all Specialists working w/in Wayne County*

* Registration begins ½ hour prior to start time** Meetings begin promptly at start time *To create a profile:

www.tinyurl.com/RESAevents

1. Go to <https://www.solutionwhere.com//WW/wayneresa/>
2. In the gray bar, click on "Logon."
3. Use the box on the right to "Create Account."

Radio button "NO" for SCECHs.

Make sure the email is accurate.

Complete profile.

To register:

4. Click "Events" in gray bar.
5. Enter **Workshop #** in "Keyword" then "Search" Click on the blue **Workshop #**.
6. Click on the blue **Date of Workshop**
7. Click on "Register"

Funding Application Process



Wayne RESA

Process for Selecting Subrecipient and Awarding Slots

Wayne RESA GSRP

Funding Application Distribution Plan and Process – 2019/20

PROTOCOL TO SELECT SUBRCIEPIENTS AND AWARD SLOTS

Wayne RESA convenes a meeting (a second if necessary) with stakeholders in the County to discuss the number of slots being requested and determined how GSRP slots will be awarded. The group includes current school district GSRP grantees, current PSA grantees, current Agencies grantees, the Wayne County Great Start Collaborative contact, GS Quality staff, Head Start coordinator, and Wayne RESA program staff. The objective is to ensure stakeholders represent the Great Start Readiness Program subrecipients of Wayne County.

COMMUNITY AGENCY OUTREACH AND PERCENTAGES:

To ensure WCRESA's compliance of 30% recruitment of agencies to support Great Start Readiness Programs in the communities is on-going and in collaboration with the Great Start Collaborative – Wayne.

- Information regarding recruitment of Community Based Organizations (CBO) is provided at the Great Start Collaborative Meetings.
- Carol Tresik, Regional Resource Director, W-O-M Great Start to Quality, United Way for Southeastern Michigan provides a spreadsheet each month, of all programs in Wayne County with a child care license. The spreadsheet includes, names of program, primary contact, address, phone number, license number, email, city, zip code, Head Start or GSRP, SAS rating and published rating. Recruiting phone calls are made to CBO's with Great Start to Quality ratings of at least a 3.
- Initially, when potential partners are contacted or contact Wayne RESA, regarding the Great Start to Readiness Program, applications are sent and returned electronically.
- An Early Childhood Consultant or support staff follow up with the potential partner either in person or on a conference call to review all requirements and answer questions regarding:
 - Location
 - Current Child Care License
 - Staff
 - Curriculum
 - Child/Program Assessment
 - GSQ participation requirement and a score of at least a 3.

TIMELINE PROTOCOL FOR SLOT DISTRIBUTION:

- Funding applications are due on the third Friday of December. All programs must submit a request, whether it is to remain the same, increase, decrease or new program.
- All Great Start to Quality ratings for current and potentially new programs will be verified prior to distribution of slots by the third Friday in January. This information will be requested from the Great Start to Quality.
- Information regarding the timeline, process and factors considered in making decisions for slot awards will be shared at the second GSRP Advisory Committee (usually held on the second Friday of January or February). This information will be shared in the meeting and distributed via the list serve to Subrecipients contact, ECS/ECC and Administrators. New applicants are immediately added to the list-serve to receive information and invited to attend to Advisory Meetings.
- Pertinent information (to support decision making) will be collected on programs (current and new applicants) by the third Friday of March.
 - **February – March** each new program requesting slots will receive a site visit to discuss program implementation and the number of slots requested.

- The GSRP Funding Committee will convene to review request for GSRP slots.
 - Current subrecipients will be reviewed to determine if their program will continue.
 - Current programs will be reviewed for increases.
 - Is the program in compliance with staffing ratio and credentials?
 - Are reports submitted on time?
 - Is the program on a compliance plan?
 - Are there any challenges that need to be considered?
- Written (email) communication will be sent to all approved, including the new applicants, informing them of the status of their request. This information will be distributed (by the third Friday of the month) after confirmation is received from the Michigan Department of Education, approving Wayne County RESA's request.
- Written (email) communication will be sent to all denied, informing them of the appeal process. This information will be distributed (by the third Friday of the month) after confirmation is received from the Michigan Department of Education, approving Wayne County RESA's request.

PROTOCOL FOR ADDITIONAL SLOT DISTRIBUTION:

When additional slots are available, the following programs will receive consideration in this order:

- Current programs with documented evidence of need and high function & quality performance history.
- GSRP/Head Start Blends.
- Agencies (Private, Non-Profit and For Profit).
- Communities with no services will receive priority consideration.

The following considerations are required for current programs requesting to maintain their current numbers or requesting an increase:

- Current documentation supporting waiting list for the GSRP program.
- Waiting list student data in a referral format is required submitted (to WRESA) by each agency or district requesting an increase in funding.
- Evidence of capacity to administer the program.
- Classrooms are licensed or will be licensed (including modifications) prior to the first day of class.
- Program has no outstanding compliance challenges.
- History of compliance with the program regulations (reports submitted on time, license current, qualified staffing, etc).
- Program has not returned "unfilled" slots within the past year.
- Free and reduced lunch numbers evidencing a low-income community.
- MSDS Data evidencing GSRP full enrollment over the past year.
- Great Start to Quality System with a minimum of at least a 3 star rating.

NEW PROGRAM FOUNDATION:

The following considerations are required for programs interested in operating a Great Start Readiness Program:

- Current documentation to support the need for a Great Start Readiness Program in that location.
- Evidence of capacity (current license) to administer the program.
- History of compliance with the licensing regulations.
- Understanding of the GSRP regulations regarding staffing, environment, curriculum and assessments.
- Great Start to Quality System with a minimum of a 3 star rating.
- New program enrollment is usually capped at 32 part-day slots (which may be used as 16 school day slots) the first year. Exceptions have been granted if the program has a Great Start to Quality Published Rating of a "5".

NEW PROGRAM PROGRESS:

-
- New applicants will receive a GSRP Funding Application and consideration form (see attached) with multiple questions to help define their interest and capacity.
- WCRESA staff will complete an on-site visit, often unannounced.
- License will be reviewed (DHS Website) by WCRESA staff.
- New programs will receive the links to the Implementation Manual on WCRESA site and MDE GSRP pages. They will receive the basic requirements to be an acceptable applicant to the program prior to applying. The information will be shared in writing, and verbally in person.
- Programs will be enrolled in the GSRP list serve for WC for new programs.
- New subrecipients will be notified in writing in regular mail or email.
- Contractors are retained to monitor and ensure full enrollment, selection criteria, staff qualification, verify credentials, verify the use of curriculum and child observation tools and other key items in the Implementation Manual.

APPEAL PROCESS FOR DENIED, and/or REDUCED FUNDED PROGRAMS:

All applications will be considered to operate a Great Start Readiness Program in Wayne County. Applicants will be notified in writing by regular mail or email of their qualifying status and the reason if denied. To be considered for an appeal, the following steps are taken:

- Submit a letter to Wayne RESA GSRP Administrator stating reason for consideration.
- Submit documentation supporting the rationale.
- Wayne RESA and the CNRA Team will review the appeal, follow-up with a visit if necessary and respond in writing with a decision.
- The decision of the Wayne RESA CNRA Team is final. (Members include current school district GSRP grantees, current PSA grantees, competitive GSRP grantees, the Wayne County Great Start Collaborative contact, Head Start coordinator, and Wayne RESA program staff).

RELATIONSHIPS TO THE GREAT START COLLABORATIVE IN WAYNE COUNTY:

The GSC-Wayne is a key partner. The director attends all Advisory meetings and shares countywide Early Childhood (EC) efforts on topics of interest and critical to programs serving families with young children. The director is also a member of the CNRA team. Joint recruitment and enrollment efforts with Head Start grantees also include the GSC-Wayne. In addition, the Wayne RESA Superintendent and GSRP Manager & Consultant for Wayne RESA are members of the Collaborative. The GSC-W is a critical partner in the outreach of identifying children in all corners of the country; Great Start Readiness, Head Start, Great Parents, Early On, Help Me Grow, etc.

Budget



Written Agreement Process and Procedure

WCRESA initiates an annual written contract with all subrecipients prior to the start of a new program fiscal year. WCRESA distributes contracts to subrecipients in the summer prior to the October 1 start date stated on the agreement. This allows ample time to review, sign and return the agreement prior to the new school year beginning.

WCRESA Support Staff receive the agreements electronically and the email provides a time stamp of the return date. Support staff print off the agreement and the Early Childhood Director reviews and authorizes the contract for processing to the WCRESA Associate Superintendent of Educational Services for final authorization.

The Board of Education approves entering into contracts with subrecipients at their August Board session. Pending their approval, the contract processing steps are initiated.

A scanned copy of the contract enters into the electronic fiscal system (SMART). The approval process repeats with the above stated parties, in addition to the GSRP fiscal Consultant, Purchasing consultant, Fiscal Manager, and Deputy Superintendent. The dollar amount associated with the contracts requires intense level of scrutiny and approval.

Note: Subrecipients receive the contract sample prior to the grant year start up. The goal is to address all questions and allow adequate time for subrecipients to make a decision regarding joining or continuing their involvement with the Wayne County GSRP consortium.

WCRESA offers multiple contract options:

Regular: Standard contract for subrecipients in good standing, demonstrating high quality implementation.

Probationary: contract for subrecipients who have demonstrated a challenge in achieving and maintaining compliance with any of the following five factors: staffing, GSQ rating of three or higher, licensing violations or stats, tardiness on submitting grant mandated documentation, failure to achieve full enrollment and resulting in loss of funding. These subrecipients receive a RESA assigned ECS and have one calendar year to demonstrate their commitment to improving their program for the children and families they serve.

Early Childhood Specialist: Subrecipients assigned or those that request an ECS, enter into an additional agreement for purchased services. This agreement outlines the roles and responsibilities of both parties.

Transportation Agreements: Programs are surveyed annually for interest and capacity to provide transportation services to the children and families they serve. WCRESA distributes funds to all the express interest. Contracts are monitored minimally twice a year by conducting an audit of actual numbers of children being transported to and from school daily.

Addendums to contracts: Multiple factors impact a subrecipients need to amend an existing contract. When an addendum is required, an additional page explaining the need to edit the contract is attached stating the new language. All parties sign and date the addendum and attach it to the original contract. If the dollar amount of the contract increases, a Board Requisition authorized the change.

On occasion, subrecipient status may change to probationary during the program year. Multiple methods of communication are utilized to inform the subrecipient of the severity of the status change. Visits from ECS, ECC, and EC Director, Program Support Forms, face-to-face meetings, emails, and certified letters document the severity of the challenges and the negative impact to children. These communications are articulated to the program administration over a period of one year. In cases where children's health and safety are a factor this timeline is accelerated. Compliance Plans or Action Plans provide supporting documentation of attempts to address, support and remedy the problems prior to a program moving into probation.

Awards: WCRESA notifies successful applicants of their program grant and transportation awards via email followed by a copy of the contract. Once WCRESA distributes slots, we create a waiting list of successful applicants and number them in a descending order. As slots become available from either MDE OGS or returned by subrecipients, programs are awarded expansion or new program.

INTERNAL FINANCIAL CONTROLS

1. Guiding Principle:

To provide reasonable assurance that State awards are expended only for allowable activities, WCRESA Great Start Readiness Program (GSRP) follows the policies and procedures set forth by our Board of Education.

2. Fund Distribution Practices:

GSRP funds are distributed on a monthly basis per the State Aid Schedule; October – August. The amount of the monthly reimbursement is based on the following calculation:

Gross allocation – 2% administrative fees = net allocation * % of state aid paid to date (9.09% increments) – amount paid to date = current month's payment. Programs on probation will be assessed a 4% administrative fee. Adjustments to monthly reimbursement amounts are made as needed (i.e. slot changes and purchased services).

3. Budget Procedures:

- Subrecipient submits a budget to the Early Childhood Fiscal Consultant using Google Sheets Workbook. Budgets are reviewed and returned approved by the Early Childhood Consultant. Budgets must be approved prior to fund distribution.
- Budgets which include food services expense which exceed CACFP or NSCP must submit additional documentation required for MDE.
- The budget submitted by each subrecipient includes tuition from over-income families. Subrecipients must include expenditure of tuition in fiscal reports. There is no carry over provision to these dollars.
- The term of the contract shall be for a period of 12 months commencing on October 1, 2019 and shall continue through September 30, 2020. Funds will be distributed to the subrecipients in equal installments spread over eleven (11) months.
- Budget amendments require approval.

4. End of year and Carryover:

In March, programs are asked to project their summer and September expenditures. GSRPs are encouraged strongly to spend current year funds on current year enrollees.

Beginning July 1 they are authorized to spend and plan for September and October program start-up.

At the close of the fiscal year, September 30th, centers are required to submit a Final Expenditure Report. If the center did not spend all of their allocated money, they will also be required to submit a carry-over budget. These reports are checked for accuracy and allowable activities and are then used to report the final expenditures for the whole grant in MEGS+.

5. Monthly Documentation

Effective October 1, 2019 Community based organizations are required to compile the GSRP monthly ledger report. This report must be completed by the 15th of the subsequent month or payment will not be processed.

Public schools will provide SMART reports when requested.

6. Program Closures:

If a program center closes before the end of the school year, a Final Expenditure Report is requested and a final reimbursement or request for re-payment is processed. i.e. If RESA has paid a center \$50,000, but they only report spending \$40,000 and invoice is sent requesting the \$10,000 over payment amount. If a center is paid \$45,000 and they report spending \$50,000 (not more than their total allocation) and the expenses are for allowable activities, RESA will reimburse the center for the additional \$5,000.)

7. Fiscal Review and Monitoring:

WCRESA Fiscal Consultant supports GSRP budget preparation with MEGS+, accounting with MSDS and MISTAR student enrollment data systems. This position works in concert with all local program fiscal authorizers.

The Fiscal Consultant monitors program budgets, the final expenditure reports (FERs), carry over and transportation allocations. The Fiscal Consultant reviews program ledgers including payroll expenditures, general expenditures, purchased services, capital outlay, invoices, and receipts for subrecipients. Random audits are conducted.

GSRP BUDGET SCHEDULE

Effective July 2019

	DUE DATE
2019-20 Budgets	August 30, 2019
2019-20 Monthly Ledgers	Previous Month completed monthly by 15th
2018-19 FER	October 15, 2019
2018-19 Carryover Budget – Salary & Benefits Only	October 15, 2019
2018-19 Carryover FER	December 11, 2019
Fully Enrolled	November 1, 2019
2019-20 Transportation Verification	December 2019 March 2020
2019-20 Mid-Year Review	April 10, 2020

PAYMENTS

GSRP Allocation Payments – 11 Payments	October – August (Payments will be received by the 30 th of each month)
Transportation Payments – 11 Payments	October – August (Payments will be received by the 30 th of each month)

DEDUCTIONS

RESA's Administration Fee	October – August (Deducted from the allocation payment)
Early Childhood Specialists – Provided by Wayne RESA	October – August (Deducted from the allocation payment)
Gold/COR – 1 Deduction	December 2019 (Deducted from the allocation payment)

Wayne County Sliding Fee Tuition Scale*

- Families whose income falls below 250% of the Federal Poverty guidelines pay no fee for preschool tuition.
- Families whose income is above 250% of the Federal Poverty guidelines will pay the following fee for preschool tuition:
- GSRP Sub-recipients will still be required to collect and confirm risk factors for all enrolled GSRP children based upon the Child Risk Factors identified in the GSRP Implementation Manual.

Tuition	Weekly Tuition Rates	Below 250% of the Federal Poverty Level	251%-300% of the Federal Poverty Level	fees from families must be expended within that fiscal year they were collected.
	½ Day Programming	GSRP Eligible- No tuition	\$5/month	
Parents tuition other as transportation.	School Day Programming	GSRP Eligible- No tuition	\$10/month	who pay may not incur expenses for portions of the program, such as meals or

- The number and severity of risk factors and local prioritization of factors contributing to educational risk must be incorporated into enrollment practices for over-income families. Documentation of risk factors must be kept in each child's file.
- Income and tuition fees are calculated at the time of enrollment. During the academic year, if the family situation changes, families may request a re-calculation of income in order to determine a lower tuition.
- Districts must disseminate tuition policies to enrolled families and program staff. The policy must be included in district's GSRP handbook.
- Parents must be notified of any upcoming tuition policy change 30 days prior to the date the change is to take place.
- Tuition payments will be collected and retained at the subrecipient level (school district/LEA/community partner). Subrecipients must keep track of families above 250% of FPL and report payment schedule/information to WCRESA.
- Each local district will collect the fees from families to be used for GSRP classroom operational expenses, such as supplies, materials, or field trips, as defined in the Budget Section of the GSRP Implementation Manual.
- It is the responsibility of the individual school district/LEA/PSA/EAA/community based organizations to determine payment schedule (annually, quarterly, monthly, weekly), and how/where payments are made.
- Parents with questions contact their local GSRP site.

Exemptions:

- If a Special Education eligible child's Individual Education Plan (IEP) calls for inclusive pre-school services, then the family is exempt from the sliding fee scale payment policy.
- If an over income Head Start child is enrolled in a Head Start/GSRP blended slot, then the family is exempt from sliding fee tuition policy. If a GSRP only classroom is operated by the local Head Start agency, then the sliding fee tuition policy must be followed.
- Scholarships paid with local funds may be permitted to satisfy a child's sliding fee tuition obligation.

GSRP Payment Schedule for Sliding Fee Scale

Week Of:	Week #	Amount Due:	Payment Collected:	
			Amount:	Initials:
Sept 16	1			
Sept 23	2			
Sept 30	3			
Oct 7	4			
Oct 14	5			
Oct 21	6			
Oct 28	7			
Nov 4	8			
Nov 11	9			
Nov 18	10			
Nov 25	11			
Dec 2	12			
Dec 9	13			
Dec 16	14			
Dec 23	No School	No Payment	n/a	n/a
Dec 30	No School	No Payment	n/a	n/a
Jan 6	15			
Jan 13	16			
Jan 20	17			
Jan 27	18			
Feb 3	19			
Feb 10	20			
Feb 17	No School	No Payment	n/a	n/a
Feb 24	21			
Mar 3	22			
Mar 10	23			
Mar 17	24			
Mar 24	25			
Mar 31	26			
Apr 7	No School	No Payment	n/a	n/a
Apr 14	27			
Apr 21	28			
Apr 28	29			
May 5	30			
May 12	31			
May 19	32			
May 26	33			
33 weeks of school		Total amount due: 33 x \$5.00 =	Total Amount collected:	

I agree to the terms of the payment schedule as described above.

