



## **2021-2022** Provider Agreement

[www.dpp.org](http://www.dpp.org)

Please note: Updates to complete or partial sections to the **2021-2022** Provider Agreement are highlighted.

## Provider Agreement Introduction

Dear DPP Provider,

Thank you in advance for renewing your participation with the Denver Preschool Program. We appreciate your continued efforts to champion our vision to ensure that all Denver's children enter kindergarten ready to reach their full potential. While we expect providers to read the entire Provider Agreement, we ask you to pay special attention to the key areas of focus below, as well as those highlighted in yellow:

- Extended-day tuition credit definition (page 6): A student can only be billed at the extended-day level if they attend school at least 8 hours per day **AND** 33 hours per week. We continue to find that some sites inaccurately classify students as extended-day when they only attend full-day;
- Policy II.1 (page 8): Tuition Credits and Attendance: Regarding the need to provide DPP with a published tuition rate schedule annually;
- Policy II.2 (page 8): Tuition Credits and Attendance: Regarding the need to immediately provide DPP with an updated published tuition rate schedule should it change during the program year, including any potential changes during the summer;
- Policy II.10 and II.11 (page 11): Tuition Credits and Attendance: Regarding the clarification of DPP students funded by multiple funding streams and acknowledgment that providers cannot receive more funding than their published tuition rate after combining all funding sources for a particular student; and
- Appendix A (page 22): Two detailed examples of students receiving multiple funding streams to provide clarification on policies II.8 and II.9.

\_\_\_\_ (initial)

DPP also asks providers to initial key clauses throughout this agreement to ensure awareness of new or existing policies that we found needed more clarity. **Please reach out to DPP if you have any questions about any policy in the agreement.**

\_\_\_\_ (initial)

Thank you for reviewing the entire **2021-2022** Provider Agreement in detail. We look forward to a great year!

In Partnership,  
Chris Miller, Director of Quality Initiatives  
[Chris@dpp.org](mailto:Chris@dpp.org) or 720-287-5055, ext. 140

## **Background**

DPP helps make preschool possible for all Denver families—regardless of income—through tuition support and access to information. Approved by Denver voters in 2006 and reauthorized in 2014 to extend to 2026, DPP is funded by a .15 percent sales tax. Through the 2019-2020 program year, DPP provided nearly \$138 million in tuition support to help 60,000 children attend the preschool of their family's choice, establishing each child's foundation for lifelong learning and success.

Our mission is to help Denver fulfill its commitment to its youngest learners. We champion, fund and increase access to quality preschool across our community. DPP is open to and voluntary for all eligible children who live in the City and County of Denver who turn 4 years old by October 1, 2021, and licensed preschool providers that agree to participate in our quality rating and improvement system.

Additionally, DPP is launching two new pilot programs during 2021-2022:

- The Preschool for 3s Pilot Program to support a limited number of children who live in the City and County of Denver who turn 3 years old by October 1, 2021 as we look to further increase access to high-quality preschool.
- The COVID Redshirt Pilot Program to support a limited number of children who live in the City and County of Denver who received DPP tuition credit support during 2020-2021 but whose families are choosing to delay kindergarten entry for an additional year.

Provider acknowledges these two Pilot Programs will not be available to all families, will review more information below related to these Pilots and will contact [info@dpp.org](mailto:info@dpp.org) or 303-595-4377 with any questions \_\_\_\_\_ (initial)

## **Provider Participation and Benefits**

Providers offering part-day, full-day and/or extended-day programs who have at least one DPP-eligible child enrolled qualify to participate. Parents who reside in the City and County of Denver can use their tuition credit at providers located outside the City and County of Denver; however, only providers within the City and County of Denver are eligible for DPP quality rating and improvement grants and professional development resources.

DPP invests approximately 10 percent of its annual budget in quality rating and improvement opportunities for participating providers. By participating in DPP, providers gain access to numerous benefits, many of which are aligned with and incentivize further quality improvement. Below is a list of the benefits available to eligible, participating providers:

*All DPP providers (including those located outside of Denver):*

1. Tuition credits for eligible students enrolled in your program;
2. Access to DPP professional development trainings and webinars;
3. Free marketing via the DPP website;
4. Access to a variety of DPP marketing materials.

*DPP providers located in Denver:*

1. Payment for any Classroom Assessment Scoring System® (“CLASS®”) observations required by DPP in all DPP classrooms.
2. Quality improvement grants for a wide range of early childhood education resources and conferences, coaching, and classroom materials.
3. Eligibility to apply for professional development scholarship opportunities (college scholarships and Child Development Associate Credential™ scholarships), financial achievement awards and potential additional quality improvement funding opportunities

## **Resources**

Below is a list of resources and related contact information should you have any questions or concerns at any point during your participation in DPP. You can also visit the DPP website at [www.dpp.org](http://www.dpp.org) for more information.

**For provider questions, please contact:** Chris Miller, DPP Director of Quality Initiatives – 720.287.5055, ext. 140 or [Chris@dpp.org](mailto:Chris@dpp.org)

**For family application/enrollment questions, please contact:** DPP’s Enrollment Team from MetrixIQ - 303.595.4DPP (4377) or [info@dpp.org](mailto:info@dpp.org)

**To request DPP marketing items such as family applications, window decals, posters or brochures, please contact:** Tricia Nelson, DPP Director of Communications – 720.287.5055, ext. 180 or [Tricia@dpp.org](mailto:Tricia@dpp.org)

**DPP Provider Handbook:** <http://dpp.org/for-preschools/provider-login>

Username: provider

Password: handbook

Access the handbook for important documents related to DPP including, but not limited to, the Provider Agreement, family applications, attendance form templates, the DPP tuition credit scale, information on how to access quality improvement resources and DPP evaluation results.

DPP will issue tuition credits for eligible Denver parents or guardians to pay a portion of their child’s (a “student”) tuition in the year before he or she is eligible to attend kindergarten. Provision of tuition credits is contingent upon the annual funding from the City and County of Denver to the DPP. The tuition credit amount is determined by the family’s household size and income, number of days the child

attends a preschool program (see absence policy below), length of the day the child attends preschool (part-day, full-day, extended-day), and the quality rating level of the provider where the child is attending. **The tuition credit amount will be adjusted up or down DURING THE PROGRAM YEAR if any of the following occur:**

- **The provider's Colorado Shines quality rating level changes**
- **A student's participation level changes based on their actual hours of preschool attendance**
- **A student has more than seven absences in a month**
- **A student has a late start or early end date**
- **A student becomes either eligible or ineligible for the DPP Scholarship Pilot**
- **A student needs to have their DPP tuition credit lowered so that total funds received by the provider on behalf of the student do not exceed their published tuition rate (see section II.11 for more details).**

### **Definitions**

- **DPP-eligible child:** A child that lives in the City and County of Denver and meets at least one of the following:
  - a. **Traditional (4-year-old) tuition credit DPP-eligible child:** A child that lives in the City and County of Denver, is in their final year of preschool before kindergarten and has not received DPP tuition credit funding during any previous school year.
  - b. **Preschool for 3s Pilot Program tuition credit DPP-eligible child:** A child that lives in the City and County of Denver, is in their second to last year of preschool before kindergarten and is determined by DPP to qualify for DPP's Preschool for 3s Pilot Program, which will start with prioritizing a limited number of low-income families during the 2021-2022 school year
  - c. **DPP COVID Redshirt Pilot eligible child:**
    - i. **Received DPP tuition credits during the 2020-2021 school year**
    - ii. **Qualifies for DPP Income Tiers 1, 2 or 3 during the 2021-2022 school year**
    - iii. **Attends a DPP Community Provider during the 2021-2022 school year**
    - iv. **Has a parent/guardian who has chosen to have their child delay kindergarten entry to attend an additional year of preschool**
- **Important note:** While DPP has funding for all eligible children who are attending DPP-participating providers for DPP's Traditional (4-year-old) tuition credits, funds are limited for the Preschool for 3s Pilot

Program and the DPP COVID Redshirt Pilot Program and DPP may not be able to fund all eligible families for these two Pilot Programs.