Child's Name Parent Signature Date

2019 -
2020 **OCTOBER EXPENSES**

Julie's Child Care

Signature and date that actual numbers entered:

Date:

Signature:

ENTER CARRYOVER AS A NEGATIVE

ENTER
BUDGET

MINUS
CARRYOVER

MONTHLY
TOTAL

Description - Provide detail and list amount per item/service/time
Deducted from allocation payments

FUNC. CODE	DESCRIPTION	TOTAL ANNUAL BUDGET	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	MINUS CARRYOVER	MONTHLY TOTAL	
	RESA's %									
118.01	Lead Teachers	\$2,320	\$2,320.00						\$2,320	
118.02	Associate Teachers	\$40,000		\$1,900					(\$1,200)	
118.03	Substitutes	\$28,000		\$1,064					\$2,128	
118.04	Instructional personnel (3rd full-time person in a classroom required with 17 or more children)								\$0	
118.05	Non-Instructional personnel (Noon-Hour Aides, Lunch Aides)			\$180			\$180		\$360	
	Field Trip fees (Student and Adults) More than 4 field trips off site/on site need approval from ECC. All must be age appropriate and support the curriculum									
118.06							\$25		\$25	Apple Orchard Bus cost \$300.00; adult admission 5.00 per adult children free.
118.07	Consumable teaching supplies								\$0	
118.08	Classroom materials/manipulatives								\$0	
118.09	Furniture								\$0	
118.10	Classroom Technology for children's use (Tablets, Computers, iPads)								\$0	
118.12	Mileage (Home visits, PD, etc)								\$0	
118.13	Food services that exceed reimbursement from CACFP - Will need to provide CACFP documentation and receipts for MDE								\$0	
221.01	On-site professional development (speakers, catering, materials, etc.)								\$0	
221.02	Off-site Conference (NAEYC, MIAEYC, MCECC, HighScope) and necessary expenses								\$0	
221.03	Memberships (MIAEYC, NAEYC)								\$0	
221.04	Improvement of Instruction (Online Professional Development)								\$0	
225.00	Classroom technology materials for adult use such as computer, printer, iPad								\$0	
	Early Childhood Specialists (ECS) - includes all required components of ECS: POA, professional development, training, file review, coaching and classroom visits. RESA assigned ECS \$7250 per classroom and deducted from payments								\$0	RESA ECS fees are deducted from allocation payments
226.01	Mileage for ECS if multiple sites (excluding contracted ECS)								\$0	
226.02	GSRP Site Supervisor/Program Director								\$0	
227.01	Screening Tools Supplies/Materials			\$1,140			\$1,140		\$2,280	
227.02	Online licenses for assessments (COR or GOLD)								\$0	Deducted from allocation payments
241.01	Office Supplies								\$0	
241.02	GSRP Clerical Support				\$75				\$75	Paper, pens, staples, tape, notebooks, white-out, Total cost \$225.00 (1/3 GSRP)
252.01	Fiscal Services: Accounting, audit, payroll processing fees								\$0	
257.01	Copy/Fax Equipment								\$0	
257.02	Maintenance Agreements								\$0	
257.03	Postage (other than for recruitment)								\$0	
261.00	Lease/Rent (Documentation required and must be prorated to reflect GSRP percentage)						\$950		\$950	

261.01	Building Maintenance (Over \$999 requires capital outlay approval).								\$0	
261.02	Custodial salary/benefits (Prorated for GSRR percentage)			\$100						
261.03	Custodial Materials/Supplies (Prorated for GSRR percentage)				\$100				\$200	GSRR portion.
261.04	Utilities (Prorated for GSRR percentage)								\$0	
261.05	Telephones (Prorated for GSRR percentage)								\$0	
261.06	Licensing Fees (Prorated for GSRR percentage)								\$0	
266.01	Security Services (Prorated for GSRR percentage)								\$0	
271.02	Field Trip Transportation					\$300			\$300	
281.01	NAEYC Accreditation Fees								\$0	
282.01	Recruitment								\$0	
282.02	Printing								\$0	
282.03	Advertising								\$0	
282.04	Postage for recruitment								\$0	
283.01	Administrative Fees attributed to staff hired through purchased services								\$0	
283.02	Professional Development for Non-Instructional Staff ONLY (Noon Hour Aides/Lunch Aides, Clerical, and Custodians)								\$0	
284.01	Technology Support								\$0	
299.00	Other support services staff (Prior RESA written approval required).								\$0	
311.01	Parent event materials/supplies								\$0	
311.02	Parent event speakers								\$0	
311.04	Parent event child care								\$0	
311.05	Parent event food								\$0	
452.00	Playground Equipment								\$0	
456.00	Site improvements (outside of building) (Over \$999 requires capital outlay approval).								\$0	
456.01	Classroom or building repairs/renovations (Over \$999 requires capital outlay approval).								\$0	
MONTHLY TOTALS		\$70,320	\$2,320	\$4,384	\$75	\$4,384	\$1,275	\$5,000	\$12,438	

TRANSPORTATION

[illegible]

Recruitment Enrollment of Children & Families



Child & Family Recruitment and Enrollment

Guiding Principle:

Children will be enrolled into Great Start Readiness Programs in accordance with the State of Michigan rules and regulations outlined in the Implementation Manual, Recruitment and Enrollment section.

The WCRESA GSRP and its subrecipients will work in conjunction with the local Head Start programs in jointly recruiting eligible children and communicating with families.

The countywide GSRP - Head Start Referral/Release Form and process must be utilized by all GSRP subrecipients.

WCRESA, Head Start and the WCRESA Great Start Collaborative have developed a county-wide recruitment process to recruit and ensure families are receiving all of the necessary resources available to them.

Great Start to Quality information is shared with families looking for additional care.

Procedure:

Recruitment

Recruitment and enrollment of children in GSRP is ongoing. Children may be enrolled when openings occur throughout the school year. Subrecipients may collect enrollment packets from interested families for the next program year during the spring. Enrollment of children begins after the Governor signs the State Aid bill authorizing the grant.

Rank families who apply by income quintiles (0-50% poverty, 51-100% poverty, 101-150% poverty, 151-200% poverty, 201-250% poverty) and within quintiles, rank by number of additional eligibility factors. This will assist programs in prioritizing a list of viable applicants.

GSRP subrecipients prioritize applications using the income eligibility guidelines and eligibility factors, enrolling children with the highest needs first. Programs may only enroll families within the 0-100% Federal Poverty Level (FPL) if the procedures regarding a Head Start Referral/Release has been followed.

All Head Start Eligible families must receive information about Head Start and referred to Head Start when they return their applications. Children determined Head Start eligible will be referred to Head Start using the WCRESA Head Start Referral/Release form. The form must be scanned and emailed within 24 hours (1 business day) of receiving the child's application. Head Start will return the form to WCRESA within 72 hours (3 business days), to notify if the child is released to GSRP. The Head Start Referral/Release form needs to be retained in the child's file.

Income verification documentation and process as outlined in the Implementation Manual and WCRESA's enrollment procedure must be followed to ensure income eligible children are enrolled.

Subrecipients are encouraged to reserve a minimal number of slots for admittance after the start date in September so that needy, late enrolling families have an opportunity to participate in GSRP.

Ten percent of the slots may be allocated for families whose income is between 250%-300% of the FPL. These families will pay a sliding fee scale. Priority is determined by the family's income and number of eligibility factors.

Subrecipients are required to refer eligible families on the waiting list to [1-833-FourYearOld](tel:1-833-FourYearOld) place the children in empty slots within the county.

Cross border residents will be welcomed into Wayne County. Wayne County children attending GSRP programs in other counties will enroll in classrooms. Reporting on students will follow MDE prescribed agreement instructions.

Reference WCRESA's 2018-19 Income Eligibility Guidelines.

Enrollment

All subrecipients in Wayne County collect child applications and enroll eligible families based on GSRP guidelines.

Subrecipients receive training each year on Head Start and GSRP recruitment and enrollment requirements to support referrals of families to Head Start and GSRP sites. Trainings are announced via Advisory meetings, WCRESA Professional Development Catalog, WisdomWhere registration blasts, and email through the GSRP networks.

WCRESA provides subrecipient with documents to support alignment with MDE and RESA's guidelines. These include:

- Income eligibility table and web-based income calculator.
- Age Eligibility Guidance.
- Dates to enroll families based on income quintiles (shown on RESA's income guidelines chart).
- Head Start Referral / Release Form.
- Head Start Referral / Release Process.
- GSRP Application Packet.
- Date enrollment begins- After Governor signs the State Aid bill.

The WCRESA GSRP and its subrecipients will work in conjunction with the local Head Start programs in jointly recruiting eligible children and communicating with families.

The countywide GSRP - Head Start Referral/Release Form and process must be utilized by all GSRP subrecipients.

WCRESA, Head Start and the WCRESA Great Start Collaborative have developed a county-wide recruitment process to recruit and ensure families are receiving all of the necessary resources available to them.

Great Start to Quality information is shared with families looking for additional care.

Age Eligibility:

The Great Start Readiness Program (GSRP) was designed to provide high-quality preschool to children at risk for low educational attainment in the school year before they are regularly eligible for kindergarten. For GSRP, this means a child must turn 4 years of age on or before September 1. However, a provision exists for parents who wish to request a waiver from the September 1 enrollment date for children who will turn 4 after September 1, but on or before December 1.

Any child who applies under the waiver who is eligible for Head Start must be referred using the locally agreed upon process. Children with submitted waiver applications MAY NOT be considered for enrollment until after September 1. At that point, their applications are prioritized along with any other remaining applications as enrollment decisions are made.

An assumption is made that parents opting to enroll their child in GSRP early, expect to also use the provision for early entry in kindergarten the following fall. If there is a change to the plan to enroll in kindergarten early, a second year of GSRP is permissible. This requires that the parent apply for a second year of GSRP and, if still eligible, the child may be accepted based on the ISD's prioritization process and available space.

Enrollment Head Start Referrals:

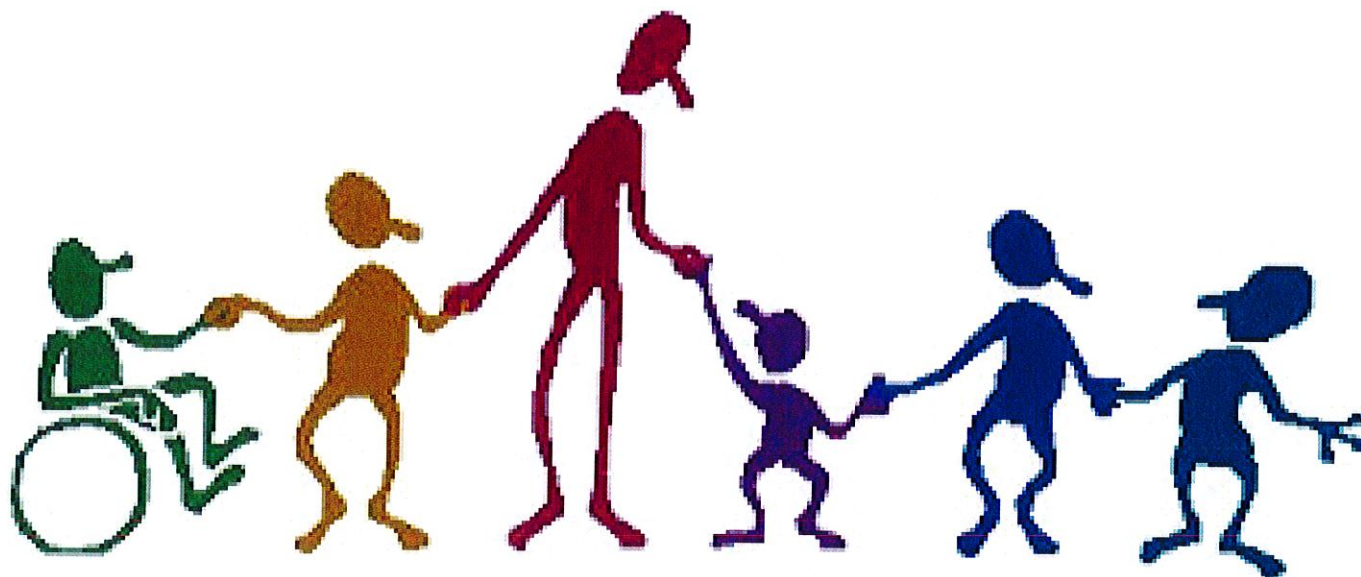
Enrollment Procedure:

- Wayne County RESA (WCRESA) ISD allows all Subrecipients to collect applications and enroll eligible families.
- Completed applications are received and reviewed for eligibility, based on GSRP guidelines.
- Children determined to potentially be eligible for Head Start (**HS**) will be referred to Head Start, using the WCRESA Head Start Referral process and form.
- **GSRP providers will participate in a collaborative recruitment and enrollment process with their local Head Start program by entering into the WCRESA Recruitment Enrollment Memorandum of Understanding (MOU) to assure each child is enrolled in the most appropriate setting to meet his or her needs. The written MOU will be used by GSRP providers and their local Head Start to refer all families who meet income eligibility for Head Start.**
- **The MOU between the GSRP provider and the local Head Start program must include a time frame of not more than 72 hours (three business days) for return of the completed Head Start Referral form to the GSRP provider.**
- **GSRP providers will scan and email the completed Head Start Referral form within 24 hours (1 business day) of completing the child's application.**
- Once received, Head Start will scan and email the signed referral form to the GSRP provider within the agreed upon time frame or no more than 72 hours (3business days) to inform the GSRP provider if the child is enrolled in Head Start or can be released to GSRP.
- GSRP Subrecipients will prioritize applications based on the Participant Eligibility and Prioritization Guidelines from MDE, enrolling highest needs children first. Priority will be given to families between zero-50% Federal Poverty Level (FPL). then proceed to children in families between 51-100% FPL. 101-200% FPL. and then 201-250% FPL. Programs

may only enroll families within the zero-100% FPL, if the procedures regarding the Head Start Referral process have been followed **prior** to enrollment in GSRP.

- Income verification documentation and process as outlined in the GSRP Implementation Manual must be followed to ensure income eligible children are enrolled in GSRP. Income verification is found in the “Eligibility” section of the Implementation Manual.
- Subrecipients must wait to enroll families over 250% of FPL. Families who are over the income guidelines must be approved by WCRESA. Ten percent (10%) of the slots can be set aside for families whose income is above 250% of the FPL. These families will pay a sliding fee scale. Priority is determined by the family’s income and number of **eligibility** factors.
- Subrecipients are encouraged to reserve a minimal number of slots for admittance after the start date in **September** so that needy, late enrolling families have an opportunity to participate in GSRP.
- Subrecipients are required to keep a waiting list of eligible families **by quintiles in order to fill slots that may become available with the neediest of families.**

FAMILY & COMMUNITY PARTNERSHIP



School Readiness Advisory Committee (SRAC)

Guiding Principle:

The Great Start Collaborative - Wayne will convene a multidistrict, multiagency, school readiness advisory committee as a workgroup. The committee is comprised of Regional Resource Center staff, community agencies, classroom teachers, parents, administrators and other appropriate community members. Wayne County Regional Educational Services Agency (WCRESA) will co-chair, advise, guide, and help strengthen the committee's work. The SRAC committee will review and make recommendations regarding the following:

Procedures:

- Current program components and make recommendations for improvement annually.
- A collaborative partnership between Great Start Readiness Program (GSRP), Head Start, for profit and non-profit preschools, public school academies, and local education agencies in an effort to create a seamless transition process.
- The support of joint recruitment and enrollment with GSRP and Head Start.
- Health and developmental screening process (Ages & Stages, Brigance, etc).
- Engaging parents as partners in the literacy process; i.e., 10 Essentials of Literacy for prekindergarten.
- Transition into Kindergarten. Supporting the vertical teaming process with preschool and kindergarten.
- County wide GSRP Funding Application (GSRP-FA).

Community Partnerships

Guiding Principles:

The goal of the WCRESA is to provide high quality prekindergarten programs for four-year-old children who may be at risk of academic failure. Through the Great Start Collaborative, School Readiness Committee and other community agencies, the Early Childhood Contact and EC Consultants will contact potential community-based organizations (CBOs).

Procedures:

WCRESA follows legislative direction and Michigan Department of Education protocol on outreach to CBOs.

All interested potential Great Start Readiness Program applicants complete the Funding application. Child care centers are contacted after submitting their and all required documents to WRESA. An unscheduled site visit is completed as the final step to review the centers potential status as a future GSRP location.

When possible child care directors receive notification to attend a GSRP informational meeting at WCRESA as well as attend one GSRP Advisory meeting.

Per legislation, WCRESA maintains a 30% community partnership with centers through active recruitment efforts. Documentation is maintained to reflect all communication with potential partners and shared when appropriate with Great Start Collaborative-Wayne's School Readiness Committee.

Great Start to Quality releases monthly reports depicting a list of programs assessed at a minimum of a 3-star rating. Programs listed are identified to receive Community Based Organization recruitment package. Sample as follows:

Parent Advisory Committee

Guiding Principle:

WCRESA ensures all subrecipients have a Parent Advisory Committee; active, engaged and informed in the GSRP decisions of their children's program.

Procedures:

WCRESA shall be responsible for the following:

- Ensuring parents are active decision makers.
- Parent shall be given the opportunity to be involved in training.
- Attend related county- wide committees such as the Great Start Collaborative, Parent Coalition and the School Readiness Committee.

Subrecipients shall be responsible for the following:

- Creating a local GSRP parent advisory committee with a focus on local considerations including enrollment, recruitment, PQA, child outcome data, and transitioning.
- Holding at least 3 meetings annually to discuss data.
- Ensuring all parents are invited, there is a minimum 10% of parent attendance for every 18 children enrolled, and a minimum of 2 parents in attendance.
- Recruiting from their local committee to participate in the Wayne County School Readiness Committee, Great Start Collaborative and Parent Coalition.
- Share community events and services with parents and families.
- Keeping minutes, attendance, sign in sheets and handouts for all meetings.

Parent and Family Engagement

Guidance:

Children who are successful in school have many healthy interconnections between family, school, and community. Legislation requires GSRP sites to provide active and continuous participation of parents/guardians of enrolled children. Parent/family engagement, in the learning process, strengthens learning at home and is directly linked to positive child outcomes at school. Programs demonstrate that they value parent/family engagement in a variety of ways - from partnering with parents to establishing child development goals to sharing anecdotes of a child's learning. Communication and strong relationships are the keys to successful parent/ family engagement.

Communication:

The subrecipient will ensure that communication with parents and families is continuous throughout the program year, and in accordance with the parent's primary or preferred language.

What this looks like in your program:

- Having informal day-to-day conversations with families.
- Communicating with families through email, phone and notes.
- Attending formal parent/teacher conferences.
- Participating in developmental discussions regarding your child by request or invitation.
- Volunteering within the classroom.
- Reviewing the classroom's lesson plans, monthly newsletters and Parent Board information.
- Participating in special events for parents and families.
- Reinforcing school activities at home.
- Participating in advisory committee meetings.
- Participating in program evaluations and providing input on policies and procedures.
- Sharing ideas or items related to the family culture that may be integrated in the classroom.

Home Visits:

The main purpose of the initial visit is to create a foundation for the beginning of a positive partnership between home and school. It is designed to ease the transition into GSRP for the child and family prior to the first day of school. The subrecipient will ensure that home visits and parent/teacher conferences involve families in the child's education by providing a minimum of four (4) family contacts per year; two (2) sixty minute home visits and two (2) forty-five minute parent/teacher conferences.

What this looks like in your program:

- The lead teacher will discuss any required enrollment documents.
- The ASQ will be conducted with parents and family.
- Sharing curriculum and program information.
- Set and discuss goals parents have for the child.

The second visit, usually occurring at the end of the school year, held after the second check point, is designed around the individual child and parent needs. The child's assessment will be reviewed highlighting areas of success and areas to improve. Teachers and parents discuss the process of transitioning into kindergarten or the child's next placement.

Parent/Teacher Conferences:

Parent/teacher conferences are held in the fall and spring. Conferences are designed to provide parents with an update on the child's progress through use of the ongoing assessment tool, jointly revise individual learning goals, and provide any additional support necessary. During the conference:

- Jointly revise the individual learning goals using WCRESA's Individual Development Plan (IDP) form.
- Provide families with samples of their child's work.
- Share ideas on how families can support learning at home.

Local Advisory Committee:

The subrecipient and GSRP supporters will ensure that all parents/guardians are engaged as active decision makers, both developing and implementing training to instill confidence in parents/guardians as active members of an advisory committee. The committee is composed of GSRP teachers, administrative staff and parents, guardians and family members. Orientation/training is provided to instill confidence in parents as active group members and decision makers. Topics of discussion may include: curriculum, nutrition, health related topics, recruitment/enrollment program, child goals and outcomes, Program Quality Assessment (PQA) results, kindergarten transitioning and program evaluation. The advisory committee meets minimally three times a year and include minutes, agendas and attendance sheets.