- **DPP-Scholarship Pilot eligible child:** A child approved for DPP tuition credits at DPP Income Tiers 1, 2, or 3, at full- or extended-day participation levels, and who do not receive other public preschool funds (i.e. Head Start, Colorado Child Care Assistant Program (CCCAP), Colorado Preschool Program (CPP) or Early Childhood At-Risk Enhancement (ECARE)) who is attending a DPP Community Provider. Please note DPP Scholarship Pilot funds are limited and might not be available to all Scholarship-eligible children.
- **Tuition credit(s):** The amount of tuition assistance a family receives on their behalf on a monthly basis to help pay the tuition for their DPP-eligible child.
- **Participation levels:**
  - a. Part-day tuition credit: available to DPP-eligible children attending a DPP provider for at least 2.5 hours on the days of attendance AND at least 5 hours per week of non-religious activities
  - b. Full-day tuition credit: available to DPP-eligible children attending a DPP provider for at least 5 hours on the days of attendance AND at least 25 hours per week of non-religious activities
  - c. Extended-day tuition credit: available to DPP-eligible children attending a DPP provider for at least 8 hours on the days of attendance AND at least 33 hours per week of non-religious activities
- **Provider:** A licensed child care center, family child care home or preschool that participates in the Denver Preschool Program and is duly licensed under the Colorado Child Care Licensing Act, C.R.S. § 26-6-101 *et. seq.* as amended and the provision of Denver Municipal Code Chapter 11, as amended, or shall be an early childhood education program administered by Denver Public Schools pursuant to the Colorado Preschool Program Act, C.R.S. § 22-28-101 *et seq.*, as amended.
- **DPP tuition-eligible classroom:** A classroom at a participating DPP provider that has at least one DPP-eligible child enrolled.
- **DPP quality improvement-eligible classroom:** A classroom at a participating DPP provider located in the City and County of Denver that is licensed as a preschool classroom.
- **Introduction to Quality:** The period before a site receives its first quality rating.
- **Student:** A DPP-eligible child who receives tuition credit.
- **Agreement:** This 2021-2022 Provider Agreement.
- **Program year:** September 1, 2021 through August 31, 2022
- **Community provider:** Independently operated DPP-participating program that coordinates student enrollment, preschool tuition rates and family billing separately than the local school district.
- **Active provider:** DPP-participating program currently eligible to receive tuition credits and other DPP resources

- *Inactive provider:* A formerly active provider that is not currently eligible to receive tuition credits and other DPP resources
- *Categorical Eligibility:* Categorical eligibility is a criteria factor that allows anyone who fulfills the set forth criteria to be automatically eligible for all or a portion of a specified service or program.
  - a. Child in Foster Care Categorical Eligibility: A child that is placed away from their parent or guardian and are receiving services from the Colorado Department of Human Services pursuant to article 5 of title 26, C.R.S. including kinship family foster care and non-certified kinship care will be classified as DPP Income Tier 1 if approved for DPP tuition credits.
    - i. The categorical eligibility referenced for Foster Care families would only pertain to eligibility for the income tier designation for tuition credits. Other tuition credit determinations, such as participation level and preschool quality rating level, shall continue to be determined in accordance with existing DPP Policies.

In consideration of providing such tuition credits, the provider agrees to the following:

## **I. Program**

1. Provide a preschool program for **DPP-eligible** children in substantially the same form as advertised to parents and provided to DPP, including but not limited to curriculum, physical location and facilities, staff and hours. Any substantial change needs to be approved in writing by DPP. The Provider must have an eligible child enrolled in their preschool program to qualify as a DPP Provider.
2. Promptly notify DPP of a change in the Provider's director.
3. Promptly notify DPP of any changes to the Provider's contact person regarding DPP family applications, attendance, Tuition Credit payments and/or quality improvement activities.
4. If requested by DPP, Provider's director or representative agrees to participate in an annual meeting to review DPP's policies and procedures, and to provide DPP with feedback on how DPP can better support its preschool program. Please note DPP reserves the right to determine when attendance at an annual meeting will be required.

## II. Tuition Credits and Attendance

1. In no event shall the charge for a Student participating in DPP be more for comparable hours than the charge for a child who is not participating in DPP. In no event shall the charge for a Student be higher than the Provider's published tuition rate. The Provider's published tuition rate schedule for all DPP-eligible children must be provided to DPP by September 1, 2021.
2. Provider shall notify DPP promptly of any changes to their published tuition rates and must provide DPP with an updated copy of the published tuition rate schedule within 15 days of the change by emailing it to [info@dpp.org](mailto:info@dpp.org), faxing to 303-496-1114 and sending it [monicai@denverearlychildhood.org](mailto:monicai@denverearlychildhood.org).
3. Provider shall notify DPP promptly when a Student has terminated enrollment from the preschool program. In no event will DPP pay future tuition until notified by the Provider that the Student has been reinstated according to its policy. The Provider's policy shall be uniformly applied for all children in their last year of preschool prior to kindergarten.
4. As required by Colorado's Child Care Facility Licensing Rules, "a sign-in/sign-out sheet or other mechanism for parents and guardians must be maintained daily by the center. It must include, for each child in care, the date, the child's name, the time when the child arrived and left the center, and the parent or guardian's signature or other identifier." DPP requires the signature or other identifier at both arrival and departure.
  - a. If requested, the Provider shall give DPP access to these records for any DPP Student as part of DPP's Quality Assurance Program (QAP), described in "Section VI. Record Keeping/Report of this Agreement."
5. Family Applications and Change of Address
  - a. If a family chooses to submit their DPP application to the Provider instead of directly to DPP, Provider agrees to scan and email, fax or mail the application to DPP within two business days of receipt.
  - b. For DPP-eligible Students receiving Head Start funding, Provider agrees to use DPP's streamlined family application and spreadsheet for Head Start families. Provider agrees to ensure all documents used to verify residency, age and income for Head Start also meet DPP's verification requirements as outlined in the Provider Handbook.
  - c. If Provider learns that a DPP-approved Student has changed their address of residence, Provider agrees to immediately notify DPP at [info@dpp.org](mailto:info@dpp.org) or 303-595-4377 so DPP can verify continued DPP eligibility and obtain updated address verification documents.

           (initial)



6. Process and submit all required attendance information to ensure accurate Tuition Credit payments by no later than the 20<sup>th</sup> of the month following the month during which the services were provided (e.g. September 2021 attendance is due no later than October 20, 2021). Failure to submit all the required information by the deadline may constitute a forfeiture of payment. DPP encourages Providers to use DPP's attendance template to streamline the Tuition Credit payment process. Required monthly attendance information for each DPP-approved Student is as follows:
  - a. First and last name.
  - b. Student's number of days scheduled to attend ("Days Scheduled"), and number of days actually attended ("Days Attended").
  - c. (if applicable) Date of Student's schedule change during the month (i.e. if a Student increased or decreased his or her hours of DPP participation level between Part-day, Full-day or Extended-day tuition credits during the month, as defined in the Definitions on page 4 of this Agreement, Provider is required to write the date of the schedule change and the new DPP participation level for the Student on the monthly attendance form.
  - d. (if applicable) Student's start date (first date of attendance if the Student enrolled in Provider's program during that month).
  - e. (if applicable) Student's end date (final date of attendance if the Student left Provider's program during that month).
  - f. Provider agrees to confirm its total number of current preschool enrollment vacancies, DPP-Eligible Children enrolled, total number of DPP classrooms and total number of all children enrolled in DPP classrooms on its monthly attendance form.
  - g. Provider agrees to verify the DPP Part-day, Full-day or Extended-day tuition credit participation levels for all Students after receiving the emailed copy of each Student's DPP approval letter and immediately email [info@dpp.org](mailto:info@dpp.org) or call 303-595-4377 if the approval letter reflects the wrong participation level for the Student. Additionally, Provider agrees to verify the DPP participation level for any DPP Student based on their actual level of attendance if requested throughout the year.
  - h. Provider agrees to list the name of the person who completed the DPP monthly attendance information on their attendance submittal.
  - i. For any DPP Scholarship Pilot Students, Provider agrees to verify whether or not they are receiving any other public funding for all Students each month on the attendance form.
7. Tuition Credit Payment and Absence Policy
  - a. Full Month Tuition Credit
    - i. When the Days Attended are equal to the Days Scheduled, the full monthly tuition credit amount is paid if the Student was

enrolled in the program for the entire month and the Student is approved at the correct Participation Level based on that month's attendance.

- ii. Grace Period: Absences equal to or less than seven days each attendance month are considered within the "Grace Period" and do not decrease the monthly tuition credit amount.

b. Tuition Credit Adjustments

- i. A prorated tuition credit amount will occur when absences exceed the Grace Period (are equal or are greater than eight days each attendance month).

- ii. Mid-Month Adjustments. DPP will make prorated tuition credit adjustments to reflect the number of Days Attended if the following occurs during the month:

1. When the Days Attended are less than the Days Scheduled because the Student started attending the school after the first school day of the month and/or the DPP approval date is after the first school day of the month, or when the Student leaves the school before the end of the month, the tuition credit payment is prorated.
2. When the Student's DPP participation level in the program changes during the month, the tuition credit amount will adjust corresponding to the date of the change.
3. When the family's DPP income tier changes due to a change in annual household income or household size, the tuition credit amount will adjust during the month corresponding to the date of the change.

- 8. The Provider shall not use Tuition Credits, Quality Initiative grants, professional development resources **or any other DPP-funded resource** derived from the DPP sales tax to engage in inherently religious activities, such as worship, religious education or instruction, or proselytization. If the Provider engages in such inherently religious activities, the inherently religious activities must be offered separately, in time and location, from the programs, activities, or services supported by the DPP sales tax, unless offering such inherently religious activities in a separate place would not be practicable due to the physical limitations of the facility in which the DPP activities are held. Any religious activity does not count as billable for tuition credits and must be subtracted when determining a Student's Participation Level (see Definitions on page 5). It is the Provider's responsibility to accurately update each Student's Participation Level by notifying DPP as needed using only non-religious attendance time. Nothing in this Agreement shall be construed to affect the Provider's right to engage in privately funded, inherently religious activity or affect the independence

of Providers, including any rights protected by the Colorado and U.S. Constitutions and applicable law. \_\_\_\_\_ (initial)

9. The Provider shall not use Tuition Credits, Quality Initiative grants, professional development resources or any other DPP-funded resource derived from the DPP sales tax to fund lobbying or for the support of any candidate running for office or other political campaigns. \_\_\_\_\_ (initial)
10. If the Provider accepts funds from other sources for any DPP Student, the DPP Tuition Credits should supplement funds from those other sources, including but not limited to the Colorado Child Care Assistance Program (“CCCAP”), Head Start, Colorado Preschool Program (“CPP”) and other Denver Public Schools funding streams. However, DPP Tuition Credits cannot pay for any parent co-payments (i.e. parent fee) assessed as part of the Colorado Child Care Assistance Program or any other publicly funded assistance programs. In the event the Provider, parent or guardian is disqualified from participating in CCCAP, Head Start, CPP or other identified funding source because of some inappropriate conduct or misrepresentation, the DPP Tuition Credits that would otherwise be paid during the period of such disqualification shall be forfeited. \_\_\_\_\_ (initial)
11. The total funds a Provider receives on behalf of a DPP Student from all sources each month, including DPP Tuition Credits, parent fees or other private contributions, and/or other public funding sources, shall not exceed the Provider’s published tuition rate applicable to such child. In the event the total amount would otherwise exceed such published rate, the Provider shall promptly notify DPP, and shall advise DPP as to what funding has been reduced to bring the total funding into compliance with this current requirement. Provider must review and initial to acknowledge understanding of this clause by studying the two examples in Appendix A. If needed, Provider will contact Chris Miller at 720-287-5055 ext. 140 for clarification on this clause. \_\_\_\_\_ (initial)
12. Tuition Credits are calculated per child based on the 2021-2022 Tuition Credit Scale available in the DPP Provider Handbook and are subject to change at any point during the program year if any of the following changes: family’s income, family’s size, Student’s hours and/or scheduled days of attendance, Student’s becoming eligible or ineligible for the DPP Scholarship Pilot, and/or Provider’s quality rating level. Accordingly, if any Student’s Tuition Credit amount changes during the year due to any of these reasons, Provider acknowledges that the new Tuition Credit amount will be applied to the Student’s tuition bill. It is the Provider’s responsibility to notify the Students’ families of any changes in the Tuition Credits. Tuition Credits will immediately discontinue for any Student that moves outside of the City and County of Denver. Tuition Credits also are subject to

change, including being revoked or suspended, if Provider violates any of the terms of this Agreement as set forth herein.

13. The amount and payment of Tuition Credits are contingent upon the annual funding from the City and County of Denver to the Denver Preschool Program and could change during the terms of this Agreement.
14. The payment of Tuition Credits is also contingent on the Provider following the guidelines of this Agreement, including, but not limited to, remaining in good standing with child care licensing, maintaining the minimum insurance requirements as defined in Section V. of this Agreement and participating and achieving appropriate quality levels in DPP's quality rating and improvement system, as outlined in Section IV. of this Agreement. (initial)

### **III. Quality**

1. During any time the Provider is receiving Tuition Credits on behalf of any Student, the Provider either (i) shall maintain its license under the Colorado Child Care Licensing Act, §§ 26-6-101, et seq., C.R.S., as amended, and Chapter 11 of the Denver Municipal Code, or (ii) shall be an early childhood education program administered by Denver Public Schools pursuant to the Colorado Preschool Program Act, §§ 22-28-101, et seq., C.R.S., as amended. If Provider voluntarily closes/surrenders its license, involuntarily loses its license, enters adverse or negative licensing action, or is issued a probationary license, Provider agrees to immediately notify DPP by emailing [chris@dpp.org](mailto:chris@dpp.org). (initial)
2. The Provider shall address any observed licensing violations within the period of time set by the Colorado Department of Human Services, Division of Early Care and Learning, Office of Early Childhood. The Denver Preschool Program has an agreement with the Colorado Department of Human Services, Division of Early Care and Learning, Office of Early Childhood to report licensing violations observed by any of the DPP representatives that rise to complaint Level 0-3, according to the State Department of Human Services, Division of Early Care and Learning, Office of Early Childhood Complaint Investigation Guidelines. Those DPP representatives observing such a violation will notify the appropriate staff if such a report needs to be made and, if needed, will work with the Provider on a plan to remedy the problem. The Denver Preschool Program reserves the right to suspend or terminate this Agreement if serious licensing violations are not addressed as required by the Division of Early Care and Learning, Office of Early Childhood Complaint Investigation Guidelines. As of the writing of this Agreement, Colorado's Child Care Facility Licensing Rules could be accessed here:

[http://coloradoofficeofearlychildhood.force.com/oec/OEC\\_Providers?p=providers&s=Rules-and-Regulations&lang=en](http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=providers&s=Rules-and-Regulations&lang=en)

3. The Provider shall participate in a quality rating and improvement system required by DPP, including training and a three-part quality improvement system that includes an introduction to quality, establishment of an objective quality rating for the Provider, and development and implementation of a quality improvement plan for the Provider. The Provider agrees to share its quality ratings and rating reports with DPP, local, state and national organizations involved with the creation of public policy and research aimed at improving early childhood education and care funding and programming. Provider also agrees to allow the appropriate quality rating organization to share their quality rating reports with DPP so DPP can support the Provider's quality improvement and process DPP Tuition Credits. The Provider further agrees to allow DPP to publish the Provider's most current quality rating reports on its website and acknowledges that DPP may notify the Students' parent or guardian directly of any change in the quality rating. Notwithstanding the foregoing, Provider shall promptly notify Students' parent or guardian of any change in the quality rating.
4. Providers located outside of the City and County of Denver acknowledge that DPP cannot provide any funding for them to participate in DPP's quality rating and improvement system and that they will be responsible for either obtaining outside funding or self-funding needed quality ratings. If contacted by the Provider, DPP's Director of Quality Initiatives agrees to support non-Denver providers in researching ideas for other potential sources of funding to participate in the quality rating and improvement system.
5. The Provider agrees to participate in a consultation after receiving its Colorado Shines Assessment or CLASS® observation.
6. Distribution of quality improvement funding is dependent upon the annual funding from the City and County of Denver to DPP and could change during the terms of this Agreement.
7. Notify DPP promptly when the Provider no longer has a DPP-Eligible Child enrolled in the preschool program. If after 180 days the Provider does not have a DPP-Eligible Child enrolled in the preschool program, the Provider will no longer be an active DPP Provider.