What this looks like in your program:

GSRP subrecipients will notify all applicable stakeholders of the dates and times of the meetings to support attendance:

- The program plans topics of discussion based on feedback from families to encourage active decision making. Topics may include: Curriculum, nutrition, health, recruitment/enrollment, child goals and outcomes, Program Quality Assessment (PQA-R) results, kindergarten transitioning and program evaluation.
- Recruit family attendees by planning meetings around community and cultural events.
- Share Great Start Collaborative Wayne Website information and information concerning community events and support resources. www.greatstartwayne.org
- Review new policies with families and request feedback prior to implementation.
- At the time of enrollment or first home visit, ensure parents/guardians are aware of the meetings with the goal of at least one parent for every 18 children attending and no less than two total parents/guardians.
- Ensure the ECS is aware of the meeting to support with program level data.
- Schedule teachers so that there is staff representation.
- Invite a parent representative from the collaborative to speak to the work and opportunities to be involved with the coalition.
- Encourage administration, teachers, and parents/guardians to recruit parent attendees.

Sets the agenda for the meetings, including:

- Share from a Great Start Parent Coalition parent representative on the resources offered by the collaborative opportunities for parents/guardians to be involved.
- Designate a liaison to the GSC Parent Coalition.
- Review/share program level data from the PQA, COR and GOLD.
- Attain input and/or decisions on the program policies and procedures.

a) Data Analysis Team

WCRESA is required by legislation to provide for active and continuous participation of parents/guardians of enrolled children. Parents partner in child development goals as active decision makers. Parents discuss data with the child's teachers and understand what the data means for the child. Upon enrollment, parent/guardians must be informed that information about the child and family is collected, reported and analyzed to learn about the effectiveness of GSRP through a program evaluation process. The subrecipient will ensure all families have the opportunity to review and discuss data collected in the GSRP program.

The Data Analysis Team is made up of GSRP teachers, administrative staff, parents/guardians and family members and is led by the Early Childhood Specialist. The team meets minimally 3 times yearly to analyze program and child data by each subrecipient. PQA scores, and data from the child assessment tool (COR or GOLD) is compiled and used to set goals for improvement. These meetings may be combined with the advisory committee.

What this looks like in your program:

- Upon enrollment, families are informed that data concerning the child and family is collected, reported and analyzed to learn about the effectiveness of GSRP through a program evaluation process (listed in your parent handbook).
- The team is supported and/or led by the ECS, ECC, or a person with experience and skills to relay the information to families.
- The data consists of PQA scores and a child assessment tool (CQR or GOLD). Data should be prepared for the meeting in an understandable format such as bar graphs and without identifying children's names.

Additional Opportunities for Family Engagement:**School Readiness Advisory Committee (SRAC)**

Another opportunity involves participation in a school readiness advisory committee. This group is convened as a workgroup of the GSC that provides for the involvement of classroom teachers, parents or guardians of program participants, community, volunteer, social service agencies and organizations. The advisory committee annually reviews and makes recommendations regarding the GSRP grant components. The advisory committee also makes recommendations to the GSC regarding other community services designed to improve a child's school readiness.

Great Start Collaborative - Wayne Parent Coalition (GSC)

WCRESA is required to have GSRP parent/guardian representation on the regional Great Start Collaborative (GSC) Parent Coalition; working with other committed parents/guardians to support early childhood practices in the community. These GSRP parents/guardians, in turn, act as liaisons to local Parent Advisory Committees, sharing ideas and activities in person, virtually (e.g., Skype) or through emailed reports.

Sample Contracts

In Draft Form



WCRESA initiates an annual written contract with all subrecipients prior to the start of a new program fiscal year. WCRESA distributes contracts to subrecipients in the summer prior to the October 1 start date stated on the agreement. This allows ample time to review, sign and return the agreement prior to the new school year beginning.

WCRESA Support Staff receive the agreements electronically and the email provides a time stamp of the return date. Support staff print off the agreement and the Early Childhood Manager reviews and authorizes the contract for processing to the WCRESA Associate Superintendent of Educational Services for review and final authorization.

The Board of Education approves entering into contracts with subrecipients at their August Board session. Pending their approval, the contract processing steps are initiated.

A scanned copy of the contract enters into the electronic fiscal system (SMART). The approval process repeats with the above stated parties, in addition to the GSRP Fiscal Consultant, Purchasing consultant, Fiscal Manager, and Deputy Superintendent. The dollar amount associated with the contracts requires intense level of scrutiny and approval.

Note: Subrecipients receive the contract draft during the spring Wayne County Advisory council meeting. Revisions are discussed prior to the grant year start up. The goal is to address all questions and allow adequate time for subrecipients to make a decision regarding joining or continuing their involvement.

WCRESA offers multiple contract options:

Regular: Standard contract for subrecipients in good standing, demonstrating high quality implementation.

Probationary: Contract for subrecipients who have demonstrated a challenge in achieving and maintaining compliance with any of the following five (5) factors: Staffing, GSQ rating of three or higher, licensing violations or status, tardiness on submitting grand mandated documentation, failure to achieve enrollment and resulting in loss of funding. These subrecipients receive an ECS and have one calendar year to demonstrate their commitment to improving their program for the children and families they serve.

Early Childhood Specialist: Subrecipients assigned or those that request an ECS, enter into an additional agreement for purchased services. This agreement outlines the roles and responsibilities of both parties.

Transportation Agreements: Programs are surveyed annually for interest and capacity to provide transportation services to the children and families they serve. WCRESA distributes funds to all that express interest. Contracts are monitored minimally twice a year by conducting an audit of actual numbers of children being transported to and from school daily.

Addendums to contracts: Multiple factors impact a subrecipient's need to amend an existing contract. When an addendum is required, an additional page explaining the need to edit the contract is attached stating the new language. All parties sign and date the addendum and attach it to the original contract. If the dollar amount of the contract increases, a Board Requisition authorizes the change.

On occasion, subrecipient status may change to probationary during the program year. Multiple methods of communication are utilized to inform the subrecipient of the severity of the status change. Visits from ECS, ECC, and EC Manager, Program Support Forms, fact-to-face meetings, emails, and certified letters document the severity of the challenges and the negative impact to children. These communications are articulated to the program administration over a period of one year. In cases where children's health and safety are a factor, this timeline is accelerated. Compliance Plans or Action Plans provide supporting documentation of attempt to address, support and remedy the problems prior to a program moving into probation.

Awards: WCRESA notifies successful applicants of their program grant and transportation awards via email followed by a copy of the contract.

Once WCRESA distributes slots, we create a waiting list of successful applicants and number them in a descending order. As slots become available from either MDE OGS or returned by subrecipients, programs are awarded expansion or new program funding based on a prioritized waiting list.

**WAYNE COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY (WCRESA)
GREAT START READINESS PROGRAM (GSRP) SUBRECIPIENT CONTRACT
2019-20 FY**

Wayne RESA, a duly established intermediate school district of the State of Michigan (referred to as the Grantee) and **<Provider Name>**, a duly established **<Type>** receiving a formula grant allocation (referred to as the Subrecipient) agree to enter into a contract in which Wayne RESA will provide 2019-20 FY GSRP state funds to serve enrollment of eligible children and families.

Mandatory criteria to receive funds:

1. Children enrolled and attending
2. Current license documenting compliance with all Michigan child care licensing rules and regulations
3. Qualified and approved Early Childhood Specialist (ECS)
4. Qualified and fully staffed classrooms meeting adult child ratio (1:8)
5. Three to five star Great Start to Quality rating

TERM:

The term of this contract will be for a period of nine months commencing upon **October 1, 2019** and continuing through **June 30, 2020**.

THE PROVISIONS OF THIS CONTRACT FOLLOW:

1. The Subrecipient will utilize GSRP funds to provide high quality services to eligible families based on income guidelines and eligibility factor criteria. Income Quintiles will be used to select children into the program, with lowest (1st Quintile) enrolling first after the Governor signs the State Aid Bill and not before July 1.
2. The Subrecipient will comply with the following:
 - Laws, regulations and official guidance
 - Operate school day programs for a minimum of 7 hours a day.
 - Operate a minimum of 30 weeks and not less than 120 days of class time, starting in September 2019 and ending in June 2020.
3. The Subrecipient will notify Wayne RESA within **24 hours** if any of the following occur:
 - Staffing changes due to vacancies, additions, reductions, temporary leaves, etc.
 - Investigations: internal and external (licensing, Child Protective Services, etc.)
 - Building closure due to fire, smoke, flooding, electrical, heating/cooling, or other non-snow day issue, etc.
 - Classroom closure due to any reason other than a pre-planned closure identified on attached calendar (PD, home visits, conferences, school breaks, etc.)
 - Emergency situations when children may be in danger: lock downs, a lost child, (including child left on a bus), bomb threat, evacuation, hostage situation, etc.
4. The Subrecipient is required to correct non-compliances in a period not to exceed two (2) weeks. When children are at risk due to a health and safety situation, corrective action is required within 24 hours.
Failure to comply within the timeline may result in the following:
 - Change of program status to probationary.
 - Potential reduction of funding.
 - Potential elimination of funding.
5. The Subrecipient inputs child information into MISTAR or an approved student information system and uploads student data into Michigan Student Data System (MSDS) for all count periods.
 - Full enrollment is required by November 1, 2019 and must be maintained throughout the school year.

THE WAYNE COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY 33500 Van Born Road - Wayne, MI 48184 (734) 334-1300 www.resa.net

Board of Education • James S. Beri • Mary E. Blackmon • Danielle Funderburg • Lynda S. Jackson • James Petrie • Randy A. Liepa, Ph.D., Superintendent

19-20 Wayne RESA ECS Contract

Subrecipient
Please Initial

- Payment by Wayne RESA to the Subrecipient is based on the certified CEPI/MSDS count and documented children attendance records.
 - Classroom attendance is recorded in a separate roster in MISTAR. Attendance rosters will be monitored to verify children are attending regularly and were present November 1, 2019 – January 29, 2020 for the spring CEPI Collection window.
6. Wayne RESA provides the Subrecipient with an Early Childhood Specialist (ECS) who meets the following criteria:
 - Graduate degree in early childhood education or child development and five or more years of relevant job experience
 - Reliable Assessor status conducting a complete full day PQA-R evaluation for each classroom submitted online no later than May 20, 2020.
 - Provide classroom observation and coach teaching teams to help achieve the highest quality learning environment.
 - Submit accurate Program Support Form (PSF) reports documenting all visits, to each classroom *Minimum two visits a month per classroom* with multiple contacts as necessary.
 - Attend all RESA GSRP Advisory Meetings (*Directors/Administrators also **MUST ATTEND***) and Early Childhood Specialist Meetings.
 7. The Subrecipient adheres to the fee policy (refer to 2019-20 FY sliding fee scale/protocol) set by Wayne RESA and will not exceed 10% enrollment with children having income 251% - 300% of the federal poverty level (FPL). The Subrecipient will maintain documentation on site and submit invoices, payment schedule, and receipts to Wayne RESA when requested. Any fees received will be spent to support GSRP classrooms. No child above 301% FPL will be enrolled.
 8. The Subrecipient ensures families will not incur any cost for the program; i.e. payment for field trips, fundraising, requests for donations, food, and/or parent entrance fees, etc.
 9. The Subrecipient ensures all classrooms utilize developmentally appropriate practices according to NAEYC, Michigan Early Childhood Standards of Quality Pre-Kindergarten and the Subrecipient's chosen curriculum with fidelity.
 - Subrecipient will offer anti-bias activities inclusive in nature and nondiscriminatory as outlined by NAEYC. Holiday parties and end of year graduation celebrations are not components of MDE approved curriculums, therefore, these events are NOT allowable in GSRP classrooms.
 - The use of supplemental curriculums (Handwriting without Tears, Zoo Phonics, Phonics Soup, etc.) and worksheets/copied pages are PROHIBITED.
 10. The Subrecipient will maintain documentation on site for Wayne RESA's review or submit upon request:
 - The protocol for hiring teaching, administrative and support staff.
 - Staff evaluations with evidence of follow-up support.
 - An annual Professional Development Plan (PDP) for classroom staff training.
 11. The Subrecipient ensures the required number of qualified staff in each classroom based upon the number of children enrolled in the program. Adult-child ratios (1:8) will be maintained with consistent adults. Licensing ratio violations will be discussed with administrators for immediate correction. Failure to correct will be reported to LARA, as required by law.
 12. The Subrecipient ensures all GSRP children are screened using Ages and Stages Questionnaire at the start of the program. No child will be screened twice on any screening tool(s).
 13. The Subrecipient ensures a minimum of four documented parent contacts; two 60 minute home visits and two 45 minute parent teacher conferences.
 14. The Subrecipient establishes a local parent advisory committee meeting a minimum of three times a year. Data analysis will occur at every meeting. Minutes, agendas and sign in sheets will be maintained on file and available when requested.
 15. The Subrecipient will utilize the Wayne RESA assessment purchase price for HighScope Child Observation Record (COR) Advantage or My Teaching Strategies (MTS) GOLD.

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16. The Subrecipient ensures staff are trained on the Head Start referral/release forms and process. Steps must be followed prior to enrolling children 100% of FPL and below. Evidence of Head Start relationship agreements and referrals will be maintained on file for review.
17. The Subrecipient agrees to provide Wayne RESA access to all children's files and assessment data. The student data will be part of the Wayne County electronic report, documenting a minimum of 75% completion three (3) times a year as required by MDE.
18. The Subrecipient ensures a written protocol for providing support to children exhibiting challenging attendance, tardiness, and behavior. The written protocol will be provided to all staff and families in the agency parent handbook. **SUSPENDING OR EXCLUDING CHILDREN IS PROHIBITED FOR ANY REASON.**
19. The Subrecipient will adhere to the Child and Adult Care Food Program (CACFP) or National School Lunch Program (NSLP) nutritional guidelines and must follow guidelines of the LARA Child Care Licensing Division regarding meal service and nutrition. In addition, Subrecipients must adhere to the family style model of meal service stated in the Michigan Department of Education (MDE) Implementation Manual.

BUDGET:

20. Wayne RESA will pay the Subrecipient the sum of \$7,250 per child in school day options, while retaining a 2% administrative and fiscal oversight fee. Budget detail will be provided for the proposed expenditures using the Google excel workbook provided online.
 - All expenses related to the budget must pass the state and federal standard of being allowable, reasonable and necessary.
 - The Subrecipient must maintain a separate GSRP bank account and general ledger of accounts to track revenues and expenditures.
 - The Subrecipient will not charge any other public or private entity for providing child care services during the GSRP time period or activities, i.e. DHHS childcare subsidy.
 - The Subrecipient maintains a current inventory of all furniture and materials purchased with grant funds. When programs close or reduction in classroom(s) occur, Wayne RESA will collect and redistribute the materials.
 - The Subrecipient will pay Wayne RESA \$7,250 for each classroom for ECS Services.
 - Budget amendments with justification will require prior written approval.
 - Any structural or playground changes over \$1,000 using GSRP funds require prior written approval by Wayne RESA and a three (3) year commitment letter from the Superintendent/CEO/President/Owner.
 - The Subrecipient will provide Wayne RESA a Final Expenditure Report (FER) no later than 15 business days after September 30, 2020. Unspent funds must be approved as carryover by Wayne RESA and used only for GSRP staff salaries and benefits.
 - The Subrecipient will provide Wayne RESA a detailed FER for all prior year carryover GSRP expenses prior to the release of the 2019-20 new funds (*1st year programs are exempt*). Carryover funds must be spent prior to current year funding.
21. Wayne RESA reserves the right to withhold GSRP funds if the Subrecipient is deemed non-compliant with any of the terms listed in this contract. In cases of documented fiscal impropriety, Wayne RESA reserves the right to terminate the contract without notice.
22. A Subrecipient with a complaint involving Wayne RESA GSRP is encouraged to first attempt to resolve the matter informally by telephone, email, or via a meeting with the assigned Early Childhood Consultant. If the informal conflict resolution process is unsatisfactory and the Subrecipient wishes to register a formal complaint, a Subrecipient shall submit a detailed written description of the issue which forms the basis of the complaint to the Director of Early Childhood Services at Wayne RESA. Should the complaint continue, the Subrecipient may request to contact the Wayne RESA Associate Superintendent for resolution. Her decision is final.

Wayne RESA will provide a maximum **\$<Dollar Amount>** in **2019-20FY** GSRP funds when the above conditions have been achieved. These funds will be distributed to the Subrecipient in equal installments over 11 months. **<District>** has been awarded **<School Days>** School Day **≤ Part day>** and **≤ Head Start Blend>** Head Start Blends = **>Slot Total>** total slots to serve **<Number of Students>** children in **<Number of Classrooms>** classrooms.

CONTRACT TERMS:

This contract will be effective once signed by both parties and state allocation budget has been approved by the Governor.

Either party may cancel this contract with thirty (30) days written prior notice.

The Subrecipient certifies and affirms it is not included on the Federal Suspension and Debarments list of Excluded Parties; nor is the Subrecipient affiliated with any party included on the Federal Suspension and Debarments list of Excluded Parties.

Designated/authorized parties of the Subrecipient and Wayne RESA have executed this contract as of the signatures and dates indicated below. **Please submit a calendar for 2019-20 school year identifying the dates indicated below with the signed contract:**

- 1st day of class in September
- 30 weeks / 120 days in class
- Home visits
- Parent Teacher Conferences
- Parent Advisory Meetings
- Parent Data Meetings
- Last day of class in June
- Dates site will be closed for breaks and holidays

Superintendent/Owner/CEO	Fiscal Representative
Printed Name	Printed Name
Signature	Signature
Date	Date

WAYNE COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY

Director, Early Childhood Services	Associate Superintendent of Educational Services
Lena Montgomery	Daveda Colbert Ph.D.
Signature	Signature
Date	Date
Early Childhood Consultant	
Initials _____	

**WAYNE COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY (WCRESA)
GREAT START READINESS PROGRAM (GSRP) SUBRECIPIENT CONTRACT
2019-20 FY**

Wayne RESA, a duly established intermediate school district of the State of Michigan (referred to as the Grantee) and «**Provider Name**», a duly established «**Type**» receiving a formula grant allocation (referred to as the Subrecipient) agree to enter into a contract in which Wayne RESA will provide 2019-20 FY GSRP state funds to serve enrollment of eligible children and families.

Mandatory criteria to receive funds:

1. Children enrolled and attending
2. Current license documenting compliance with all Michigan child care licensing rules and regulations
3. Qualified and approved Early Childhood Specialist (ECS)
4. Qualified and fully staffed classrooms meeting adult child ratio (1:8)
5. Three to five star Great Start to Quality rating

TERM:

The term of this contract will be for a period of nine months commencing upon **October 1, 2019** and continuing through **June 30, 2020**.

THE PROVISIONS OF THIS CONTRACT FOLLOW:

1. The Subrecipient will utilize GSRP funds to provide high quality services to eligible families based on income guidelines and eligibility factor criteria. Income Quintiles will be used to select children into the program, with lowest (1st Quintile) enrolling first after the Governor signs the State Aid Bill and not before July 1.
2. The Subrecipient will comply with all the following:
 - All laws, regulations and official guidance.
 - Operate school day programs for a minimum of 7 hours a day.
 - Operate a minimum of 30 weeks and not less than 120 days of class time, starting class time in September 2019 and ending classes in June 2020.
3. The Subrecipient will notify Wayne RESA within **24 hours** if any of the following occur:
 - Staffing changes due vacancies, additions, reductions, temporary leaves, etc.
 - Investigations: internal and external (licensing, Child Protective Services, etc.)
 - Building closure due to fire, smoke, flooding, electrical, heating/cooling, or other non-snow day issue, etc.
 - Classroom closure due to any reason other than a pre-planned closure identified on attached calendar (PD, home visits, conferences, school breaks, etc.)
 - Emergency situations when children may be in danger: lock downs, a lost child, (including child left on a bus), bomb threat, evacuation, hostage situation, etc.
4. The Subrecipient is required to correct non-compliances in a period not to exceed two (2) weeks. When children are at risk due to a health and safety situation, corrective action is required within 24 hours. Failure to comply within the timeline may result in the following:
 - Change of program status to probationary.
 - Potential reduction of funding.
 - Possible recommendation to terminate contract.