#### **IV. Eligibility**

DPP is committed to supporting DPP Providers in achieving and sustaining high levels of quality. In order for DPP Providers to maintain active status in DPP and to remain eligible for DPP funding, they agree to engage in continuous quality improvement as measured by CLASS® observations and the Colorado Shines Rating on a timeline determined by DPP. The quality improvement requirements for each Provider between ratings will be specific to the Provider based on their previous rating reports. The Eligibility Site Operational Procedures that explain the process of how DPP will collaboratively work with the Provider to support their quality improvement will be posted in the online DPP Provider Handbook available at <http://dpp.org/for-preschools/provider-login>. (Username: “provider”. Password: “handbook”.) DPP Providers not yet meeting the below requirements agree to meet with DPP staff and/or DPP’s quality improvement team members as requested to collaborate on its quality improvement plan.

1. CLASS® and Colorado Shines Rating Level Score Requirements
  - a. Providers that have received a CLASS® observation score in any DPP classroom below 5.5 in the Emotional Support (“ES”) domain, below 5.0 in the Classroom Organization (“CO”) domain and/or below 2.0 in the Instructional Support (“IS”) domain agree to work toward achieving at least these minimum scores by their next observation. Quality Improvement Plan (“QIP”) goals and timelines to achieve these scores will be completed in collaboration between DPP and the Provider.
  - b. Providers that are currently Colorado Shines Level One (1) agree to achieve Colorado Shines Level Two (2) within six months of becoming Level One (1). DPP will not fund Level One (1) providers after six months except when extenuating circumstances prevented Level Two (2) completion (e.g. high staff turnover).
  - c. Providers that are currently Colorado Shines Level Two (2) and have never before received a Colorado Shines Level 3-5 Assessment agree to receive their first Colorado Shines Level 3-5 Assessment within six months of achieving Level Two (2).
  - d. Providers that are currently Colorado Shines Level Two (2) based on results of their first Colorado Shines Level 3-5 Assessment agree to work toward achieving at least Level Three (3) by their next rating. QIP goals and timelines to earn Level Three (3) will be completed in collaboration between DPP and the Provider. Providers are expected to achieve at least Level Three (3) by their second Colorado Shines Level 3-5 Assessment to guarantee continued eligibility in DPP.
  - e. Providers with Colorado Shines Rating Level Three (3), Level Four (4) or Level Five (5) are expected to maintain a minimum of a Level Three (3) rating. If the Provider falls below a Level Three (3) rating,

the Provider becomes subject to the same guidelines outlined above for Level One (1) and Level Two (2) Providers.

- f. If a Provider fails to meet the growth criteria outlined in A - E above and does not show a commitment to quality improvement, that Provider may, at DPP's discretion, lose its active status in the Denver Preschool Program and may no longer be eligible for DPP funding.
- g. If a Provider loses its active DPP status and wishes to regain it, the Provider must obtain its own Colorado Shines Rating, Colorado Shines Alternative Pathway and/or CLASS® observations and must attain the same benchmark toward which they were previously accountable. If and when this benchmark is achieved, the Provider can return to active status and once again become eligible for DPP funding.

## 2. Rating Timeline Requirements

- a. CLASS® Observation
  - i. All new DPP Providers will receive a DPP CLASS® observation in all DPP classrooms within one year of joining DPP.
  - ii. Subsequent CLASS® observations will occur at minimum once every two years per DPP classroom.
- b. Providers pursuing a Colorado Shines Alternative Pathway Accreditation
  - i. DPP Providers choosing a DPP-recognized Colorado Shines Alternative Pathway Accreditation instead of the Colorado Shines Level 3-5 Assessment will be given up to six months past their current Colorado Shines rating expiration date to receive the new accreditation while maintaining their current rating level for Tuition Credit reimbursement purposes.
  - ii. If accreditation has not been earned during this six-month window, DPP Tuition Credit amounts will be adjusted to reflect the program's current Colorado Shines rating level. Provider must also earn the accreditation within the next three months or receive the Colorado Shines Level 3-5 Assessment.
- c. Providers choosing the Colorado Shines Level 3-5 Assessment
  - i. Postponing Rating Due to Pending Location Change
    - 1. DPP Providers that will be moving locations will be given a six-month grace period beyond their current rating expiration date when they can keep their current rating level.
    - 2. If the Colorado Department of Human Services does not approve their prior rating to transfer to the new location, Provider must receive the Colorado Shines



Level 3-5 Assessment within three months of starting operations at the new address.

d. Extenuating Circumstances

- i. DPP reserves the right to make exceptions to the above stated policies related to rating/accreditation timelines in extenuating circumstances (e.g. accrediting body causes delay in onsite assessment; lack of availability on the Colorado Shines Level 3-5 Assessment schedule, etc.)

**V. Insurance**

1. Subject to any variations which DPP may approve at its discretion, Providers must obtain and maintain insurance policies with a responsible carrier. At a minimum, a provider must carry (i) comprehensive general liability insurance with limits of \$1,000,000 combined single limit per occurrence, \$2,000,000 general aggregate, \$100,000 sexual misconduct combined single limit per occurrence/\$100,000 aggregate, or any greater amounts as your lessor may require; (ii) the general liability policy shall name DPP and the City and County of Denver as additional insureds; (iii) automobile insurance in the amount of \$1,000,000 for all hired, non-owned and/or owned vehicles; (iv) workers compensation insurance with limits of \$100,000 for each bodily injury occurrence claim, \$100,000 for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injury caused by disease claims; (v) for all general liability, the policies must not contain an exclusion for sexual abuse, molestation, discrimination or similar offenses. (Please send insurance certificates to 305 Park Avenue West, Suite B, Denver, CO 80205 or by fax to 303-496-1114)
  - a. If you do not provide transportation as part of your preschool program, you may receive assistance with a vehicle insurance waiver by contacting the Director of Quality Initiatives at 720.287.5055 ext. 140.
  - b. The items above are minimums and the Provider may elect to carry broader or higher limits.
  - c. DPP reserves the right to make accommodations at its sole discretion.
2. Include in all insurance policies endorsements providing that the policy shall not be cancelled prior to ten (10) days' notice to DPP for non-payment, and thirty (30) days' notice to DPP for all other cancellations or changes in the terms or conditions of coverage.
3. INDEMNIFY AND HOLD DPP AND THE CITY AND COUNTY OF DENVER HARMLESS FROM AND AGAINST ALL CLAIMS ARISING FROM PRESCHOOL PROGRAM PROVIDER'S ACTIONS IN PROVIDING



**SERVICES TO STUDENTS FOR WHOM TUITION CREDITS ARE PROVIDED PURSUANT TO THIS AGREEMENT.**

- a. In the event the Provider is deemed a governmental entity or is a non-profit corporation, DPP understands and agrees that liability for claims for injuries to persons or property arising out of the acts or omissions of such Provider is controlled and limited by a) the Colorado Constitution, the Colorado Governmental Immunity Act (CRS 24-10-101 et seq.), and the Risk Management Act (CRS 24-30-1501 et seq.), or b) the Colorado Revised Nonprofit Corporation Act, (CRS. 7-121-101 et seq.), as the case may be. Any provision (indemnification, hold harmless, insurance or otherwise) of this Agreement, whether or not incorporated herein by reference, shall be modified so as to limit any liability of the State, its departments, institutions, agencies, boards, officials and employees to the above-cited laws.
  - b. Nothing in this Agreement is intended by either party to waive any rights under such laws.
4. In the event the Provider fails to maintain the insurance requirements described in this Agreement, or fails to comply with any of the other terms and conditions set forth in this Agreement, DPP shall have the option, in its sole discretion to terminate this Agreement and/or not pay Tuition Credits for any DPP Student during the time period when the Provider was out of compliance. \_\_\_\_\_ **(initial)**
5. In the event Provider chooses to obtain any required insurance policy through a different company, Provider agrees to immediately notify DPP so that adequate coverage can be verified.