5. The Subrecipient inputs child information into MISTAR or an approved student information system, uploads student data to Michigan Student Data System (MSDS) for all count periods.
 - Full enrollment is required by November 1, 2019 and must be maintained throughout the school year.
 - Payment by Wayne RESA to the Subrecipient is based on the certified CEPI/MSDS count and documented children attendance records.
 - Classroom attendance is recorded in a separate roster in MISTAR. Attendance rosters will be monitored to verify children are attending regularly and were present November 1, 2019 – January 29, 2020 for the spring CEPI Collection window.
6. The Subrecipient provides supervision and oversight utilizing an Early Childhood Specialist (ECS) hired by the agency to meet the following criteria:
 - Graduate degree in early childhood education or child development and five or more years of relevant job experience
 - Reliable Assessor status conducting a complete full day PQA-R evaluation for each classroom submitted online no later than May 20, 2020.
 - Provide classroom observation and coach teaching teams to help achieve the highest quality learning environment.
 - Submit accurate Program Support Forms (PSF) documenting all visits, to each classroom. *Minimum two visits a month per classroom* with multiple contacts as necessary.
 - Attend all Wayne RESA GSRP Advisory meetings (*Administrator/Director must also attend*) and Early Childhood Specialist meetings.
7. The Subrecipient adheres to the fee policy (refer to 2019-20 FY sliding fee scale/protocol) set by Wayne RESA and will not exceed 10% enrollment with children having income 251% - 300% of the federal poverty level (FPL). The Subrecipient will maintain documentation on site and submit invoices, payment schedule, and receipts to Wayne RESA when requested. Any fees received will be spent to support GSRP classrooms. No child above 301% FPL will be enrolled.
8. The Subrecipient ensures families will not incur any cost for the program; i.e. payment for field trips, fundraising, requests for donations, food, and/or parent entrance fees, etc.
9. The Subrecipient ensures all classrooms utilize developmentally appropriate practices according to NAEYC, Michigan Early Childhood Standards of Quality Pre-Kindergarten and the Subrecipient's chosen curriculum with fidelity.
 - Subrecipient will offer anti-bias activities inclusive in nature and nondiscriminatory as outlined by NAEYC. Holiday parties and end of year graduation celebrations are **NOT** components of MDE approved curriculums, therefore, these events are NOT allowable in GSRP classrooms.
 - The use of supplemental curriculums (Handwriting without Tears, Zoo Phonics, Phonics Soup, etc.) and worksheets/copied pages are PROHIBITED.
10. The Subrecipient maintains documentation on site for Wayne RESA's review or submits upon request:
 - The protocol for hiring teaching, administrative and support staff.
 - Staff evaluations with evidence of follow-up support.
 - An annual Professional Development Plan (PDP) for classroom staff training.
11. The Subrecipient ensures the required number of qualified staff in each classroom based upon the number of children enrolled in the program. Adult-child ratios (1:8) will be maintained with consistent adults. Licensing ratio violations will be discussed with administrators for immediate correction. Failure to correct will be reported to LARA as required by law.
12. The Subrecipient ensures all GSRP children are screened using Ages and Stages Questionnaire at the start of the program. No child will be screened twice on any screening tool(s).
13. The Subrecipient ensures a minimum of four documented parent contacts; two 60 minute home visits and two 45 minute parent teacher conferences.
14. The Subrecipient establishes a local parent advisory committee meeting a minimum of three times a year. Data analysis will occur at every meeting. Minutes, agendas and sign in sheets will be maintained on file and available when requested.

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15. The Subrecipient will utilize the Wayne RESA assessment purchase price for HighScope Child Observation Record (COR) Advantage or My Teaching Strategies (MTS) GOLD.
16. The Subrecipient ensures staff are trained on the Head Start referral/release forms and process. Steps must be followed prior to enrolling children 100% of FPL and below. Evidence of Head Start relationship agreements and referrals will be maintained on file for review.
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19. The Subrecipient will adhere to the Child and Adult Care Food Program (CACFP) or National School Lunch Program (NSLP) nutritional guidelines and must follow guidelines of the LARA Child Care Licensing Division regarding meal service and nutrition. In addition, Subrecipients' must adhere to the family style model of meal service stated in the Michigan Department of Education (MDE) Implementation manual.

BUDGET:

20. Wayne RESA will pay the Subrecipient the sum of \$7,250 per child in school day options, while retaining a 2% administrative and fiscal oversight fee. Budget detail will be provided for the proposed expenditures using the Google excel workbook provided online.
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Wayne RESA will provide a maximum \$«Dollar Amount» in FY2019-20 GSRP Program funds when the above conditions have been achieved. These funds will be distributed to the Subrecipient in equal installments over 11 months. «District» has been awarded «School Day» School Day and/or «Part Day» Part day and/or «Head Start Blend» Head Start Blends = «Slot Total» total slots to serve «Number of Students» children in «Number of Classrooms» classrooms.

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- Home Visits.
- Parent Teacher Conferences.
- Parent Advisory Meetings.
- Parent Data Meetings.
- Last day of class in June.
- Dates site will be closed for breaks and holidays.

«Provider Name»

Superintendent/Owner/CEO	Fiscal Representative
_____ Printed Name	_____ Printed Name
_____ Signature	_____ Signature
_____ Date	_____ Date

WAYNE COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY

Director, Early Childhood Services	Associate Superintendent of Educational Services
Lena Montgomery	Daveda Colbert, Ph.D.
_____ Signature	_____ Signature
_____ Date	_____ Date
Early Childhood Consultant	
Initials _____	

**WAYNE COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY (WCRESA)
GREAT START READINESS PROGRAM (GSRP) SUBRECIPIENT CONTRACT
2019-20 FY**

Wayne RESA, a duly established intermediate school district of the State of Michigan (referred to as the Grantee) and **<Provider Name>**, a duly established **<Type>** receiving a formula grant allocation (referred to as the Subrecipient) agree to enter into a contract in which Wayne RESA will provide 2019-20 FY GSRP state funds to serve enrollment of eligible children and families.

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TERM:

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THE WAYNE COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY 33500 Van Born Road - Wayne, MI 48184 (734) 334-1300 www.resa.net

Board of Education • James S. Beri • Mary E. Blackmon • Danielle Funderburg • Lynda S. Jackson • James Petrie • Randy A. Liepa, Ph.D., Superintendent

19-20 Wayne RESA CBO/ECS Contract

Subrecipient
Please Initial

- Full enrollment is required by November 1, 2019 and must be maintained throughout the school year.
 - Payment by Wayne RESA to the Subrecipient is based on the certified CEPI/MSDS count and documented children attendance records.
 - Classroom attendance is recorded in a separate roster in MISTAR. Attendance rosters will be monitored to verify children are attending regularly and were present November 1, 2019 – January 29, 2020 for the spring CEPI Collection window.
6. Wayne RESA provides the Subrecipient with an Early Childhood Specialist (ECS) who meets the following criteria:
 - Graduate degree in early childhood education or child development and five or more years of relevant job experience
 - Reliable Assessor status conducting a complete full day PQA-R evaluation for each classroom submitted online no later than May 20, 2020.
 - Provide classroom observation and coach teaching teams to help achieve the highest quality learning environment.
 - Submit accurate Program Support Form (PSF) reports documenting all visits, to each classroom *Minimum two visits a month per classroom* with multiple contacts as necessary.
 - Attend all RESA GSRP Advisory Meetings (*Directors/Administrators also **MUST ATTEND***) and Early Childhood Specialist Meetings.
 7. The Subrecipient adheres to the fee policy (refer to 2019-20 FY sliding fee scale/protocol) set by Wayne RESA and will not exceed 10% enrollment with children having income 251% - 300% of the federal poverty level (FPL). The Subrecipient will maintain documentation on site and submit invoices, payment schedule, and receipts to Wayne RESA when requested. Any fees received will be spent to support GSRP classrooms. No child above 301% FPL will be enrolled.
 8. The Subrecipient ensures families will not incur any cost for the program; i.e. payment for field trips, fundraising, requests for donations, food, and/or parent entrance fees, etc.
 9. The Subrecipient ensures all classrooms utilize developmentally appropriate practices according to NAEYC, Michigan Early Childhood Standards of Quality Pre-Kindergarten and the Subrecipient's chosen curriculum with fidelity.
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 10. The Subrecipient will maintain documentation on site for Wayne RESA's review or submit upon request:
 - The protocol for hiring teaching, administrative and support staff.
 - Staff evaluations with evidence of follow-up support.
 - An annual Professional Development Plan (PDP) for classroom staff training.
 11. The Subrecipient ensures the required number of qualified staff in each classroom based upon the number of children enrolled in the program. Adult-child ratios (1:8) will be maintained with consistent adults. Licensing ratio violations will be discussed with administrators for immediate correction. Failure to correct will be reported to LARA, as required by law.
 12. The Subrecipient ensures all GSRP children are screened using Ages and Stages Questionnaire at the start of the program. No child will be screened twice on any screening tool(s).
 13. The Subrecipient ensures a minimum of four documented parent contacts; two 60 minute home visits and two 45 minute parent teacher conferences.
 14. The Subrecipient establishes a local parent advisory committee meeting a minimum of three times a year. Data analysis will occur at every meeting. Minutes, agendas and sign in sheets will be maintained on file and available when requested.
 15. The Subrecipient will utilize the Wayne RESA assessment purchase price for HighScope Child Observation Record (COR) Advantage or My Teaching Strategies (MTS) GOLD.

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16. The Subrecipient ensures staff are trained on the Head Start referral/release forms and process. Steps must be followed prior to enrolling children 100% of FPL and below. Evidence of Head Start relationship agreements and referrals will be maintained on file for review.
17. The Subrecipient agrees to provide Wayne RESA access to all children's files and assessment data. The student data will be part of the Wayne County electronic report, documenting a minimum of 75% completion three (3) times a year as required by MDE.
18. The Subrecipient ensures a written protocol for providing support to children exhibiting challenging attendance, tardiness, and behavior. The written protocol will be provided to all staff and families in the agency parent handbook. **SUSPENDING OR EXCLUDING CHILDREN IS PROHIBITED FOR ANY REASON.**
19. The Subrecipient will adhere to the Child and Adult Care Food Program (CACFP) or National School Lunch Program (NSLP) nutritional guidelines and must follow guidelines of the LARA Child Care Licensing Division regarding meal service and nutrition. In addition, Subrecipients must adhere to the family style model of meal service stated in the Michigan Department of Education (MDE) Implementation Manual.

BUDGET:

20. Wayne RESA will pay the Subrecipient the sum of \$7,250 per child in school day options, while retaining a 2% administrative and fiscal oversight fee. Budget detail will be provided for the proposed expenditures using the Google excel workbook provided online.
 - All expenses related to the budget must pass the state and federal standard of being allowable, reasonable and necessary.
 - The Subrecipient must maintain a separate GSRP bank account and to track revenues and expenditures.
 - The Subrecipient is required to complete the GSRP Monthly Ledger in Google Sheets. The ledger must be completed by the 15th of the subsequent month or payment will not be processed.
 - The Subrecipient must utilize a payroll system. Making payroll payments via personal checks, Google Pay, Pay Pal and cash are not allowed.
 - The Subrecipient will not charge any other public or private entity for providing child care services during the GSRP time period or activities, i.e. DHHS childcare subsidy.
 - The Subrecipient maintains a current inventory of all furniture and materials purchased with grant funds. When programs close or reduction in classroom(s) occur, Wayne RESA will collect and redistribute the materials.
 - The Subrecipient will pay Wayne RESA \$7,250 for each classroom for ECS Services.
 - Budget amendments with justification will require prior written approval.
 - Any structural or playground changes over \$1,000 using GSRP funds require prior written approval by Wayne RESA and a three (3) year commitment letter from the Superintendent/CEO/President/Owner.
 - The Subrecipient will provide Wayne RESA a Final Expenditure Report (FER) no later than 15 business days after September 30, 2020. Unspent funds must be approved as carryover by Wayne RESA and used only for GSRP staff salaries and benefits.
 - The Subrecipient will provide Wayne RESA a detailed FER for all prior year carryover GSRP expenses prior to the release of the 2019-20 new funds (*1st year programs are exempt*). Carryover funds must be spent prior to current year funding.
21. Wayne RESA reserves the right to withhold GSRP funds if the Subrecipient is deemed non-compliant with any of the terms listed in this contract. In cases of documented fiscal impropriety, Wayne RESA reserves the right to terminate the contract without notice.
22. A Subrecipient with a complaint involving Wayne RESA GSRP is encouraged to first attempt to resolve the matter informally by telephone, email, or via a meeting with the assigned Early Childhood Consultant. If the informal conflict resolution process is unsatisfactory and the Subrecipient wishes to register a formal complaint, a Subrecipient shall submit a detailed written description of the issue which forms the basis of the complaint to the Director of Early Childhood Services at Wayne RESA. Should the complaint continue, the Subrecipient may request to contact the Wayne RESA Associate Superintendent for resolution. Her decision is final.

Wayne RESA will provide a maximum \$<Dollar Amount> in 2019-20FY GSRP funds when the above conditions have been achieved. These funds will be distributed to the Subrecipient in equal installments over 11 months. <District> has been awarded <School Days> School Day ≤ Part day> and ≤ Head Start Blend> Head Start Blends = >Slot Total> total slots to serve <Number of Students> children in <Number of Classrooms> classrooms.

CONTRACT TERMS:

This contract will be effective once signed by both parties and state allocation budget has been approved by the Governor.

Either party may cancel this contract with thirty (30) days written prior notice.

The Subrecipient certifies and affirms it is not included on the Federal Suspension and Debarments list of Excluded Parties; nor is the Subrecipient affiliated with any party included on the Federal Suspension and Debarments list of Excluded Parties.

Designated/authorized parties of the Subrecipient and Wayne RESA have executed this contract as of the signatures and dates indicated below. **Please submit a calendar for 2019-20 school year identifying the dates indicated below with the signed contract:**

- 1st day of class in September
- 30 weeks / 120 days in class
- Home visits
- Parent Teacher Conferences
- Parent Advisory Meetings
- Parent Data Meetings
- Last day of class in June
- Dates site will be closed for breaks and holidays

Superintendent/Owner/CEO	Fiscal Representative
Printed Name	Printed Name
Signature	Signature
Date	Date

WAYNE COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY

Director, Early Childhood Services	Associate Superintendent of Educational Services
Lena Montgomery	Daveda Colbert Ph.D.
Signature	Signature
Date	Date
Early Childhood Consultant	
Initials_____	

**WAYNE COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY (WCRESA)
GREAT START READINESS PROGRAM (GSRP) SUBRECIPIENT CONTRACT
2019-20 FY**

Wayne RESA, a duly established intermediate school district of the State of Michigan (referred to as the Grantee) and **<Provider Name>**, a duly established **<Type>** receiving a formula grant allocation (referred to as the Subrecipient) agree to enter into a contract in which Wayne RESA will provide 2019-20 FY GSRP state funds to serve enrollment of eligible children and families.

Mandatory criteria to receive funds:

1. Children enrolled and attending
2. Current license documenting compliance with all Michigan child care licensing rules and regulations
3. Qualified and approved Early Childhood Specialist (ECS)
4. Qualified and fully staffed classrooms meeting adult child ratio (1:8)
5. Three to five star Great Start to Quality rating

TERM:

The term of this contract will be for a period of nine months commencing upon **October 1, 2019** and continuing through **June 30, 2020**.

THE PROVISIONS OF THIS CONTRACT FOLLOW:

1. The Subrecipient will utilize GSRP funds to provide high quality services to eligible families based on income guidelines and eligibility factor criteria. Income Quintiles will be used to select children into the program, with lowest (1st Quintile) enrolling first after the Governor signs the State Aid Bill and not before July 1.
2. The Subrecipient will comply with the following:
 - Laws, regulations and official guidance
 - Operate school day programs for a minimum of 7 hours a day.
 - Operate a minimum of 30 weeks and not less than 120 days of class time, starting in September 2019 and ending in June 2020.
3. The Subrecipient will notify Wayne RESA within **24 hours** if any of the following occur:
 - Staffing changes due to vacancies, additions, reductions, temporary leaves, etc.
 - Investigations: internal and external (licensing, Child Protective Services, etc.)
 - Building closure due to fire, smoke, flooding, electrical, heating/cooling, or other non-snow day issue, etc.
 - Classroom closure due to any reason other than a pre-planned closure identified on attached calendar (PD, home visits, conferences, school breaks, etc.)
 - Emergency situations when children may be in danger: lock downs, a lost child, (including child left on a bus), bomb threat, evacuation, hostage situation, etc.
4. The Subrecipient is required to correct non-compliances in a period not to exceed two (2) weeks. When children are at risk due to a health and safety situation, corrective action is required within 24 hours.
Failure to comply within the timeline may result in the following:
 - Change of program status to probationary.
 - Potential reduction of funding.
 - Potential elimination of funding.
5. The Subrecipient inputs child information into MISTAR or an approved student information system and uploads student data into Michigan Student Data System (MSDS) for all count periods.
 - Full enrollment is required by November 1, 2019 and must be maintained throughout the school year.
 - Payment by Wayne RESA to the Subrecipient is based on the certified CEPI/MSDS count and documented children attendance records.

- Classroom attendance is recorded in a separate roster in MISTAR. Attendance rosters will be monitored to verify children are attending regularly and were present November 1, 2019 – January 29, 2020 for the spring CEPI Collection window.
6. Wayne RESA provides the Subrecipient with an Early Childhood Specialist (ECS) who meets the following criteria:
 - Graduate degree in early childhood education or child development and five or more years of relevant job experience
 - Reliable Assessor status conducting a complete full day PQA-R evaluation for each classroom submitted online no later than May 20, 2020.
 - Provide classroom observation and coach teaching teams to help achieve the highest quality learning environment.
 - Submit accurate Program Support Form (PSF) reports documenting all visits, to each classroom *Minimum two visits a month per classroom* with multiple contacts as necessary.
 - Attend all RESA GSRP Advisory Meetings (*Directors/Administrators also **MUST ATTEND***) and Early Childhood Specialist Meetings.
 7. The Subrecipient adheres to the fee policy (refer to 2019-20 FY sliding fee scale/protocol) set by Wayne RESA and will not exceed 10% enrollment with children having income 251% - 300% of the federal poverty level (FPL). The Subrecipient will maintain documentation on site and submit invoices, payment schedule, and receipts to Wayne RESA when requested. Any fees received will be spent to support GSRP classrooms. No child above 301% FPL will be enrolled.
 8. The Subrecipient ensures families will not incur any cost for the program; i.e. payment for field trips, fundraising, requests for donations, food, and/or parent entrance fees, etc.
 9. The Subrecipient ensures all classrooms utilize developmentally appropriate practices according to NAEYC, Michigan Early Childhood Standards of Quality Pre-Kindergarten and the Subrecipient's chosen curriculum with fidelity.
 - Subrecipient will offer anti-bias activities inclusive in nature and nondiscriminatory as outlined by NAEYC. Holiday parties and end of year graduation celebrations are not components of MDE approved curriculums, therefore, these events are NOT allowable in GSRP classrooms.
 - The use of supplemental curriculums (Handwriting without Tears, Zoo Phonics, Phonics Soup, etc.) and worksheets/copied pages are PROHIBITED.
 10. The Subrecipient will maintain documentation on site for Wayne RESA's review or submit upon request:
 - The protocol for hiring teaching, administrative and support staff.
 - Staff evaluations with evidence of follow-up support.
 - An annual Professional Development Plan (PDP) for classroom staff training.
 11. The Subrecipient ensures the required number of qualified staff in each classroom based upon the number of children enrolled in the program. Adult-child ratios (1:8) will be maintained with consistent adults. Licensing ratio violations will be discussed with administrators for immediate correction. Failure to correct will be reported to LARA, as required by law.
 12. The Subrecipient ensures all GSRP children are screened using Ages and Stages Questionnaire at the start of the program. No child will be screened twice on any screening tool(s).
 13. The Subrecipient ensures a minimum of four documented parent contacts; two 60 minute home visits and two 45 minute parent teacher conferences.
 14. The Subrecipient establishes a local parent advisory committee meeting a minimum of three times a year. Data analysis will occur at every meeting. Minutes, agendas and sign in sheets will be maintained on file and available when requested.
 15. The Subrecipient will utilize the Wayne RESA assessment purchase price for HighScope Child Observation Record (COR) Advantage or My Teaching Strategies (MTS) GOLD.
 16. The Subrecipient ensures staff are trained on the Head Start referral/release forms and process. Steps must be followed prior to enrolling children 100% of FPL and below. Evidence of Head Start relationship agreements and referrals will be maintained on file for review.



17. The Subrecipient agrees to provide Wayne RESA access to all children's files and assessment data. The student data will be part of the Wayne County electronic report, documenting a minimum of 75% completion three (3) times a year as required by MDE.
18. The Subrecipient ensures a written protocol for providing support to children exhibiting challenging attendance, tardiness, and behavior. The written protocol will be provided to all staff and families in the agency parent handbook. **SUSPENDING OR EXCLUDING CHILDREN IS PROHIBITED FOR ANY REASON.**
19. The Subrecipient will adhere to the Child and Adult Care Food Program (CACFP) or National School Lunch Program (NSLP) nutritional guidelines and must follow guidelines of the LARA Child Care Licensing Division regarding meal service and nutrition. In addition, Subrecipients must adhere to the family style model of meal service stated in the Michigan Department of Education (MDE) Implementation Manual.

BUDGET:

20. Wayne RESA will pay the Subrecipient the sum of \$7,250 per child in school day options, while retaining a 2% administrative and fiscal oversight fee. Budget detail will be provided for the proposed expenditures using the Google excel workbook provided online.
 - All expenses related to the budget must pass the state and federal standard of being allowable, reasonable and necessary.
 - The Subrecipient must maintain a separate GSRP bank account to track revenues and expenditures.
 - The Subrecipient is required to complete the GSRP Monthly Ledger in Google Sheets. The ledger must be completed by the 15th of the subsequent month or payment will not be processed.
 - The Subrecipient must utilize a payroll system. Making payroll payments via personal checks, Google Pay, Pay Pal and cash are not allowed.
 - The Subrecipient will not charge any other public or private entity for providing child care services during the GSRP time period or activities, i.e. DHHS childcare subsidy.
 - The Subrecipient maintains a current inventory of all furniture and materials purchased with grant funds. When programs close or reduction in classroom(s) occur, Wayne RESA will collect and redistribute the materials.
 - The Subrecipient will pay Wayne RESA \$7,250 for each classroom for ECS Services.
 - Budget amendments with justification will require prior written approval.
 - Any structural or playground changes over \$1,000 using GSRP funds require prior written approval by Wayne RESA and a three (3) year commitment letter from the Superintendent/CEO/President/Owner.
 - The Subrecipient will provide Wayne RESA a Final Expenditure Report (FER) no later than 15 business days after September 30, 2020. Unspent funds must be approved as carryover by Wayne RESA and used only for GSRP staff salaries and benefits.
 - The Subrecipient will provide Wayne RESA a detailed FER for all prior year carryover GSRP expenses prior to the release of the 2019-20 new funds (*1st year programs are exempt*). Carryover funds must be spent prior to current year funding.
21. Wayne RESA reserves the right to withhold GSRP funds if the Subrecipient is deemed non-compliant with any of the terms listed in this contract. In cases of documented fiscal impropriety, Wayne RESA reserves the right to terminate the contract without notice.
22. A Subrecipient with a complaint involving Wayne RESA GSRP is encouraged to first attempt to resolve the matter informally by telephone, email, or via a meeting with the assigned Early Childhood Consultant. If the informal conflict resolution process is unsatisfactory and the Subrecipient wishes to register a formal complaint, a Subrecipient shall submit a detailed written description of the issue which forms the basis of the complaint to the Director of Early Childhood Services at Wayne RESA. Should the complaint continue, the Subrecipient may request to contact the Wayne RESA Associate Superintendent for resolution. Her decision is final.

Wayne RESA will provide a maximum **\$<Dollar Amount>** in **2019-20FY** GSRP funds when the above conditions have been achieved. These funds will be distributed to the Subrecipient in equal installments over 11 months. **<District>** has been awarded **<School Days>** School Day **≤ Part day** and **≤ Head Start Blend** Head Start Blends = **>Slot Total** total slots to serve **<Number of Students>** children in **<Number of Classrooms>** classrooms.

CONTRACT TERMS:

This contract will be effective once signed by both parties and state allocation budget has been approved by the Governor.

Either party may cancel this contract with thirty (30) days written prior notice.

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The Subrecipient certifies and affirms it is not included on the Federal Suspension and Debarments list of Excluded Parties; nor is the Subrecipient affiliated with any party included on the Federal Suspension and Debarments list of Excluded Parties.

Designated/authorized parties of the Subrecipient and Wayne RESA have executed this contract as of the signatures and dates indicated below. **Please submit a calendar for 2019-20 school year identifying the dates indicated below with the signed contract:**

- 1st day of class in September
- 30 weeks / 120 days in class
- Home visits
- Parent Teacher Conferences
- Parent Advisory Meetings
- Parent Data Meetings
- Last day of class in June
- Dates site will be closed for breaks and holidays

Superintendent/Owner/CEO	Fiscal Representative
Printed Name	Printed Name
Signature	Signature
Date	Date

WAYNE COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY

Director, Early Childhood Services	Associate Superintendent of Educational Services
Lena Montgomery	Daveda Colbert Ph.D.
Signature	Signature
Date	Date
Early Childhood Consultant	
Initials _____	

Probationary

WAYNE COUNTY REGIONAL EDUCATION SERVICES AGENCY (WCRESA) GREAT START READINESS PROGRAM (GSRP) SUBRECIPIENT CONTRACT 2019-20

Wayne RESA, a duly established intermediate school district of the State of Michigan (referred to as the Grantee) and «District», a duly established «Type» receiving a formula grant allocation (referred to as the Subrecipient) agree to enter into a contract in which Wayne RESA will provide 2019-20 FY GSRP state funds to serve enrollment of eligible children and families.

Mandatory criteria to receive funds:

1. Children enrolled and attending
2. Current license documenting compliance with all Michigan child care licensing rules and regulations
3. Qualified and fully staffed classrooms meeting adult child ratio (1:8)
4. Current three to five star Great Start to Quality rating

TERM:

The term of this contract will be for a period of nine months commencing on **October 1, 2019** and continuing through **June 30, 2020**.

This contract notifies «District» of probationary status for the duration of this program year due to the following:

- Reason (s) for Probation

THE PROVISIONS OF THIS CONTRACT FOLLOW:

1. The Subrecipient will utilize GSRP funds to provide high quality services to eligible families based on income guidelines and eligibility factor criteria. Income Quintiles will be used to select children into the program, with lowest (1st Quintile) enrolling first after Governor signs State Aid Bill and not before July 1.
2. The Subrecipient will comply with all the following:
 - All laws, regulations and official guidance.
 - Operate school day programs for a minimum of 7 hours a day.
 - Operate a minimum of 30 weeks and not less than 120 days of class time, starting in September 2019 and ending in June 2020.
3. The Subrecipient will notify Wayne RESA within **24 hours** if any of the following occur:
 - Staffing changes due to vacancies, additions, reductions, temporary leaves, etc.
 - Investigations: internal and external (licensing, Child Protective Services, etc.)
 - Building closure due to fire, smoke, flooding, electrical, heating/cooling, or other non-snow day issue, etc.
 - Classroom closure due to any reason other than a pre-planned closure identified on attached calendar (PD, home visits, conferences, school breaks, etc.)
 - Emergency situations when children may be in danger: lock downs, a lost child, (including child left on a bus), bomb threat, evacuation, hostage situation, etc.
4. The Subrecipient is required to correct non-compliances in a period not to exceed two (2) weeks. When children are at risk due to a health and safety situation, corrective action is required within 24 hours. Failure to comply within the timeline may result in the following:
 - Potential reduction of funding.
 - Corrective Action Plan (CAP)
 - Potential elimination of funding.
5. The Subrecipient inputs child information into MISTAR or an approved student information system uploads student data to Michigan Student Data System (MSDS) for all count periods.
 - Full enrollment is required by November 1, 2019 and must be maintained throughout the school year.
 - Payment by Wayne RESA to the Subrecipient is based on the certified CEPI/MSDS count and documented number of children attendance records.

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- Classroom attendance is recorded in a separate roster in MISTAR. Attendance rosters will be monitored to verify children are attending regularly and were present November 1, 2019 – January 29, 2020 for the spring CEPI Collection window.
- 6 The Subrecipient provides oversight by utilizing a Wayne RESA employed Early Childhood Specialist (ECS) meeting the following criteria:
 - Graduate degree in early childhood education or child development and five or more years of relevant job experience
 - Reliable Assessor status conducting a complete full day PQA-R evaluation for each classroom submitted online no later than May 20, 2020.
 - Provide classroom observation and coach teaching teams to help achieve a high quality learning environment.
 - Submit accurate program support forms (PSF) documenting all weekly visits.
 - Attend all RESA GSRP meetings (Administrators/Directors are required to attend).
 - Attend all ECS meetings.
 - 7 The Subrecipient adheres to the fee policy (refer to 2019-20 FY sliding fee scale/protocol) set by Wayne RESA and will not exceed 10% enrollment with children having income 251% - 300% of the federal poverty level (FPL). The Subrecipient maintains documentation on site and submits invoices, payment schedule, and receipts to Wayne RESA when requested. Any fees received will be spent to support GSRP classrooms. No child above 301% FPL will be enrolled.
 - 8 The Subrecipient ensures families will not incur any cost for program; i.e. payment for field trips, fundraising, requests for donations, food, and parent entrance fees, etc.
 - 9 The Subrecipient ensures all classrooms utilize developmentally appropriate practices according to NAEYC, Michigan Early Childhood Standards of Quality Pre-Kindergarten and the Subrecipient's chosen curriculum with fidelity.
 - Subrecipient will offer anti-bias activities inclusive in nature and nondiscriminatory as outlined by NAEYC. Holiday parties and end of year graduation celebrations are **NOT** components of MDE approved curriculums, therefore, these events are **NOT** allowable in GSRP classrooms.
 - The use of supplemental curriculums (Handwriting without Tears, Zoo Phonics, Phonics Soup, etc.) and **worksheets/copied pages are PROHIBITED.**
 - 10 The Subrecipient maintains documentation on site for Wayne RESA's review or submits upon request:
 - The protocol for hiring of teaching, administrative and support staff.
 - Staff evaluations with evidence of follow-up support.
 - An annual Professional Development Plan (PDP) for classroom staff training.
 - 11 The Subrecipient ensures the required number of qualified staff in each classroom based upon the number of children enrolled in the program. Adult-child ratios (1:8) will be maintained with consistent adults. Licensing ratio violations will be discussed with administrators for immediate correction. Failure to correct will be reported to LARA, as required by law.
 - 12 The Subrecipient ensures all GSRP children are screened using Ages and Stages Questionnaire at the start of the program. No child will be screened twice on any screening tool(s).
 - 13 The Subrecipient ensures a minimum of four documented parent contacts; two 60 minute home visits and two 45 minute parent teacher conferences.
 - 14 The Subrecipient establishes a local parent advisory committee meeting a minimum of three times a year. Data analysis will occur at every meeting. Minutes, agendas and sign in sheets will be maintained on file and available when requested.
 - 15 The Subrecipient utilize the Wayne RESA assessment purchase price for HighScope Child Observation Record (COR) Advantage or My Teaching Strategies (MTS) GOLD.
 - 16 The Subrecipient ensures staff are trained on the Head Start referral/release forms. The process must be followed prior to enrolling children 100% of FPL and below. Evidence of Head Start relationship agreements and referrals will be maintained on file for review.
 - 17 The Subrecipient agrees to provide Wayne RESA access to all children's files and assessment data. The student data will be part of the Wayne County electronic report, documenting a minimum of 75% completion three (3) times a year as required by MDE.

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- 18 The Subrecipient ensures a written protocol for providing support to children exhibiting challenging attendance, tardiness, and behavior. The written protocol will be provided to all staff and families in the agency parent handbook. **SUSPENDING OR EXCLUDING CHILDREN IS PROHIBITED FOR ANY REASON.**
- 19 The Subrecipient will adhere to the Child and Adult Care Food Program (CACFP) or National School Lunch Program (NSLP) nutritional guidelines and must follow guidelines of the LARA Child Care Licensing Division regarding meal service and nutrition. In addition, Subrecipients' must adhere to the family style model of meal service stated in the Michigan Department of Education (MDE) Implementation Manual.

BUDGET:

- 20 Wayne RESA will pay the Subrecipient the sum of \$7,250 per child in school day options, while retaining a 4% administrative and fiscal oversight fee. Budget detail will be provided for the proposed expenditures using the Google excel workbook provided online.
- All expenses related to the budget must pass the state and federal standard of being allowable, reasonable and necessary.
 - The Subrecipient must maintain a separate GSRP bank account and general ledger of accounts to track revenues and expenditures.
 - The Subrecipient will not charge any other public or private entity for providing child care services during the GSRP time period or activities, i.e. DHHS childcare subsidy.
 - The Subrecipient maintains a current inventory of all furniture and materials purchased with grant funds. When programs close or reduction in classroom(s) occur, Wayne RESA will collect and redistribute the materials.
 - Budget amendments with justification will require prior written approval.
 - Any structural or playground changes over \$1,000 using GSRP funds require prior written approval by Wayne RESA and a three (3) year commitment letter from the Superintendent/CEO/President/Owner.
 - The Subrecipient will provide Wayne RESA a Final Expenditure Report (FER) no later than 15 business days after September 30, 2019. Unspent funds must be approved as carryover by Wayne RESA and used only for GSRP staff salaries and benefits.
 - The Subrecipient will provide Wayne RESA a detailed FER for all prior year carryover GSRP expenses prior to the release of the 2019-20 new funds (*1st year programs are exempt*). Carryover funds must be spent prior to current year funding.
 - Subrecipient signs an ECS contract with Wayne RESA and purchases the ECS services for \$7,250.00 per classroom.
- 21 Wayne RESA reserves the right to withhold GSRP funds if the Subrecipient is deemed non-compliant with any of the terms listed above. In cases of documented fiscal impropriety, Wayne RESA reserves the right to terminate the contract without notice.
- 22 A Subrecipient with a complaint involving Wayne RESA GSRP is encouraged to first attempt to resolve the matter informally by telephone, email, or via a meeting with the assigned Early Childhood Consultant. If the informal conflict resolution process is unsatisfactory and the Subrecipient wishes to register a formal complaint, a Subrecipient shall submit a detailed written description of the issue which forms the basis of the complaint to the Director of Early Childhood Services at Wayne RESA. Should the complaint continue; the Subrecipient may request to contact the Wayne RESA Associate Superintendent for resolution. Her decision is final.

Wayne RESA will provide a maximum \$«Funded_Gross» in FY2019-20 GSRP funds when the above conditions have been achieved. These funds will be distributed to the Subrecipient in equal installments over 11 months. «District» has been awarded «School_Day» School Day «Part_Day» and «Head_Start_Blends» Head Start Blends = «Slots» total slots to serve «Number_of_Students» children in «Classrooms» classrooms.

CONTRACT TERMS:

This contract will be effective once signed by both parties and state allocation budget has been approved by the Governor.

Either party may cancel this contract with thirty (30) days written prior notice.

The Agency certifies and affirms it is not included on the Federal Suspension and Debarments list of Excluded Parties; nor is the Agency affiliated with any party included on the Federal Suspension and Debarments list of Excluded Parties.

Designated/authorized parties of the Subrecipient and Wayne RESA have executed this contract as of the signatures and dates indicated below.

Please submit a calendar for 2019-20 school year identifying the dates indicated below with the signed contract.

- 1st day of class in September 2019.
- 30 weeks / 120 days in class.
- Home visits.
- Parent Teacher Conferences.
- Parent Advisory Meetings.
- Parent Data Meetings.
- Last day of class in June.
- Dates site will be closed for breaks and holidays.

Superintendent/Owner/CEO	Fiscal Representative
_____ Printed Name	_____ Printed Name
_____ Signature	_____ Signature
_____ Date	_____ Date

WAYNE COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY

Director, of Early Childhood Services	Associate Superintendent of Educational Services
_____ Lena Montgomery	_____ Daveda Colbert, Ph.D.
_____ Signature	_____ Signature
_____ Date	_____ Date
Early Childhood Consultant	
Initials _____	

**WAYNE COUNTY RESA GREAT START READINESS PROGRAM (GSRP)
SUBRECIPIENT TRANSPORTATION CONTRACT
2019 - 2020 FY**

Michigan (referred to as Wayne RESA) and «District» a duly established «Type» receiving a formula transportation grant allocation agree to enter into a contract in which Wayne RESA will provide **FY2019 – 2020 GSRP** funds to support transportation of GSRP preschoolers to and from school within Wayne County.

TERM:

The term of this contract will be for a period of nine (9) months commencing upon **October 1, 2019** and continuing through **June 30, 2020**.

THE PROVISIONS OF THIS CONTRACT ARE AS FOLLOWS:

Wayne RESA Responsibilities:

- Wayne RESA shall pay «District» the amount of \$<Dollar Amount> per reported GSRP child, totaling «Allocation_» to provide GSRP transportation services for «Number_of_Stu»dents eligible students.
- Wayne RESA reserves the right to withhold funds if the «Type» GSRP operated is deemed non-compliant with any of the requirements listed in this contract, the GSRP Implementation Manual, Licensing Rules for Child Care Center's transportation provisions or fails to fill the number of allocated slots.
- Wayne RESA shall make payments to «District» for actual expenses incurred in operating GSRP transportation.

«District» Responsibilities:

- «District» shall only use GSRP transportation funds in supporting costs associated with approved LARA, Child Care Licensing Division, and Licensing Rules for Child Care Center's transportation.
- «District» assures that there is a visual sweep of bus at the end of each run, along with adding a sign that states **EMPTY**.
- «District» shall provide sufficient qualified transportation personnel provided for GSRP transportation. Program staff will meet or exceed all qualifications and training standards required by the GSRP Implementation Manual, Licensing Rules for Child Care Centers transportation provisions, all applicable legal requirements as found in this Contract, and all federal, state and municipal laws and regulation applicable to:
 - o The equipping, condition, and testing of school buses or other student transportation vehicles.
 - o The qualification, licensing, testing, screening, training, and manner of vehicle operation of drivers providing student transportation services, including but not limited to, the regulations of the Michigan Vehicle Code MCL 257.1-257.1877, and in particular, the Michigan Pupil Transportation Act, PA 187 of 1990, the Revised School Code, MCL 380.1-380.1853, and all regulation thereunder.
- «District» shall provide Wayne RESA with all required student transportation data, staff qualifications information and any other information required for GSRP reporting purposes when requested.
- Final funding awards will be based on the number of children transported and certified in the November 2019 - February 2020 MSDS spring collection; any slots unfilled will be recaptured.