**VI. Record Keeping/Reporting**

1. Subject to the Provider's being satisfied that proper releases have been obtained by DPP as required by law, including the Family Educational Rights and Privacy Act (FERPA):
  - a. Maintain for three years, daily attendance records, payment records and any other records reasonably designated by DPP for each Student, and provide DPP access to all such records. \_\_\_\_\_ **(initial)**

**VII. Quality Assurance Program**

1. If selected by DPP or its quality assurance contractor, the Provider agrees to participate in DPP's required Quality Assurance Program (QAP). Because DPP is funded by a portion of the City and County of Denver's sales tax, DPP will conduct a QAP with randomly selected Providers throughout the year to ensure DPP and DPP's Contractors and Providers are adhering to DPP's

policies and procedures. If selected to participate in the QAP, the Provider agrees to submit the following documents pertaining to the month identified within four weeks of receiving the QAP notification letter: **\_\_\_\_\_ (initial)**

- i. DPP classroom daily schedule
  - ii. DPP attendance sheets
  - iii. Copy of families' tuition bill(s) for the month
  - iv. Current address on record for specified DPP-approved children
  - v. Copy of daily sign-in sheet(s) for the month
  - vi. Copy of DPP approval letter for specified DPP-approved children
  - vii. Separate table for sources of income for this Student's tuition, including, but not limited to, CCAP, CPP/ECARE/Mill Levy, Head Start, etc.
  - viii. If applicable, supporting documentation for other public funding received by Student (CCAP, CPP/ECARE/Mill Levy, Head Start, etc.)
  - ix. Any other documents requested reasonably related to the QAP process **\_\_\_\_\_ (initial)**
- a. The Provider acknowledges that failure to provide the required QAP documents described above by the corresponding deadline could result in DPP penalties which could include terminating this Agreement with the Provider.
  - b. The Provider acknowledges that the QAP process may result in a Quality Improvement Plan (QIP), the possibility of retroactive repayments to the Denver Preschool Program if the QAP discovers inaccurate business practices, etc. **\_\_\_\_\_ (initial)**
  - c. In the event the QAP report recommends a QIP, Provider agrees to cooperate in creating and implementing the plan.
  - d. Provide DPP or designated contractors, as requested, information and data regarding your preschool program and the Student(s) to assist DPP in evaluating the Provider and the progress of the Student(s) enrolled in the Provider.
  - e. Permit DPP to share with parties, reasonably designated by DPP, information about the Provider and its Students, including technology and methodology, evaluation, rating and quality improvement. Permit any DPP quality improvement contractor and the Colorado Shines rating vendor to provide information obtained through the rating process to parties reasonably designated by DPP as needing this information for purposes of tuition credit reimbursement, quality reimbursement, quality improvement, and evaluation. Permit DPP to post the Provider's Colorado Shines Rating Report, CLASS® Observation Reports, or Environmental

Rating Scale (ERS) results and Provider demographic information on the DPP website.

- f. Provide DPP with access during reasonable business hours to the records of the Provider and the children enrolled in DPP at the Provider's preschool, and to permit representatives of DPP to observe the Provider and its Students.
  - g. The Provider acknowledges the requirement to meet or otherwise confer with DPP staff after conclusion of the QAP process to review the results and discuss any needed next steps. \_\_\_\_\_ (initial)
2. Notwithstanding the requirements contained in Section VI and paragraph 1 of this Section VII, the parties agree that certain information maintained by the Provider is confidential and cannot be disclosed without the proper authorization. Nevertheless, conditioned upon DPP obtaining the releases referred to above in Section VI, Provider shall release to DPP and its employees, agents, and assigns what may be confidential information that may be subject to nondisclosure under State and Federal law. Therefore, the Provider shall provide written notification to DPP at the time of disclosure or, if the information is given verbally, within 10 days from the date of disclosure that the information is confidential. Accordingly, DPP agrees to maintain confidential information and records provided by Provider to the extent applicable State and Federal laws require. Moreover, DPP will promptly notify the Provider of any unauthorized disclosure or use of such confidential information by any person or entity. Upon termination of this Agreement, DPP will promptly return to Provider all documents, disks or other computer media or other materials in their possession and control that is designated confidential by the Provider.
3. Conform to all applicable State and Federal regulations and local law applicable to the Provider.
  - a. Record Keeping and Reporting Section VI and paragraph 1 of this Section VII shall survive the termination of this Agreement.
  - b. Provider further agrees with DPP as follows: Unless otherwise disclosed to DPP in writing, no official, officer or employee of the City and County of Denver shall have any personal, financial or beneficial interest whatsoever in the Provider or its preschool program.

## **VIII. Branding and Marketing**

1. As a DPP preschool partner, the administration, teachers and other staff are crucial ambassadors for DPP-Eligible Children and families. Provider agrees to the following marketing and branding updates:
  - a. Provider agrees to include DPP provided poster and/or window decal near the front entrance and/or preschool classroom.

- b. Provider agrees to include the DPP family application and DPP family letter in the Provider's general preschool enrollment packet for DPP-eligible students.
- c. If Provider has a website, Provider agrees to post a link to DPP's website on an appropriate page that discusses tuition or quality improvement.
- d. Additional, suggested areas for DPP promotion:
  - i. Promote DPP to all families with DPP-Eligible Children through any family information meetings conducted by Provider. DPP is happy to attend and speak directly with families at these meetings depending on staff availability.
  - ii. Display the DPP banner on the building exterior and post the DPP decal in all DPP classrooms.
  - iii. Distribute other DPP resources to the families of DPP-Eligible Children.
  - iv. Provider is encouraged to include DPP's logo on any billing information being sent to DPP-approved families.

## **IX. Legal**

1. Unless otherwise disclosed to DPP in writing, no member of the Board of Directors or staff of DPP shall have any personal, financial or beneficial interest whatsoever in the Provider or its preschool program.
2. Provider shall not knowingly employ or contract with a person unlawfully present in the United States in accordance with State and Federal law.
3. Provider shall not discriminate against any person on the basis of race, color, religion, national origin, gender, age (except as to the age of children qualifying for Tuition Credits), military status, sexual orientation, gender variance, marital status, or physical or mental disability (except as such disability may materially and adversely impact proper administration of the preschool program).
4. Provider shall not assign any right or obligation under this Agreement without the prior written approval of DPP, which approval shall be at DPP's sole discretion.
5. Enforcement of the obligations of Provider and all rights of action relating to such enforcement shall be strictly reserved to the City and County of Denver and DPP. The rights of Provider to any benefit under this Agreement shall be strictly reserved to the Provider. Nothing contained in this Agreement shall give or allow any claim or right of action by any other or third person. It is the express intention of DPP and the Provider that any person other than DPP or the Provider receiving services or benefits

under this Agreement shall be deemed to be an incidental beneficiary only of this Agreement.