- «District» shall provide Wayne RESA with a budget detail for the GSRP transportation expenditures and a final expenditure report detailing the actual expenses incurred while providing the GSRP children with transportation.
- All transportation funds must be spent with no carryover provision. Transportation expenditures must be accounted for separately from all other expenditures.
- «District» ensure services and materials purchased for a given fiscal year are booked in the accounting system for that year.
- The required certificate of insurance must include automobile/fleet insurance coverage for the agency or its contracted transportation carrier. Wayne RESA must be named as an additional insured as related to the transportation of GSRP pupils. The minimum insurance limits shall be \$1,000,000 per person, \$2,000,000 per occurrence, and have a \$2,000,000 aggregate limit.

Certification

I have read and agreed to all the provisions contained herein including specific performance requirements and verify that I am empowered to enter into this agreement.

Either party may cancel this contract with thirty (30) days written notice.

Designated/authorized parties of the Subrecipient and Wayne RESA have executed this contract as of the date indicated below.

«District»

Owner	Fiscal Representative
Printed Name	Printed Name
Signature	Signature
Date	Date

WAYNE COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY

Great Start Readiness Program Manager	Associate Superintendent of Educational Services
Lena Montgomery	Daveda Colbert, Ph.D.
Signature	Signature
Date	Date

*This contract will be effective once signed by both parties and state allocation budget has been approved by the Governor.

THE WAYNE COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY

Board of Education • James S. Beri • Mary E. Blackmon • Danielle Funderburg • Lynda S. Jackson • James Petrie • Randy A. Liepa, Ph.D., Superintendent

**WAYNE COUNTY REGIONAL EDUCATIONAL SERVICES AGENCY (WCRESA)
GREAT START READINESS PROGRAM (GSRP)
ADDENDUM TO
CBO Name
2019-20
CONTRACT**

The undersigned parties made the following modifications as a part of said contract as if fully contained therein: and where the context so admits the remainder of said contract shall remain in full force and effect.

Addendum to reflect of # **School Day** / # **Slots** bringing the total funding to: **\$0** for **CBO Name**

Designated/authorized parties of **CBO Name** and WCRESA have executed this addendum as of the date indicated below.

CBO Name

CBO Director

Signature

Date

Board Representative

Signature

Date

**Fiscal
Representative**

Signature

Date

Wayne County Regional Educational Service Agency

Director

Signature

Date

**Associate Superintendent of
Educational
Services**

Signature

Date

Probationary Status

Occasionally, Corrective Action Plans (CAP) are insufficient in achieving satisfactory resolutions, including:

- Multiple CAP's; two or more plans for separate offenses within a program year.
- Subrecipient not resolving the CAP(s) within the designated time frame.

In the event a program status changes to Probationary, a meeting will be scheduled with the: Early Childhood Manager, assigned Wayne RESA staff, program director, owner/superintendent, and contracted ECS (if applicable). A Probationary Contract will be developed and a Wayne RESA ECS will be assigned to the program. This will include bi-monthly "check-ins" with the owner/director/superintendent to review progress towards achieving compliance.

At the end of the school year, a meeting will be held to review evidence documenting full compliance. When complaint, the subrecipient will return to good standing. When subrecipients fail to meet all criteria in the contract, a decision will be made by Wayne RESA administration establishing an appropriate consequence up to and including, a reduction in funding allocation or termination of the subrecipient contract.

Probationary Status: Immediate Probation

There may be a situation severe enough to result in immediate probation, including:

- Situations that put children in immediate threat or danger.
- Illegal activity.

When either of the above items under Probationary Status are identified: Immediate Probation occurs and a meeting will be held within 24 hours of notifying the manager. If the decision is made to immediately place a subrecipient on probation, a secondary meeting will be held. Invitees will include associate superintendent, manager, assigned Wayne RESA staff member, program director, owner/superintendent, and contracted ECS (if applicable). Within this meeting, the decision to move to a Probationary Contract or terminate the subrecipient contract will be explored.

When a decision to terminate is made, a 30-day notice will be provided to the subrecipient.

Wayne RESA Community Based GSRP Rubric

Points	0	1	2	3	4
Status of Licensing (1-Center Information)	License on Provisional (cannot apply at this time)	License has 1 or more investigation reports			No Licensing investigation reports found
Status of Licensing (1-Center Information)	Licensing notebook has multiple citations (Associated with discipline, child safety, staffing concerns that require a licensing consultant interview)			Licensing notebook has minimum citations (quick fixes NOT associated with discipline, child safety, staffing concerns, that require an interview with licensing consultant)	Licensing notebook free of citation
Director/Teacher Qualifications (3-Education)	Neither director or teacher meet base qualifications required for the grant	Director OR teacher meet base qualifications for the grant (but not both)	Director and teacher meet base qualifications required for the grant	Director OR teacher qualifications are beyond that required for the grant (but not both)	Director and teacher qualifications are beyond that required for the grant
Great Start to Quality Self-Assessment Rating (4-QRIS)	Not Participating		Completed a Self-Assessment Survey (SAS) and has a submitted or approved score of 3 stars	Complete a Self-Assessment Survey (SAS) and has a submitted or approved score of 4 stars	Completed a Self-Assessment Survey (SAS) and has a submitted or approved score of 5 stars
Integrity of Implementation (5-11 Implementation)	Program has areas in place already that support regulated practices for GSRP (i.e. food program, teacher qualifications, class size, curriculum, screening and assessment, parent involvement practices)		Program has 1-2 areas in place already that support regulated practices for GSRP (i.e. food program, teacher qualifications, class size, curriculum, screening and assessment, parent involvement practices)	Program has 3 or 4 areas in place already that support regulated practices for GSRP (i.e. food program, teacher qualifications, class size, curriculum, screening and assessment, parent involvement practices)	Program has 5 or more areas in place already that support regulated practices for GSRP (i.e. food program, teacher qualifications, class size, curriculum, screening and assessment, parent involvement practices)
Option available to families to offer paid before and after care (12-recruitment)	No before and after care available for families		Program only offers on type of care (before OR after care but not both)	Program offers before and after care but not at a discounted rate based on need.	Program offers before and after care a discounted rate based on need
Transportation available (12-recruitment)	No transportation available for families	One way transportation is available to all children	One way transportation is available to all children	Transportation is available to and from program	Transportation is available to and from all children

Monitoring Guidance



Sample Corrective Action Plan

<Subrecipient Name>

Action Plan must be received no later than <insert date>

Action Needed:	<Completed by Wayne RESA staff>
Rationale:	2019-2020 GSRP Contract Item # <Insert Number>: <Insert contract language>
Action Steps:	
Completion Timeline:	

Program Administrator/Director Signature:

Printed Name: _____ Date: _____

Early Childhood Specialist Signature:

Printed Name: _____ Date: _____

For RESA Use Only:

Action Plan Approved: YES NO If no, reason:

Date Approved: _____

Wayne RESA ECC Signature: _____

Classroom Staff Compliance Plan

Program

Name: _____

Location: _____

Classroom: _____

Position Requesting Compliance Plan : _____

Staff Member Name: _____ Date of Initial

Vacancy: _____

The Michigan Department of Education recognizes that, "Gains in a young child's development are increased when the child has meaningful relationships with responsive adults who have a sophisticated understanding of early childhood education. For this reason, it is critical that GSRPs hire qualified teachers. Programs that employ staff who do not meet credentialing requirements are in noncompliance status."

Prior Steps Taken to Hire Qualified Teacher:

(Including timeline, job posting locations, etc.)

Working to Obtain the following Credentials:

Lead Teacher:

___ BA in Child Development/Early Childhood

___ Early Childhood Endorsement (ZS)

___ Masters in Early Childhood

___ Other: _____

Credits Already Earned: _____

(must be within 2 classes to be considered)
early

Associate Teacher:

___ Preschool CDA

___ Associates in Early Childhood

___ Other: _____

Credits Already Earned: _____

(must have at least 1 course in child development or
childhood education completed)

Anticipated completion date of required coursework:

(Minimum yearly requirements: Two credits per year required for Lead Teachers. Two courses/60 clock hours per year required for Associate Teachers. All required coursework must be completed within two years).*

***Submit documentation of completed courses and future plan of work for approval.**

By signing below, all parties agree to monitor and support the staff member to achieve compliance.

Staff Member Signature: _____

Printed Name: _____ Date: _____

Program Administrator/Director Signature: _____

Printed Name: _____ Date: _____

Early Childhood Specialist Signature: _____

Printed Name: _____ Date: _____

Recordkeeping

Guiding Principle:

WCRESA and each subrecipient maintains administrative files and grant records to ensure compliance with the Michigan Department of Education's GSRP Implementation Manual.

Procedures:

WCRESA will adhere to the following procedures:

- All subrecipients contracts are housed and maintained at WCRESA.
- All program documentation such as PQA-R data, is housed and maintained by the Early Childhood Specialist. Copies of the PQA-R and other notes are kept electronically.
- All financial grant reports/applications are housed and maintained at WCRESA.
- MEGS+ reports and applications will be submitted by the WCRESA.
- ISD-wide data will be kept at the WCRESA when reasonable and appropriate.
- Personnel records for any GSRP staff employed by WCRESA will be housed in Human Resources (HR).
- Annual invitation to recruit community partners to serve as subrecipients, including applications and procedures will be housed at the WCRESA.
- Compliance plans will be available in subrecipient electronic folders.

Subrecipients will adhere to the following procedures:

- All children's files are locked, housed, and maintained by the subrecipients.
- Copies of the PQA-R, goals and required classroom documentation will be housed at the subrecipient level in the monitoring binders. Sign-in sheets and agendas for the Parent Advisory Council (PAC) meetings will be kept in the monitoring binders.
- Submit the MSDS collections 3 times per year.
- Establish and maintain full enrollment required by November 1st.

All subrecipients will keep the following administrative records on file and available for monitoring by WCRESA/MDE for seven years:

- Project plan, including the philosophy statement, curriculum model, and examples of lesson plans.
- Parent involvement records, including evidence of parent participation in decision-making activities, such as rosters of local advisory committee members, agendas, meeting minutes, and records of parent group meetings and family activities.
- Supplementary child care records.
- Program evaluation plan.
- PQA-R reports to committee.
- Program profiles of child outcome data.
- Program Corrective Action Plans (CAP).
- The Michigan Department of Health & Human Services, Child Care License/Approval, including correspondence on compliance and any special investigations.
- Personnel records for the director, lead teacher(s), associate teacher(s), and others.
- Staff credentials.
- Professional development logs including in-service training, conferences, workshops, and classes.

All subrecipients will keep a single file for each child enrolled in the program for seven years and include the following:

- Age documentation (birth certificate or other proof of age eligibility).
- Verification of income eligibility and quintile level.
- Documentation of risk factors.
- Health and immunization records.
- Family information (parent name, address, phone number).
- Evidence of developmental screening (IEP) when they exist.
- Assessment of child's progress in the program.
- Follow-up information through second grade communication

Wayne County GSRP 2019-2020

File Record and Documentation Checklist

These materials were developed under a grant awarded by the Michigan Department of Education

Program Name: _____ Parent/Guardian's Name: _____

Child's Name: _____ Date of Birth: _____
Last First Middle

****Staff should initial next to each document as it is received from parent/guardian****

Enrollment (First folder)	Education (Second folder)
<p>_____ GSRP Application Date: _____</p> <p>_____ Birth Certificate or Alternative Type: _____ Date: _____</p> <p>_____ Parent ID Date: _____</p> <p>_____ Income Verification Form and Documentation Date: _____</p> <p>_____ Child Information Record Date: _____</p> <p>_____ Health Appraisal Date: _____</p> <p>_____ Immunizations Date: _____</p> <p>_____ Head Start Referral Document (if applicable) Date: _____</p> <p>_____ Parent Notification of Licensing Notebook Date: _____</p>	<p>_____ ASQ-3 Questionnaire Date: _____</p> <p>_____ COR or GOLD Reports Date 1: _____ Date 2: _____ Date 3: _____</p> <p>_____ Individual Development Plan/Home Visits/ Parent-Teacher Conferences</p> <p>_____ Partnering on Child Development</p> <p>_____ Family Contact Form</p>
	<p>Optional Files (Third folder)</p> <p>_____ Participant Enrollment Form (CACFP or NSLP)</p> <p>_____ McKinney-Vento Form</p> <p>_____ Additional Documents</p>
	<p>_____ Eligibility Factors <input type="checkbox"/>1 <input type="checkbox"/>2 <input type="checkbox"/>3 <input type="checkbox"/>4 <input type="checkbox"/>5 <input type="checkbox"/>6 <input type="checkbox"/>7</p> <p>EF Documentation: _____</p> <p>EF Documentation: _____</p> <p>EF Documentation: _____</p>

Total Number of Dependents Claimed _____ Annual Family Income (gross, before taxes; including overtime) \$ _____

Quintile 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ Qualifies for Head Start _____ Qualifies for GSRP _____

Head Start Referral was sent to _____ on _____
(Agency) (Date)

GSRP Staff _____
Name Signature Date

I verify that this child has met the required criteria to be enrolled in GSRP:

Director,
Designee, or
Teacher _____
Name Signature Date

Evaluation

EVALUATION

<input checked="" type="checkbox"/>	OUTSTANDING
<input type="checkbox"/>	EXCELLENT
<input type="checkbox"/>	VERY GOOD
<input type="checkbox"/>	GOOD
<input type="checkbox"/>	AVERAGE

Program Evaluation

Guiding Principle:

Multiple sources of data will be used to systematically and continuously evaluate and improve the outcomes at the classroom and program level (see GSRP Data Point Web & Data Collection Timeline).

Procedures:

WCRESA will be responsible for the following:

- Ensure the use of curriculum and assessment tool approved by the ISD across programs.
- Use the PQA-R yearly to assess local classroom structure, processes, and outcomes to document effectiveness, entering form A of the PQA-R online to record the end of year results within the dates established annually by MDE.
- Support Early Childhood Specialists in developing professional development plans.
- Support subrecipients with data analysis meetings 3 times a year. Program quality and child assessment data will be looked at county wide. The data analysis meeting discussion will be held at the beginning of each ECS meeting, prior to the PLC portion.

WCRESA subrecipients shall be responsible for the following:

- Notify all parents upon enrollment, via the parent handbook, that information about their child and family is collected, reported, and analyzed to learn about the effectiveness of GSRP.
- Maintain confidentiality with regard to student and family information.
- Complete Ages & Stages questionnaire on all children enrolled in the program prior to program entry.
- Implement an MDE approved curriculum and child assessment (MTS Gold or COR Advantage) to keep ongoing child observation data.
- Produce and analyze child outcome data to guide parent-teacher decisions about child interventions, lesson planning, classroom decisions, and program-wide improvement (See Data Collection Timeline).
- Provide a qualified Early Childhood Specialist that is a current reliable assessor in the PQA-R.
- Meet with their Early Childhood Specialist, including the program administrator and teaching staff, upon completion of the EOY PQA-R to write classroom and program goals.
- Ensure collaborative partnership between the ECS and the GSRP classroom staff to develop a program-wide professional development plan.
- Track children served in GSRP through a Student Information System, i.e. MISTAR, PowerSchool.
- Establish a data analysis team to include GSRP teaching staff, Early Childhood Specialist(s), parents, program director, and community members as appropriate, which meets at least three times within the program year to review PQA-R and child assessment outcome data. During the end of year meeting, the team will:
 - Identify the current level of performance across relevant indicators, evident strengths, and extraordinary accommodations for children/families (e.g., attendance rates, program settings and/or options, language groups, child family or community risk factors);
 - Use data to establish professional development goals;
 - Set measurable goals and objectives to address classroom quality, and child outcomes;
 - Address whether policies and procedures require revisions;
 - Inventory available program resources (time, money, personnel, technology, curriculum resources, training, etc.

Wayne County GSRP Consortium Roster 2019-20



2019 - 2020

Great Start Readiness Programs/Head Start Roster



Subrecipient Name	Site Name	Street	City	Zip	State	Phone	Great Start to Quality Rating	License	Admin. Name	Title	RESA ECS Assigned	Classrooms
A & W Learning Center	Bright Star Learning Center	6565 Greenfield	Detroit	48228	MI	313-581-0665	4	DC820073321	Ameera Macki	Director	Pamela Spencer (RESA ECS)	3
Above & Beyond Learning Child Care Center	Above and Beyond Learning Child Care Center	19741 Van Dyke	Detroit	48234	MI	313-892-6062	4	DC820292160	Nina Hodge	Administrator	Cynthia Ulmer (RESA ECS)	2
Advanced Technology Academy	Advanced Technology Academy GSRP	4800 Oakman Blvd	Dearborn	48126	MI	313-625-4649	4	DC820336318	Erin Goska	Early Childhood Director	Bonnie Duthie (RESA ECS)	5
Al Hadi Child Care Center	Al Hadi Child Care Center	22575 Ann Arbor Trail	Dearborn Heights	48127	MI	313-638-9999	3	DC820338149	Eva Sobh	Director	Cynthia Pitts (RESA ECS)	2
Alawie Educational Services	M & M Academy GSRP	5273 Kenilworth	Dearborn	48126	MI	313-581-3490	4	DC820342803	Lisa Alawie	Director	Linda Thomas (RESA ECS)	4
American International Academy	American International Academy	300 S. Henry Ruff Road	Westland	48186	MI	734-713-5525	4	DC820379275	Marion Edwards	GSRP Director	Cynthia Pitts (RESA ECS)	2
American Montessori Academy	American Montessori Academy	14800 Middlebelt Rd.	Livonia	48154	MI	734-525-7100	4	DC820270636	David Poitier	Owner	Cynthia Pitts (RESA ECS)	1
Antioch Christian Learning Center	Antioch's Learning Center	18045 McDougall St	Detroit	48234	MI	313-891-1524	4	DC820382986	Tashawna Hawkins	Director	Geir Sifton (RESA ECS)	1
Arab-American Children Center	Arab-American Children Center	7051 Chase	Dearborn	48126	MI	313-846-8278	3	DC820255763	Suhail Abuelta	Director	Michelle Viodyka (RESA ECS)	1
Bambi Land Child Care	Bambi Land Child Care	13510 W. Warren Ave	Dearborn	48126	MI	313-749-7422	4	DC820374419	Faten Fowazi	Owner	Pamela Spencer (RESA ECS)	2
Blossom Learning Center	Blossom Learning Center	5721 N. Inkster Rd	Inkster	48127	MI	734-743-3216	4	DC820378215	Abosiy-Amy Mroueh	Owner/Director	Stacey Konarske (RESA ECS)	1
Brainiacs Clubhouse CDC	Brainiacs Clubhouse CDC	11640 Morang Dr	Detroit	48224	MI	313-469-1310	3	DC820310869	Monique Snyder & Jacqueline Wilson	Director & Admin Asst	Carissa Orr (RESA ECS)	2
Bridge Academy East	Bridge Academy East	9600 Buffalo	Hamtramck	48212	MI	313-462-6100	4	DC820350924	Amy Allen	Early Childhood Specialist	Michelle Viodyka (RESA ECS)	3
Busy Minds Child Care Center, Inc.	Busy Minds Child Care Center, Inc.	20424 Plymouth Road	Detroit	48228	MI	313-270-3844	4	DC820281983	Beverly Hogan	Director	RESA ECS	1

2019 - 2020

Great Start Readiness Programs/Head Start Roster



Subrecipient Name	Site Name	Street	City	Zip	State	Phone	Great Start to Quality Rating	License	Admin. Name	Title	RESA ECS Assigned	Classrooms
Chandler Park Academy ECEC	Chandler Park Academy ECEC	20200 Kelly Road	Harper Woods	48225	MI	313- 884-8830	5	DC820381087	Marian Flagg	Principal	Cynthia Ulmer (RESA ECS)	1
Child Star Development	Child Star Development Center	10340 W. 7 Mile Road	Detroit	48221	MI	313-862-4730	4	DC820062366	Yvette Clark	Director	Cynthia Pitts (RESA ECS)	2
Children's Garden LLC	Children's Garden LLC	12720 Ford Rd	Dearborn	48126	MI	313-584-4649	4	DC820308917	Ahmad Hazime (Mitch)	Owner	Carissa Orr (RESA ECS)	5
Children's Paradise Learning Center	Children's Paradise Learning Center	3381 Greenfield Road	Dearborn	48120	MI	810-459-4886	4	DC820382421	Suhail Abueita & Jamila Knowled	Manager	Michelle Viodyka (RESA ECS)	1
Childtime Childcare 614	Childtime Childcare	34203 Ford Road	Westland	48185	MI	734-729-3434	3	DC820019084	Julie Shakes	Asst. Director	Tykesse Douglas (RESA ECS)	1
Childtime Childcare, Inc.	Childtime 0633 (GSRP)	6051 Mercury Drive	Dearborn	48126	MI	313-240-7529	0	DC820294115	Laura Marsh	Director	Tykesse Douglas (RESA ECS)	1
Christos Childcare & Academy	Christos Childcare & Academy	19300 W. Seven Mile 26050 Plymouth Road	Detroit	48219	MI	313-255-6000	4	DC820274972	Princess Dobbins	Director	Pamela Spencer (RESA ECS)	1
Circle Time with Friends Learning Center	Circle Time with Friends Learning Center	26050 Plymouth Road	Redford	48239	MI	313-937-3600	4	DC820340263	Candies Rogers	Owner/Director	Rhonda Walker (RESA ECS)	2
Community Development Institute Head Start: Serving Outer Wayne County	Community Development Institute Head Start: Serving Outer Wayne County				MI							0
Creative Learning Childrens College	Creative Learning Childrens College	20111 Greenfield Road	Detroit	48235	MI	734-945-7745	3	DC820347538	Shanette Burton/Guian a Willis	Owner/Director	Cynthia Ulmer (RESA ECS)	1
Crestwood School District	Crestwood GSRP	1045 N. Guley Road	Dearborn Heights	48127	MI	313-278-8427	4	DC820384022	Nancy Kaye	Director	Bonnie Duthie (RESA ECS)	3
Crossbridge Action Network	Crossbridge Preschool	5323 Southfield Road	Allen Park	48101	MI	313-359-9674	4	DC820364609	Michele Jones	President	Beth Garza (RESA ECS)	2
David Ellis Academy West GSRP	David Ellis Academy West	19800 Beech Daly Road	Redford	48240	MI	313-450-0300	4	DC820302026	Tyron Hurd	School Leader	Pamela Spencer (RESA ECS)	2

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Great Start Readiness Programs/Head Start Roster



Subrecipient Name	Site Name	Street	City	Zip	State	Phone	Great Start to Quality Rating	License	Admin. Name	Title	RESA ECS Assigned	Classrooms
Dearborn Heights # 7	Madison Early Childhood Center	4950 Madison	Dearborn Heights	48125	MI	313-203-4200	4	DC820067241	Linda Zibbell	Director	Rachel Holden (RESA ECS)	3
Dearborn Public Schools	Whitmore-Bolles	21501 Whitmore	Dearborn	48126	MI	313-827-6800	4	DC820078611	Nadira Lamberti	Coordinator/Pri ncipal	Laura Franey (RESA ECS)	2
Dearborn Public Schools	Solina Intermediate	2623 Solina	Dearborn	48126	MI	313-827-6600	4	DC820365240	Nadira Lamberti	Coordinator/Pri ncipal	Laura Franey (RESA ECS)	2
Dearborn Public Schools	Solina Elementary	2700 Ferney	Dearborn	48126	MI	313-827-6550	4	DC820257945	Nadira Lamberti	Coordinator/Pri ncipal	Laura Franey (RESA ECS)	2
Dearborn Public Schools	River Oaks	20755 Ann Arbor Trail	Dearborn	48126	MI	313-827-6750	4	DC820366293	Nadira Lamberti	Coordinator/Pri ncipal	Laura Franey (RESA ECS)	1
Dearborn Public Schools	Miller	4824 Lois	Dearborn	48126	MI	313-827-6850	4	DC820365026	Nadira Lamberti	Coordinator/Pri ncipal	Laura Franey (RESA ECS)	2
Dearborn Public Schools	McDonald	10151 Diversey	Dearborn	48126	MI	313-827-6700	4	DC820367779	Nadira Lamberti	Coordinator/Pri ncipal	Laura Franey (RESA ECS)	2
Dearborn Public Schools	McCollough	7801 Maple	Dearborn	48126	MI	313-827-1700	4	DC820317855	Nadira Lamberti	Coordinator/Pri ncipal	Laura Franey (RESA ECS)	4
Dearborn Public Schools	Becker	10821 Henson	Dearborn	48216	MI	313-827-6950	4	DC820365241	Nadira Lamberti	Coordinator/Pri ncipal	Laura Franey (RESA ECS)	1
Dearborn Public Schools	Cotter Early Childhood Center	13020 Osborn	Dearborn	48126	MI	313-827-6150	4	DC820088139	Nadira Lamberti	Coordinator/Pri ncipal	Laura Franey (RESA ECS)	8
Dearborn Public Schools	Long	3100 Westwood	Dearborn	48124	MI	313-827-6113	4	DC820275325	Nadira Lamberti	Coordinator	Laura Franey (RESA ECS)	1
Dearborn Public Schools	Oakman	7545 Chase	Dearborn	48126	MI	313-827-6500	4	DC820384918	Nadira Lamberti	Coordinator	Laura Franey (RESA ECS)	1
Dearborn Public Schools	William Ford	14749 Alber	Dearborn	48126	MI	313-827-6152	4	DC820384919	Nadira Lamberti	Coordinator	Laura Franey (RESA ECS)	1
Dee's Little Angels C.C.C.	Dee's Little Angels	13987 Wyoming St.	Detroit	48238	MI	313-367-2833	3	DC820367941	Yolanda Lucas	School Leader	Cynthia Pitts (RESA ECS)	1
Detroit Edison PSA	Detroit Edison Public School Academy	1903 Wilkins	Detroit	48207	MI	313-833-1100	4	DC820283312	Nancy Garvin/Kim Bland	Director/CAO	Helen Oliver-Brooks (RESA ECS)	2
Detroit Leadership Academy	Detroit Leadership Academy	13550 Virgil St.	Detroit	48223	MI	313-242-1500	4	DC820317696	Pauline Nagel	Chief Program Officer	Christina Holt (RESA ECS)	1
Detroit Public Schools Community District	Mark Twain	12800 Visger	Detroit	48217	MI	313.386.5530	4	DC820389487	Anita Toth	Administrator	Beth Garza (RESA ECS)	2
Detroit Public Schools Community District	Fisher Lower Academy	15510 E. State Fair	Detroit	48205	MI	313-642-4854	4	DC820314194	Yvonne Stokes	Principal	Rachel Holden (RESA ECS)	5
Detroit Public Schools Community District	Emerson Elementary	19500 Curtis	Detroit	48219	MI	313-831-9689	4	DC820288703	Brenda Carethers	Principal	Helen Oliver-Brooks (RESA ECS)	4

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Great Start Readiness Programs/Head Start Roster



Subrecipient Name	Site Name	Street	City	Zip	State	Phone	Great Start to Quality Rating	License	Admin. Name	Title	RESA ECS Assigned	Classrooms
Detroit Public Schools Community District	Edmonson	1300 W. Canfield	Detroit	48801	MI	313-228-0910	4	DC820017209	Wilma Taylor-Costen	Deputy Executive Director	Christina Benedict (RESA ECS)	2
Detroit Public Schools Community District	Duke Ellington @ Beckham	9840 Park Drive	Detroit	48213	MI	313-866-2860	4	DC820018833	Rita Davis	Principal	Noel Souer (RESA ECS)	4
Detroit Public Schools Community District	Dixon Elementary	8401 Trinity	Detroit	48228	MI	313-945-1330	4	DC820310224	Phillip Van Hooks	Principal	Bonnie Duthie (RESA ECS)	2
Detroit Public Schools Community District	Detroit International Academy	9026 Woodward	Detroit	48202	MI	313-873-3050	3	DC820348654	Pamela Askew	Principal	Beth Garza (RESA ECS)	1
Detroit Public Schools Community District	Davison Elementary	2800 E. Davison	Detroit	48212	MI	313-252-3118	4	DC820271709	Randall Coleman	Principal	Cynthia Ulmer (RESA ECS)	3
Detroit Public Schools Community District	Cooke Elementary	18800 Puritan	Detroit	48223	MI	313-494-7458	4	DC820294650	Damon Swell	Principal	D'Anna Courtney-Rives (RESA ECS)	2
Detroit Public Schools Community District	Roberto Clemente Academy	1551 Beard	Detroit	48209	MI	313-849-3489	3	DC820245070	Maria Hernandez-Martinez	Principal	Beth Garza (RESA ECS)	4
Detroit Public Schools Community District	Carver Elementary	18701 Paul	Detroit	48228	MI	313-240-6622	4	DC820294680	Dr. Sabrina Evans	Principal	Rhonda Walker (RESA ECS)	3
Detroit Public Schools Community District	Carleton Elementary	11724 Casino	Detroit	48224	MI	313-866-8322	4	DC820294688	Myrina Scott	Principal	Angela Jesse (RESA ECS)	3
Detroit Public Schools Community District	Burton International	2001 MLK Jr. Blvd.	Detroit	48208	MI	313-596-3800	3	DC820310221	Dr. John Wilson	Principal	Christina Benedict (RESA ECS)	3
Detroit Public Schools Community District	Bunche Elementary	2715 Macomb	Detroit	48207	MI	313-494-8350	4	DC820017213	Cindy Long	Principal	D'Anna Courtney-Rives (RESA ECS)	3
Detroit Public Schools Community District	Ronald Brown Academy	11450 E. Outer Drive	Detroit	48224	MI	313-886-2611	4	DC820245038	Georgina Tait	Principal	Noel Souer (RESA ECS)	5
Detroit Public Schools Community District	Brewer Elementary	18025 Brock	Detroit	48205	MI	313-866-2070	4	DC820348652	Micred Linton	Principal	RESA ECS	2
Detroit Public Schools Community District	Bow Elementary	19801 Prevost	Detroit	48239	MI	313-852-0500	4	DC820018845	Kenneth Jenkins	Principal	Helen Oliver-Brooks (RESA ECS)	3
Detroit Public Schools Community District	Blackwell Institute	9330 Shoemaker	Detroit	48213	MI	313-866-4391	4	DC820245061	Patricia Hines	Principal	RESA ECS	2
Detroit Public Schools Community District	Bennett Elementary	2111 Mullane	Detroit	48209	MI	313-849-3585	3	DC820272035	Dino Bonomo	Principal	Kelly Ball (RESA ECS)	4

2019 - 2020
Great Start Readiness Programs/Head Start Roster



Subrecipient Name	Site Name	Street	City	Zip	State	Phone	Great Start to Quality Rating	License	Admin. Name	Title	RESA ECS Assigned	Classrooms
Detroit Public Schools Community District	Bates Elementary	19701 Wyoming	Detroit	48221	MI	313-494-7000	3	DC82036725	Cleo Moody	Principal	Tykesse Douglas (RESA ECS)	3
Detroit Public Schools Community District	Ann Arbor Trail Magnet Academy of the Americas	7635 Chatham	Detroit	48239	MI	313-274-8560	4	DC820294677	Darron Jackson	Principal	Angelo Jesse (RESA ECS)	3
Detroit Public Schools Community District		5680 Konkel	Detroit	48210	MI	313-596-7640	3	DC820022417	Nicholas Brown	Principal	Carissa Orr (RESA ECS)	3
Detroit Public Schools Community District	Earhart	1000 Scotten	Detroit	48209	MI	313-347-8855	4	DC820315109	Melissoc Villareal	Principal	Stacey Konarske (RESA ECS)	1
Detroit Public Schools Community District	Bethune	8145 Puritan St	Detroit	48227	MI	313-494-3830	4	DC820389478	Wilma Taylor-Costen	Director	D'Anna Courtney-Rives (RESA ECS)	3
Detroit Public Schools Community District	Brenda Scott	18840 Hoover St	Detroit	48205	MI	313-866-6700	4	DC820389481	Wilma Taylor-Costen	Director	RESA ECS	2
Detroit Public Schools Community District	Law	19411 Cliff St	Detroit	48234	MI	313-866-3400	4	DC820389484	Wilma Taylor-Costen	Director	Christina Holt (RESA ECS)	3
Detroit Public Schools Community District	Nolan	1150 E. Lantz	Detroit	48203	MI	313-866-7730	4	DC820389485	Wilma Taylor-Costen	Director	Christina Holt (RESA ECS)	3
Detroit Public Schools Community District	Coleman A. Young	15771 Hubbell	Detroit	48227	MI	313-852-0725	3	DC820018785	Melissa Scott	Principal	Tykesse Douglas (RESA ECS)	4
Detroit Public Schools Community District	Charles Wright Academy	19299 Berg	Detroit	48219	MI	313-538-3024	4	DC820288699	Kimberly Davis	Principal	Pamela Spencer (RESA ECS)	3
Detroit Public Schools Community District	Wayne Elementary	10633 Courville	Detroit	48224	MI	313-866-0400	3	DC820324665	Senta Roy-Conley	Principal	Carissa Orr (RESA ECS)	3
Detroit Public Schools Community District	Schulze Elementary	10700 Santa Maria	Detroit	48221	MI	313-340-4400	4	DC820018837	Angela Kemp	Principal	Amy Bedner (RESA ECS)	4
Detroit Public Schools Community District	Sampson Elementary	4700 Tireman	Detroit	48204	MI	313-596-4750	4	DC820279040	Karla Croig	Principal	Michelle Viodyka (RESA ECS)	1
Detroit Public Schools Community District	Robeson Elementary	2585 Grove	Detroit	48238	MI	313-494-8100	3	DC820348653	Jeffery Robinson	Principal	RESA ECS	2
Detroit Public Schools Community District	Priest Elementary	5901 Casper	Detroit	48210	MI	313-457-2566	3	DC820020393	Lisa Billups	Principal	Kelly Ball (RESA ECS)	4
Detroit Public Schools Community District	Noble Elementary	8646 Fullerton	Detroit	48238	MI	313-873-0377	4	DC820017593	Latoya Web-Harris	Principal	Amy Bedner (RESA ECS)	2
Detroit Public Schools Community District	Neinos Elementary	6021 McMillan	Detroit	48209	MI	313-849-3701	4	DC820310225	Natalia Russell-Anderson	Principal	Tykesse Douglas (RESA ECS)	2

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Subrecipient Name	Site Name	Street	City	Zip	State	Phone	Great Start to Quality Rating	License	Admin. Name	Title	RESA ECS Assigned	Classrooms
Detroit Public Schools Community District	Munger Elementary	5525 Martin	Detroit	48210	MI	313-457-6200	4	DC82036723	Donnell Burroughs	Principal	Christina Benedict (RESA ECS)	4
Detroit Public Schools Community District	Mason Elementary	19955 Fenelon	Detroit	48234	MI	313-866-3702	4	DC820315110	Omega Mostyn	Principal	Christina Benedict (RESA ECS)	2
Detroit Public Schools Community District	Thurgood Marshall	15531 Linwood	Detroit	48238	MI	313-494-8820	4	DC820017218	Sharon Lee	Principal	Cynthia Pitts (RESA ECS)	2
Detroit Public Schools Community District	Marquette Elementary	6145 Canyon	Detroit	48236	MI	313-417-9360	4	DC820022340	Deborah Sinclair	Principal	RESA ECS	3
Detroit Public Schools Community District	Mann Elementary	19625 Elmira	Detroit	48228	MI	313-866-9580	3	DC820294679	Gwendolyn Frencher	Principal	Rhonda Walker (RESA ECS)	3
Detroit Public Schools Community District	Mackenzie	10147 W. Chicago	Detroit	48204	MI	313-416-6400	3	DC820336789	DeAngelo Alexander	Principal	Angela Jesse (RESA ECS)	2
Detroit Public Schools Community District	J.R. King	15850 Stratmoor	Detroit	48227	MI	313-866-9600	3	DC820304762	Felicia Cook	Principal	Rhonda Walker (RESA ECS)	3
Detroit Public Schools Community District	Hutchinson Elementary	2600 Garland	Detroit	48214	MI	313-866-4169	4	DC820278976	Sharon Williams	Principal	Christina Benedict (RESA ECS)	3
Detroit Public Schools Community District	A.L. Holmes	8950 Crane	Detroit	48213	MI	313-866-5644	4	DC820018830	Tommy Mitchell	Principal	Noel Sauer (RESA ECS)	3
Detroit Public Schools Community District	Henderson	16101 W. Chicago	Detroit	48228	MI	313-852-0512	3	DC820304761	Deborah Mancel	Principal	Angela Jesse (RESA ECS)	2
Detroit Public Schools Community District	Greenfield Union	420 W. Seven Mile	Detroit	48203	MI	313-852-9300	3	DC820021801	Curtis Dunlap	Principal	Christina Holt (RESA ECS)	2
Detroit Public Schools Community District	Compers Elementary	14450 Burt Road	Detroit	48802	MI	313-494-7495	4	DC820314949	Bobbie Posey-Miller	Principal	Angela Jesse (RESA ECS)	3
Detroit Public Schools Community District	Golightly Education Center	630 Palmer	Detroit	48223	MI	313-494-2538	3	DC820260277	Shirita Hightower	Principal	RESA ECS	4
Detroit Public Schools Community District	Marcus Garvey	2301 Van Dyke	Detroit	48214	MI	313-866-7400	3	DC820259355	Sheila Davis	Principal	Christina Benedict (RESA ECS)	3
Detroit Public Schools Community District	Bagley	8100 Curtis St. 18501	Detroit	48221	MI	313-494-7175	4	DC820018816	Anita Toth		Rhonda Walker (RESA ECS)	3
Detroit Public Schools Community District	Fleming School	Waltham St	Detroit	48205	MI	313-852-8557	4	DC820314948	Anita Toth	Administrator	RESA ECS	3
Detroit Public Schools Community District	Foreign Language Immersion (FLICS)	6501 W. Outer Drive	Detroit	48235	MI	313-651-2400	0	DC820389482	Anita Toth	Administrator	Angela Jesse (RESA ECS)	2