6. This Provider Agreement will be effective from September 1, 2021, through August 31, 2022. DPP reserves the right to amend this Provider Agreement at any time upon written notice to Providers that would be sent via a letter mailed to the Provider's preschool address, included in the Provider newsletter and posted on the Provider page of DPP's website.
7. Either party may revoke, or otherwise terminate this Agreement, with or without cause, by notifying the other party in writing of their intention to take such action. Any such writing shall be sent to the other party by certified mail, return receipt requested, and shall be effective ten (10) days after the date of mailing.
8. This Agreement shall be binding upon, and inure to the benefit of, the parties, and to the extent permitted, their successors and assigns.
9. Jurisdiction and venue for any action arising hereunder shall be in the City and County of Denver, Colorado. \_\_\_\_\_ (initial)
10. Signatures throughout the 2021-2022 DPP Provider Agreement:
  - a. The parties agree that electronic and/or handwritten initials and signatures are both valid throughout this Agreement. \_\_\_\_\_
  - b. The parties agree that to the extent they sign electronically, their electronic signature is the legally binding equivalent to their handwritten signature. Whenever they execute an electronic signature, it has the same validity and meaning as their handwritten signature. They will not, at any time in the future, repudiate the meaning of their electronic signature or claim that their electronic signature is not legally binding. They agree not to object to the admissibility of this Agreement as an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the grounds that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

## Appendix A – Students Receiving Multiple Funding Sources

### 123 Preschool

*Please provide all sources and amounts of revenue applied to tuition for each Student listed for the month identified above.*

Student Name	Student A	Student B
Published Tuition	\$ 1,500.00	\$ 1,500.00
DPP Estimated Cost of Care		
DPP Tuition Subsidy	\$ 501.00	\$ 700.00
DPP Scholarship Pilot Payment****		
Family Out-of-Pocket Payment*		
CCCAP Parent Fee**	\$ 200.00	\$ 100.00
Colorado Child Care Assistance Program (CCCAP)	\$ 424.00	\$ 524.00
DPS (CPP, Mill Levy, E-Care)	\$ 375.00	\$ 375.00
Head Start	\$ -	\$ -
Scholarships and Other Sources ***	\$ -	\$ -
<b>TOTAL PUBLIC FUNDING:</b>	<b>\$ 1,500.00</b>	<b>\$ 1,699.00</b>
<b>Family Payment</b>	\$ -	-199
* Exclude CCCAP Parent Fee (see below)		
** CCCAP Parent Fee for this child only		
*** Describe other sources in comments column		
<p>Article II, section 9 of the your provider agreement states: The total funds a Provider receives on behalf of a DPP Student from all sources each month, including DPP Tuition Credits, parent fees or other private contributions, and/or other public funding sources, shall not exceed the <b>Provider's published tuition rate</b> applicable to such child. In the event the total amount would otherwise exceed such <b>published rate</b>, the Provider shall promptly notify DPP, and shall advise DPP as to what funding has been reduced to bring the total funding into compliance with this current requirement.</p> <p>****DPP Scholarship Pilot Students Only: after combining all funding sources for a student, including those from the DPP Scholarship Pilot, provider cannot receive more funding than its published tuition rate or the cost of care set forth by DPP, whichever of the two is higher</p>		

**Student A Example:** The total amount collected from the provider for Student A of \$1,500 is equal to the provider's published tuition rate of \$1,500. Provider is adhering to DPP policy for Student A.

**Student B Example:** The total amount collected from the provider for Student B of \$1,699 is greater than the provider's published tuition rate of \$1,500. **Provider is not adhering to DPP policy for Student B and must reduce the total amount collected for Student B by \$199 so that they do not collect more than the published tuition rate of \$1,500.** (initial)

## **Appendix B: DPP's Preschool for 3s Pilot Program**

**Appendix B outlines a pilot DPP initiative for 2021-2022 that might not be available to all Providers. Please note, DPP only has enough funding to offer Preschool for 3s tuition credits to a limited number of eligible 3-year-olds during 2021-2022. DPP will be prioritizing low-income families to receive Preschool for 3s Pilot Program funding. \_\_\_\_\_ (initial)**

### **Preschool for 3s Pilot Program Overview**

- The Denver Preschool Program created the Preschool for 3s Pilot Program to equitably expand access to quality preschool, which means we're focusing on reaching families with the lowest incomes through this program (unlike our traditional 4-year-old funding which is for ALL Denver families). This pilot will allow DPP to:
  - Support a greater number of families through and after the pandemic o Increase awareness and acceptance of financial resources available to Denver families interested in early childhood education for whom cost may be an enrollment barrier
  - Create more opportunities for preschool-aged children to better prepare for kindergarten
  - Support a greater number of families with 3-year-olds experiencing challenges accessing or maintaining child care due to the COVID-19 pandemic
  - Create access to a continuum of care for preschool-aged children
  - Support programmatic shifts and expansions in preparation for Colorado's adoption of Universal Pre-Kindergarten (UPK) in 2023
  - Provide access to children who may not otherwise attend preschool at 3-years-old to help us better achieve our vision that every child in Denver enters kindergarten ready to reach their full potential

### **Limited Funding Available:**

- Unlike our traditional funding for 4-year-olds, which provides tuition credits to all families regardless of income, the Preschool for 3s program prioritizes families with the lowest incomes (DPP Income Tier 1) and is only available to families attending a DPP-participating community-site school

### **Preschool for 3s Family Application Process:**

- The application for 3-year-olds is the same application as for 4-year-olds. To apply, families can:

- Visit [dpp.org/preschoolfor3s](http://dpp.org/preschoolfor3s) to determine eligibility and fill out an application
- Call 303-595-4377 to determine eligibility and fill out an application
- Email [info@dpp.org](mailto:info@dpp.org) to determine eligibility and fill out an application

#### Preschool for 3s tuition credit details

- All guidelines described in Section II. Tuition Credits and Attendance above apply for Preschool for 3s tuition credits.
- As with our 4-year-old program, tuition credits will begin as of September 1, 2021, or at whatever point after September 1 that a family's application is approved.
- DPP's goal is to inform families who apply for the Preschool for 3s Pilot as soon as possible as to their eligibility.
- Providers will be notified for any Preschool for 3s Pilot family's approval through an emailed approval letter.
- An attendance form with your approved 3-year-olds, along with your approved 4-year-olds, will be sent to your school each month to submit to our enrollment team.
- Providers agree to

**I acknowledge that DPP will solely determine who is eligible to receive Preschool for 3s Pilot Program tuition credit funding and that it will not be available to all 3-year-olds.**

DPP Provider Name (organization) \_\_\_\_\_

Your Name (individual) \_\_\_\_\_

Your Position (title) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Appendix C: DPP Scholarship Pilot Agreement

The DPP Scholarship Pilot offers up to 100% of preschool tuition costs for a limited number of eligible families.

**DPP-Scholarship Pilot eligible child:** A child approved for DPP tuition credits at DPP Income Tiers 1, 2, or 3, at full- or extended-day participation levels, and who do not receive other public preschool funds (i.e. Head Start, Colorado Child Care Assistant Program (CCCAP), Colorado Preschool Program (CPP) or Early Childhood At-Risk Enhancement (ECARE)) who is attending a DPP Community Provider. Please note DPP Scholarship Pilot funds are limited and might not be available to all Scholarship-eligible children. \_\_\_\_\_ **(initial)**

### ***As a Denver Preschool Program DPP Scholarship Pilot Provider, I agree to:***

1. Remain in good standing as a DPP Community Provider for the 2021-2022 program year.
2. Make scholarship enrollment available to DPP Income Tier 1, 2, or 3 full- or extended-day students who do not receive other public preschool funds.
3. Provide sufficient staff time and/or strong administrative systems to support monthly reporting to DPP including but not limited to student attendance and confirmation of whether Pilot participants receive other public preschool funds.
4. Provide regular communications with Pilot participant families including additional information from the DPP Scholarship Pilot as needed.
5. Participate in the DPP Scholarship Pilot Evaluation.
6. Respond to all DPP and DPP Scholarship Pilot communications in a timely manner, within 5-7 business days
7. For any DPP Scholarship Pilot Students, Provider agrees to verify whether or not they are receiving any other public funding for all Students each month on the monthly attendance form.
8. Acknowledge and agree that:
  - (a) participants in the DPP Scholarship Pilot must meet all requirements to receive Tuition Credit;
  - (b) after combining all funding sources for a student, including those from the DPP Scholarship Pilot, provider cannot receive more funding than its published tuition rate or the cost of care set forth by DPP, whichever of the two is higher;
  - (c) participant monthly tuition bill must be considered paid in full so there is no out-of-

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- pocket tuition responsibility for Scholarship families
- (d) published tuition rates and cost of care are subject to approval, and
- (e) if a published tuition rate is being used for Scholarship calculations, providers must give the same tuition documentation to the DPP Scholarship Pilot Coordinator that accompanies the DPP Provider Agreement.

I have read the Denver Preschool Program DPP Scholarship Pilot Provider agreements presented above and fully understand all listed requirements. I agree to abide by the requirements and understand that failure to comply will lead to action, which could include suspension of my eligibility to participate in the DPP Scholarship Pilot. I will promptly notify DPP if I am no longer able to maintain this commitment.

DPP Provider Name (organization) \_\_\_\_\_

Your Name (individual) \_\_\_\_\_

Your Position (title) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**If you have any questions about the DPP Scholarship Pilot please email [dppscharship@metrixiq.com](mailto:dppscharship@metrixiq.com)**

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## **Appendix D: DPP's 2021-2022 COVID Redshirt Pilot Policy**

### **Definition**

Redshirting: When a family has a child old enough to enter kindergarten, but decides to postpone the child's transition into kindergarten in order for them to attend an additional year of preschool.

### **Background**

The Denver Preschool Program's (DPP) vision is to ensure that every child in Denver enters kindergarten ready to reach their full potential. It is undeniable that the COVID pandemic has created conditions that have reduced learning opportunities that support DPP's vision.

### ***This pilot policy addresses inequities in access and is responsive to emerging families' needs***

- Addresses the inequity of access to a second year of preschool for parents who want to delay entry into kindergarten for their child but cannot afford to pay for an extra year of preschool.
- Responsive to (1) what DPP staff has heard from providers and families, (2) what DPP data tells us about kindergarten readiness for preschoolers who lost learning opportunities due to the COVID pandemic, and (3) parent/guardian choice in delaying kindergarten for their child who they think would benefit from an extra year in preschool.

## **DPP's 2021-2022 COVID Redshirt Pilot Policy**

DPP's COVID Redshirt Pilot will fund up to 100 total eligible children who meet the following guidelines:

- 1) Received DPP tuition credits during the 2020-2021 school year
- 2) Qualifies for DPP Income Tiers 1, 2 or 3 during the 2021-2022 school year
- 3) Attends a DPP Community Provider during the 2021-2022 school year
- 4) Has a parent/guardian who has chosen to have their child redshirt/delay kindergarten entry to attend an additional year of preschool

COVID Redshirt Pilot children are eligible for tuition credits for one additional school year [12 months]: September 1, 2021 through August 31, 2022. All tuition credit terms and conditions apply. The COVID Redshirt Pilot will expire August 31, 2022.

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Please note: This is an addition to current policy for up to 100 children who already received traditional 4-year-old preschool tuition credits during 2020-2021. This is not a replacement policy for traditional 4-year-old preschool tuition credits or the Preschool for 3s pilot program.

## Implementation

- The capped enrollment will restrict eligibility for low-income families so that students in DPP Income Tiers 1, 2, and 3 have the opportunity to access COVID Redshirt Pilot funding.
- The pilot is restricted to Community Providers to keep parity in affordability of preschool tuition costs between public and community preschools.
- Families who are eligible and choose to apply for COVID Redshirt Pilot funding will need to complete a re-authorization application to re-verify their family's address, household size, income, and participation rate to ensure that all information is up to date and for verification from the child's parent/guardian is choosing to delay their child's transition to kindergarten.
- Tuition credits will follow the child as long as they remain a preschool student in a participating DPP-Community Provider preschool as is outlined per existing DPP policies.
- If at any point during the program year, the student transitions into kindergarten the family and provider must inform DPP of the student's last day of preschool. At that point, DPP participation and funding for the student will be ended and tuition credits could be prorated in accordance with existing early end policies for the student's final month of DPP participation. Once the student transitions into kindergarten, the student is no longer eligible for tuition credit reimbursement.

I have read the DPP COVID Redshirt Pilot Policy guidelines presented above and fully understand and agree to abide by all listed requirements. **I also acknowledge that DPP COVID Redshirt Pilot funding is limited and might not be available to all interested and eligible families.** \_\_\_\_\_ (initial)

DPP Provider Name (organization) \_\_\_\_\_

Your Name (individual) \_\_\_\_\_

Your Position (title) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## **Appendix E: DPP Distance Learning Pilot Program**

**Appendix E outlines a potential DPP initiative for 2021-2022. Please note, DPP is not guaranteed to be able to fund Distance Learning during 2021-2022. If DPP does notify Providers that Distance Learning will be supported during 2021-2022, the Provider agrees to all stipulations as outlined below. \_\_\_\_\_ (initial)**

### **Please select one option below:**

☐ **My program is interested in participating in DPP's Distance Learning Program if offered during 2021-2022**

☐ **My program is not interested in participating in DPP's Distance Learning Program if offered during 2021-2022**

As a Denver Preschool Program Distance Learning Pilot Provider, I agree to:

1. Remain in good standing as a DPP Provider for the 2021-2022 program year.
2. Demonstrate readiness to provide distance learning for our preschool families including:

- a. A documented Plan for hosting distance learning, either already launched or ready to launch if necessary
- b. Support for educators facilitating distance learning
- c. Specific plans for building strong family connections (engagement & support)
- d. Defined distance learning approach for your school using developmentally appropriate and culturally responsive practices
  - i. Consideration of the cultural assets of each family
  - ii. Engaging in a variety of learning modalities (talking, drawing, writing, moving, socializing and problem-solving)
  - iii. Providing, at minimum, language/literacy, math and social-emotional development opportunities
- e. Appropriate use of technology to enhance learning and maintain age appropriate screen time guidelines
- f. Evidence of non-screen time learning opportunities

3. Ensure that pilot grant funds do not support religious instruction or religious materials in any way. \_\_\_\_\_ **(initial)**

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4. Participate in Denver Preschool Program professional development offerings or coaching hours related to distance learning. (Details to be confirmed)
5. Provide feedback to DPP through at least one feedback opportunity during the school year. DPP highly recommends providing feedback through multiple opportunities, which may include focus groups, surveys or interviews, to help DPP deliver the best distance learning support to providers and families.

I have read the Denver Preschool Program Distance Learning Pilot Agreement details presented above and fully understand all listed requirements.

I agree to abide by the requirements and understand that failure to comply will lead to action, which could include suspension of my eligibility to receive funding as part of the Distance Learning Pilot. I will promptly notify DPP if I am no longer able to maintain this commitment. **I also acknowledge that DPP might not offer the Distance Learning Program during 2021-2022.**

DPP Provider Name (organization) \_\_\_\_\_

Your Name (individual) \_\_\_\_\_

Your Position (title) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## **2021-2022 Provider Agreement Acknowledgements**

**Provider Name (organization):** \_\_\_\_\_

You confirm you expect to have at least one DPP-eligible child enrolled in your program during the **2021-2022** school year. \_\_\_\_\_ **(initial)**

You confirm you will have \_\_\_\_\_ physical preschool classrooms **(insert number)** that will serve at least one DPP-eligible child during the **2021-2022** school year. \_\_\_\_\_ **(initial)**

By signing below, you are acknowledging that you have read and understand, and are agreeing to continue your participation in the Denver Preschool Program in accordance with terms and conditions of this **2021-2022** Provider Agreement.