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Subrecipient Name	Site Name	Street	City	ZIP	State	Phone	Great Start to Quality Rating	License	Admin. Name	Title	RESA ECS Assigned	Classrooms
Detroit Public Schools Community District	Maybury Elementary School	4410 Porter	Detroit	48209	MI	313-849-2014	4	DC820019411	Anita Tothly	Administrator	Tykesse Douglas (RESA ECS)	2
Detroit Public Schools Community District	Cosmin Pulaski Elementary-Middle School	19725 Stotsbury	Detroit	48205	MI	313-866-7022	4	In Progress	Anita Tothly	Administrator	Christina Holt (RESA ECS)	1
Detroit Public Schools Community District	Spain School	3700 Beaubien	Detroit	48201	MI	313-494-2081	3	DC820298924	Anita Tothly	Administrator	Beth Garza (RESA ECS)	1
Detroit Public Schools Community District	Dr. James Vernor Elementary School	13726 Pembroke	Detroit	48235	MI	313-494-7342	3	DC820304760	Anita Tothly	Administrator	Rhonda Walker (RESA ECS)	2
Detroit Public Schools Community District	Clark Elementary	15755 Bremen St	Detroit	48224	MI	313-417-9340	4	DC820395489	Anita Tothly	Administrator	Noel Sauer (RESA ECS)	1
Detroit Service Learning Inc. and Head Start	Redford Service Learning Academy	25940 Grand River	Redford	48239	MI	248-943-8852	4	DC820365435	Delicia Allen	VP for Child Development	Noel Sauer (RESA ECS)	1
Development Centers, Inc. and Head Start	Northrup Early Childhood Center	19176 Northrup	Detroit	48219	MI	313-450-6038	4	DC820364176	Willette Kelly	Site Leader	Christina Holt (RESA ECS)	2
Development Centers, Inc. and Head Start	Development Centers EHS/HS St. Suzanne	19321 W. Chicago	Detroit	48219	MI	313-450-6038	0	DC820394864	Rhonda Mallory-Burns	Director	RESA ECS	1
Dove Academy of Detroit	Dove Academy	20001 Westford Street	Detroit	48234	MI	313-366-9110	4	DC820361103	Melissa Loseck	Director	Noel Sauer (RESA ECS)	2
Dreamy Children's Center	Dreamy Children's Center	27335 W. Warren St.	Dearborn Heights	48127	MI	313-274-5222	3	DC820317221	Rowia Alhousaini	Owner/Director	Geni Sifton (RESA ECS)	2
Dreamy Children's Center 2	Dreamy Children's Center 2	32503 Ann Arbor Trail	Westland	48185	MI	734-743-3928	4	DC820372964	Nashwa	Alhousaini	Geni Sifton (RESA ECS)	1
Ecoore Public School District	Ralph J. Bunche Academy	503 Hyacinthe	Ecoore	48229	MI	313-294-4710	4	DC820019765	Kelley Beck	Principal	Linda Thomas (RESA ECS)	4
Flat Rock Schools	Flat Rock Preschool	28639 Division St	Flat Rock	48134	MI	734-535-6567	4	DC820021784	Karla Winick-Ford	GSRP Director	Stacey Konarske (RESA ECS)	2
Focus: HOPE and Head Start	Center for Children	1550 Oakman	Detroit	48217	MI	313-494-4400	4	DC820019776	Waymond Hayes	Director	Kelly Ball (RESA ECS)	3
Garden City Schools	Lathers GSRP	28351 Marquette	Garden City	48135	MI	734-762-8490	3	DC820017762	Susan Ford	Principal	Rachel Holden (RESA ECS)	9
Gibraltar School District	Hunter Elementary	21320 Roche	Brownstown	48183	MI	734-379-6395	4	DC820072894	John Kernan	Hunter Elementary Principal	Stacey Konarske (RESA ECS)	2
Global Heights Academy	Global Heights Academy Preschool	23713 Joy Road	Dearborn Heights	48127	MI	313-624-3400	3	DC820292461	Amy Allen	Early Childhood Specialist	Michelle Wodyka (RESA ECS)	2

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Subrecipient Name	Site Name	Street	City	Zip	State	Phone	Great Start to Quality Rating	License	Admin. Name	Title	RESA ECS Assigned	Classrooms
Greater Ebenezer Christian Child Care Center	Greater Ebenezer Christian Child Care Center	18751 Fentkell St.	Detroit	48223	MI	313-273-3970	4	DC820017354	Beverly Jones	Owner	Helen Oliver-Brooks (RESA ECS)	1
Growing Minds Learning Center, Inc	Growing Minds Learning Center Inc.	11475 E. Outer Drive	Detroit	48224	MI	313-885-7772	4	DC820304844	Althea Darby	Director	Carissa Orr (RESA ECS)	2
Hamtramck Public Schools	Hamtramck Preschool	11680 McDougall	Hamtramck	48212	MI	313-891-3200	5	DC820023215	Colleen Stevens	Principal/Director	Christina Benedict (RESA ECS)	3
Hanley International GSRR	Hanley International Academy	2400 Denton	Hamtramck	48212	MI	313-875-8888	4	DC820315531	Tasha Lewis	Director	Rhonda Walker (RESA ECS)	2
Harper Woods School District	Beacon Elementary School	19475 Beaconfield	Harper Woods	48225	MI	313-245-5307	4	DC820018744	Janet Gottlieb	Beacon Elementary School Principal	Geri Sifton (RESA ECS)	1
Highland Park Renaissance Academy	Barber	45 E. Buena Vista	Highland Park	48203	MI	313-957-3005	4	DC820267784	J. Celeste Lee	Director	Geri Sifton (RESA ECS)	2
John Evans Montessori Academy	John Evans Montessori Academy	116825 Wyoming St.	Detroit	48221	MI	313-863-5362	4	DC820339051	Wanda Johnson	Administrator	Linda Thomas	1
Joy Preparatory Academy GSRR Pre K	Joy Preparatory Academy	1129 Oakman Blvd	Detroit	48238	MI	313-867-7828	4	DC820343654	Fran Gardulescu	Superintendent	Rhonda Walker (RESA ECS)	2
Jude Family Childcare Learning Center	Jude Family Center	9105 Van Dyke	Detroit	48213	MI	313-925-8890	4	DC820283200	Choyce G. Harris	Director	Christina Benedict (RESA ECS)	1
Kingdom Kare Learning Center	Kingdom Kare Learning Center	16520 Wyoming Ave	Detroit	48221	MI	313-468-9437	4	DC820338659	Anita Garrett or Lakendra Hampton	Co-Owner	Linda Thomas (RESA ECS)	1
Kristy's Development Center	Christian Fellowship of Love Baptist Church	22400 Grand River	Detroit	48219	MI	313-255-2000	5	DC820365931	Carol Jones	Program Director	Cynthia Ulmer (RESA ECS)	3
LACC Childcare	LACC Childcare Academy	16619 Wyoming St. 1	Detroit	48221	MI	313-345-3744	3	DC820263055	Pamela Anderson	Executive Administrator	D'Anna Courthey-Rives (RESA ECS)	3
Lincoln Park Public Schools	Crowley Center	2000 Pagel	Lincoln Park	48146	MI	313-389-0213	4	DC820334548	Nicole Sexton	GSRR Director	Helen Oliver-Brooks (RESA ECS)	9
Livonia Public Schools	Garfield Elementary School	10218 Arthur St.	Livonia	48150	MI	734-744-2715	4	DC820378829	Deborah Squirewell	Preschool and Family Services Specialist	Angela Jesse (RESA ECS)	4

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Subrecipient Name	Site Name	Street	City	Zip	State	Phone	Great Start to Quality Rating	License	Admin. Name	Title	RESA ECS Assigned	Classrooms
Martin Luther King, Jr. Ed. Ctr.	Martin Luther King, Jr. Education Center	16827 Appoline	Detroit	48235	MI	313-341-4944	4	DC820016967	Dr. Constance Price	Administrative Director	Cynthia Ulmer (RESA ECS)	4
Matrix Human Services and Head Start	Vistas Nuevas Head St/Cecil Center	5690 Cecil	Detroit	48210	MI	313-285-1923	4	DC820020152	Nolana Nobles	Hub Manager	Linda Thomas (RESA ECS)	1
Metropolitan Children and Youth Inc and Head Start	All About Kids	1619 East State Fair	Detroit	48203	MI	313-281-6060	3	DC820315752	Rhonda Burton	Executive Director	Beih Garza (RESA ECS)	1
Metropolitan Children and Youth Inc. and Head Start	Harper Gratiot	9641 Harper	Detroit	48213	MI	313-432-1030	4	DC820274035	Betty Reed	Executive Director	Beih Garza (RESA ECS)	3
IndividualME Early Learning Academy	IndividualME Early Learning Academy	20261 Kelly Road	Detroit	48235	MI	586-335-1697	4	DC820382109	Lakisha Yancey	Owner/Director	Cynthia Ulmer (RESA ECS)	1
New Greater Bethlehem Temple	We Care Child Development Center	503 Visger Road	Ecorse	48229	MI	313-381-2118	3	DC820022247	Tonya Jones-Elias	Administrator	Rachel Holden (RESA ECS)	1
New Paradigm College Prep	New Paradigm College Prep	2450 S. Bedrice	Detroit	48217	MI	313-406-7060	4	DC820363083	Nancy Gavin	Director	Helen Oliver-Brooks (RESA ECS)	1
New St. Paul Tabernacle Head Start Agency	Metropolitan	13400 Schoefer	Detroit	48227	MI	313-493-0279	4	DC820023213	Mekiba Kocbus	Center Supervisor	Amy Bedner (RESA ECS)	2
New St. Paul Tabernacle Head Start Agency	St. John	4950 Oakman	Detroit	48204	MI	313-933-3980	4	DC820364550	Cora Rodger	Center Supervisor	Amy Bedner (RESA ECS)	1
Oakland International Academy	Oakland International Academy	6111 Miller St	Detroit	48211	MI	313-923-0790	4	DC820356634	Amira Hassan	Admin. Asst.	Carissa Orr (RESA ECS)	1
Oakman Child Care	Oakman Child Care	12830 W. Warren Ave	Dearborn	48126	MI	313-791-7905	3	DC820312831	Samera Ajami	Manager	D'Anna Courtney-Rives (RESA ECS)	1
Old Redford Academy	C.R. Smith Pre-Kindergraten Academy	17195 Redford St	Detroit	48219	MI	313-532-7510	5	DC820283316	Mike Mercier	Coordinator	Cynthia Pitts (RESA ECS)	2
Plymouth-Canton Community Schools	Eriksson Elementary	1275 N. Haggerty Road	Canton	48187	MI	734-416-6196	4	DC820021065	Margaret Kaczmarek/Kevin Leamed	Coordinator/Principal	Bonnie Duthie (RESA ECS)	2
Quality Child Care & Learning Center	Quality Child Care & Learning Center	4719 E. 7 Mile Road	Detroit	48234	MI	313-366-5433	4	DC820329000	Mikki Henry	Director	Pamela Spencer (RESA ECS)	1

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Subrecipient Name	Site Name	Street	City	Zip	State	Phone	Great Start to Quality Rating	License	Admin. Name	Title	RESA ECS Assigned	Classrooms
R.A.C.E. Reaching All Children Equally	Kreative Kids Learning Center	314 Inkster Rd	Inkster	48141	MI	313-278-3008	3	DC820305845	Nawal Alsaeed	Associate Director	Bonnie Duthie (RESA ECS)	3
Ready 2 Learn Childcare	Ready 2 Learn Childcare Center	17300 Schaefer Hwy	Detroit	48235	MI	313-468-9470	4	DC820343100	Veronda Carter	Early Childhood Specialist	Tykesse Douglas (RESA ECS)	1
Redford Union Schools	MacGowan Schools	18255 Kinloch	Redford	48240	MI	313-242-3800	4	DC820297040	Kathleen Robbins	Principal	Linda Thomas (RESA ECS)	1
Riverside Early Childhood Center	Riverside Early Childhood Center	7050 Pinehurst Street	Dearborn	48126	MI	313-624-3500	4	DC820339194	Amy Allen	ECS	Michelle Wlodyska (RESA ECS)	4
Riverview Community School District	St. Cyprian School	13249 Pennsylvania Road	Riverview	48193	MI	734-479-2550	4	DC820339194	Amy Allen	Administrator	Stacey Koroske (RESA ECS)	4
Romulus Community Schools	Romulus Early Childhood Center	35200 Smith Road	Romulus	48174	MI	734-532-1940	4	DC820291096	Gail Blanchard	Director	Helen Oliver-Brooks (RESA ECS)	5
Someplace Else Learning Factory LLC	Someplace Else Learning Factory LLC	15121 W. 8 Mile	Detroit	48235	MI	313-695-5416		DC820390811	Kenosha Witherspoon	Director	Pamela Spencer (RESA ECS)	1
St. Paul Child Development	St. Paul Child Development	15325 Grotiot Ave	Detroit	48205	MI	313-839-7000	3	DC820087448	Danielle Dandridge	Program Director	Cynthia Ulmer (RESA ECS)	2
Star International Academy	Star International Academy	24480 George St	Dearborn Heights	48127	MI	313-724-8060	4	DC820291189	Abir Bazzi	Early Childhood Specialist	Geni Sifton (RESA ECS)	3
Starfish Family Services and Head Start	Thorne	25251 Annopolis	Dearborn Heights	48125	MI	313-292-2440	4	DC820332561	Jamiee Blanksvard	GSRP Manager	Carissa Orr (RESA ECS)	5
Starfish Family Services and Head Start	Daly	25824 Michigan Ave	Inkster	48141	MI	313-565-0016	4	DC820332759	Jamiee Blanksvard	GSRP Manager	Carissa Orr (RESA ECS)	1
Starfish Family Services and Head Start	Crestwood Head Start	12100 Beech Daly	Redford	48239	MI	313-937-8483	5	DC820284583	Jamiee K. Blanksvard	Program Manager	Carissa Orr (RESA ECS)	1
Starfish Family Services and Head Start	Inkster	30000 Hiveley St.	Inkster	48141	MI	734-728-3400	4	DC820086228	Jamiee K. Blanksvard	Program Manager	Carissa Orr (RESA ECS)	2
Starfish Family Services and Head Start	Plymouth/Canton	5880 North Canton Center Road	Canton	48187	MI	734-654-5196	4	DC820301272	Jamiee K. Blanksvard	Program Manager	Carissa Orr (RESA ECS)	2
Starfish Family Services and Head Start	Westwood	26429 Michigan Ave	Inkster	48141	MI	313-561-4110	4	DC820316230	Jamiee K. Blanksvard	Program Manager	Carissa Orr (RESA ECS)	1

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Subrecipient Name	Site Name	Street	City	Zip	State	Phone	Great Start to Quality Rating	License	Admin. Name	Title	RESA ECS Assigned	Classrooms
Starfish Family Services and Head Start	Voyageur	4821 Military	Detroit	48210	MI	734-713-9020	4	DC820391613	Jamie Blankvard	Director	Corissa Orr (RESA ECS)	1
Summer Preschool Early Learning Center	Summer Preschool Early Learning Center	3121 W. McNichols	Detroit	48221	MI	313-345-5111	4	DC820255626	Margaret Rainer	Executive Director	Linda Thomas (RESA ECS)	1
Taylor School District	Johnson Early Childhood Center	20701 Wohlfeil	Taylor	48180	MI	313-295-8362	4	DC820363575	Amy Fesler	Site Administrator	Stacey Konarske (RESA ECS)	10
The Dearborn Academy	The Dearborn Academy	19310 Ford Rd	Dearborn	48128	MI	313-982-1300	3	DC820300643	Afrin Alavi	Principal	Helen Oliver-Brooks (RESA ECS)	1
The Guidance Center and Head Start	River Rouge	550 Eaton	River Rouge	48218	MI	313-928-6200	4	DC820088178	Knire Talley	Site Leader	Laura Franey (RESA ECS)	2
The Guidance Center and Head Start	Southgate	18635 Bowie	Southgate	48195	MI	734-785-7713	4	DC820343340	Kim Barnhart	Site Leader	Laura Franey (RESA ECS)	2
The Guidance Center and Head Start	Lincoln Park	3320 Electric	Lincoln Park	48146	MI	313-381-0976	4	DC820277371	Vanessa Robinson	Site Leader	Stacey Konarske (RESA ECS)	2
The Guidance Center and Head Start	Belleville	13770 Hogerly Road	Belleville	48111	MI	734-785-7708	4	DC820361895	Casey Patterson	Site Leader	Laura Franey (RESA ECS)	1
The Guidance Center and Head Start	Huron Head Start GSRP	2482 Merrimon	New Boston	48164	MI	734-461-1648	4	DC820343341	Suzanne Wilson	Assistant Site Leader	Laura Franey (RESA ECS)	3
The Guidance Center and Head Start	Woodhaven	24175 Hall Road	Woodhaven	48183	MI	734-692-2212 x1311	4	DC820343658	Suzanne Wilson	Assistant Site Leader	Laura Franey (RESA ECS)	1
The Guidance Center and Head Start	Hamilton	1584 Goodard Road	Lincoln Park	48146	MI	313-383-7910	4	DC820364234	Suzanne Wilson	Assistant Site Leader	Laura Franey (RESA ECS)	2
The Learning Tree Child Care Center	The Learning Tree Child Care Center - North	33901 Curtis	Livonia	48152	MI	734-261-1951	4	DC820260616	Samantha Greenwell	Director	Bonnie Duthie (RESA ECS)	1
The Learning Tree Child Care Center	The Learning Tree Child Care Center - South	32955 Plymouth Road	Livonia	48150	MI	734-525-6369	4	DC820064396	Kelly Agee	Director	Bonnie Duthie (RESA ECS)	1
The Order of the Fishermen Ministry Educational Services	Chapel Hill	4924 Joy Rd	Detroit	48204	MI	313-933-3316/3314	4	DC820252872	Christina Collins	GSRP Ed Specialist	Linda Thomas (RESA ECS)	3
Tipton Academy	Tipton Academy	1615 Belton	Garden City	48135	MI	734-261-0500	4	DC820328200	Amy Golen	Principal	Cynthia Pitts (RESA ECS)	3
Trenton Public Schools	Trenton GSRP	2600 Harrison	Trenton	48183	MI	734-676-2177	4	DC820022912	Ann Deneroff	Director of Curriculum	Amy Bedner (RESA ECS)	1
Universal Academy	Universal Academy	4833 Ogden	Detroit	48210	MI	313-581-5006	4	DC820360850	Cearline Edwards	Director	Geni Sifton (RESA ECS)	1

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Universal Learning Academy	Universal Learning Academy	28015 Joy Road	Westland	48185	MI	734-402-5900	4	DC820314051	Geanine Edwards	Director	Gerri Sifton (RESA ECS)	2
University of Michigan- Dearborn ECEC	Early Childhood Education Center	18501 Rotunda Dr Suite 300	Dearborn	48124	MI	313-593-5424	4	DC820296335	Kathy Filipiak	Director	Beth Garza (RESA ECS)	1
Van Buren Public Schools	Hogerty Elementary	13770 Hogerty Rd.	Belleville	48111	MI	734-699-2180	4	DC820343322	Rebecca Ross	Director	Kelly Ball (RESA ECS)	3
Village of Shiny Stars	Village of Shiny Stars	20507 Fenkell	Detroit	48219	MI	313-387-8720	4	DC820265289	Sonya Hickey	Director	D'Anna Courtney-Rives (RESA ECS)	1
Wayne Metro Community Action Agency and Head Start	South Redford GSRR	26141 Schoolcraft	Redford	48239	MI	313-242-0547	4	DC820309046	Lena Willis	Site Leader	Amy Bedner (RESA ECS)	2
Wayne Metro Community Action Agency and Head Start	St. Albert GSRR	4671 Parker St	Dearborn Heights	48125	MI	313-203-1629	4	DC820305378	Regina Irvin	Site Leader	Amy Bedner (RESA ECS)	2
Wayne Metro Community Action Agency and Head Start	Beck	27100 Bennett	Redford	48240	MI	313-538-2617	4	DC820284806	Diana Young	Site Leader	Amy Bedner (RESA ECS)	1
Wayne State University	College of Education Early Childhood Center	4500 Cass Ave	Detroit	48201	MI	313-577-1686	5	DC820017652	Cathy Raymond	Center Director	Christina Holt (RESA ECS)	2
Wayne State University	Merrill Palmer Skillman Institute Early Childhood Center	87 E. Ferry	Detroit	48202	MI	313-664-2533	5	DC820017876	Anna G. Miller	Exec Director/ECS	Christina Holt (RESA ECS)	1
Wayne Westland Community School District	Stottmyer Early Learning Center	34801 Marquette	Westland	48185	MI	734-419-2640	0	DC820017226	Nancy Ely, M.Ed., Ed.S.	Director of Preschool Services	Rachel Holden (RESA ECS)	6
Wyandotte Public Schools	WPS Early Childhood Center	2609 10th St	Wyandotte	48192	MI	734-759-5700	3	DC820378441	Stacey Konaske	Director	Stacey Konaske (RESA ECS)	4
YMCA of Metropolitan Detroit - Boll Branch	Boll Family YMCA	1401 Broadway	Detroit	48226	MI	313-223-2744	3	DC820281542	Tina Quirk-Harmer	Childcare Director	Beth Garza (RESA ECS)	1