**Provider Name (organization):** \_\_\_\_\_

Printed Name of Signatory: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Denver Preschool Program, Inc. (DPP staff completes the four lines below)**

Printed Name of DPP Signatory: \_\_\_\_\_

DPP Staff Title: \_\_\_\_\_

DPP Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**All providers:** Please continue to the pages below to complete the Insurance Request Form and designate if your program qualifies for the Vehicle Insurance Waiver and/or Workers' Compensation Insurance Waiver.

**City and County of Denver providers:** Please also review/complete the 2021-2022 DPP Grants and Quality Improvement Resources Agreement.

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## **DPP Insurance Request Form (Required for all providers)**

To Whom It May Concern:

As a participant of the Denver Preschool Program, I request that a Certificate of Insurance be issued to the Holder shown below:

Denver Preschool Program / City and County of Denver  
305 Park Avenue West  
Denver, CO 80205

The Certificate of Insurance should confirm the following insurance coverage:

- Comprehensive General Liability with limits of \$1,000,000 per occurrence, \$2,000,000 general aggregate; and not contain and exclusion for sexual abuse, molestation, discrimination or similar offenses. sexual misconduct coverage of at least \$100,000 per occurrence/\$100,000 aggregate;
  - ***Name the Denver Preschool Program and the City and County of Denver should be included as an Additional Insured.***
- Auto Liability with a limit of \$1,000,000 per occurrence for all owned, hired or non-owned vehicles used in the transportation of children (unless a waiver has been approved by the Denver Preschool Program or its representative); and
- Workers Compensation Insurance with limits of \$100,000 for each bodily injury occurrence claim, \$100,000 for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injury caused by disease claims

Please include in all insurance policies an endorsement that the policy shall not be cancelled without ten (10) days prior notice to DPP for non-payment, and thirty (30) days prior notice to DPP for cancellation or non-renewal for any other reason.

**The Certificate of Insurance should be sent to:**

**Attn: Denver Preschool Program Coordinator, Denver's Early Childhood Council, 3532 Franklin Street, Suite F, Denver, CO 80205; Fax: 1-866-802-0563, [dpp@denverearlychildhood.org](mailto:dpp@denverearlychildhood.org)**

**Provider Name (organization):**

**Telephone Number:**

**Address:**

**City:** **State:** CO **Zip:**

**Printed Name of Signatory:**

**Title:**

**Signature:**

**Date:**

**This form will allow DPP to request a new certificate of insurance from your agent upon renewal of your insurance policies.**

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## Vehicle Insurance Waiver



DPP providers who do not transport children and therefore do not carry vehicle insurance as outlined below and in the provider agreement:

***(iii) Automobile insurance in the amount of \$1,000,000 for all hired, non-owned and/or owned vehicles;***

may elect to complete this waiver in lieu of providing proof of vehicle insurance. By signing this waiver, you proclaim that your program does not transport children at any time during your Denver Preschool Program.

In the event you change your policy, you must immediately notify the DPP and provide proof of insurance, as outlined above and in the Provider Agreement.

In any case, subject to the limitations set out in section V.3, paragraph 2, of the Provider Agreement, if a claim arises, Provider will hold the City and County of Denver and the Denver Preschool Program harmless from Preschool Provider's actions.

**Please select one option below AND complete the info below:**

- ☐ **My program does transport children** during our Denver Preschool Program.
- ☐ **My program does not transport children** at any time during our Denver Preschool Program.

**Provider Name (organization)::** \_\_\_\_\_

**Printed Name of Signatory:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This waiver is effective for the current contract year ending **August 31, 2022**.

**Return to:** Attn: Chris Miller, Denver Preschool Program, 305 Park Ave West, Suite B, Denver, CO 80205; Fax: 303-496-1114, email: [chris@dpp.org](mailto:chris@dpp.org)

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***For DPP use only:***

**Chris Miller, Director of Quality Initiatives  
Denver Preschool Program**

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## **Workers' Compensation Insurance Waiver (If applicable)**

Denver Preschool Program providers who own and operate their own preschool and do not have any employees other than themselves may elect to complete this waiver in lieu of providing proof of workers' compensation insurance. By signing this waiver, you proclaim that you are not obligated to carry workers' compensation as required by statute.

In the event you change your policy, you must immediately notify the Denver Preschool Program and provide proof of insurance, as stated in the Provider Agreement.

In any case, subject to the limitations set out in section V.3, paragraph 2, of the Provider Agreement, if a claim arises, Provider will hold the City and County of Denver and the Denver Preschool Program harmless from Preschool Provider's actions.

### **Please select one option below AND complete the info below:**

☐ **My program is obligated to carry workers' compensation insurance**

☐ **My program is not obligated to carry workers' compensation insurance** (please only select this option if you own and operate your own preschool and do not have any employees other than yourself)

**Provider Name:** \_\_\_\_\_

**Printed Name of Signatory:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This waiver is effective for the current contract year ending **August 31, 2022**.

**Return to:** Attn: Chris Miller, Denver Preschool Program, 305 Park Ave West, Suite B, Denver, CO 80205; Fax: 303-496-1114, email: [chris@dpp.org](mailto:chris@dpp.org)

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**For DPP use only:**

**Chris Miller, Director of Quality Initiatives  
Denver Preschool Program**

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# 2021-2022 DPP Grants and Quality Improvement Resources Agreement

This acknowledgment is made by

**Provider Name (organization) :** \_\_\_\_\_

for DPP grants and Quality Improvement resources funded by the Denver Preschool Program to support preschool classrooms.

This Agreement shall be in effect September 1, 2021, through August 31, 2022, and is contingent upon available funding. Through this Agreement, the Provider listed above could have access to DPP quality improvement (QI) grant funding, coaching and additional QI resources to support DPP classroom(s). DPP determines the amount(s) of any grants, amount(s) of funded coaching hours and the amount(s) and date(s) of payment for all DPP grants.

## Provider agrees to:

1. Acknowledge that the Denver Preschool Program reserves the right to terminate DPP grant and QI resources funding following performance review and/or evaluation if, in the sole discretion of the Denver Preschool Program, the Provider cannot meet their obligations as outlined in the 2021-2022 DPP Provider Agreement.
2. Acknowledge that the Denver Preschool Program reserves the right to adjust the amount of grant funding, types of allowable expenses and coaching hours available to the Provider at any time due to budget or programmatic considerations, or if it is found the Provider had a different number of physical DPP classrooms or different quality rating level as of September 1, 2021, than the values used to calculate the funding amount.
3. Providers must have at least one DPP-approved Student for the 2021-2022 program year to be eligible for DPP grant funding.
4. All DPP grant funds will be used for the following types of allowable expenses:
  - a. Preschool classroom materials, program technology needs, staff professional development or early childhood college coursework, curricula, child assessment tools, preschool staff wages or bonuses, preschool classroom supplies.
  - b. The following 2021-2022 pilot year expenses related to the COVID-19 crisis:
    - i. Cleaning supplies, cleaning equipment, rent/utility/other operational expenses or non-permanent building items related to COVID-19 operations.
5. DPP grant funds **cannot** be used for the following types of expenses:
  - a. Any infant or toddler classroom/staff expenses (e.g. classroom supplies, infant or toddler staff wages or bonuses, infant or toddler staff professional development or early childhood college coursework, etc.).
  - b. Any permanent capital/building expenses.
  - c. Any religious resources,
  - d. Any lobbying or other support of any candidate running for office or other political campaigns.
6. Provider will be required to provide a brief report to inform DPP how they utilized any DPP grant funds.
7. Should a Provider choose to end participation in DPP, close, or if the Provider's business is sold, during the current program year, the Provider acknowledges it may be required to reimburse DPP for the full grant amount(s).

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8. Cooperate with Quality Improvement Coaches associated with the Denver Preschool Program quality improvement system. This includes meeting regularly with the assigned Coach and attending all scheduled trainings and meetings.
9. Cooperate with the DPP CLASS® Rating Team, and allow the center or family child care home to receive a CLASS® Observation, as scheduled during the course of this acknowledgment.
10. Implement QI activities recommended in the designated Quality Improvement Plan, the NAEYC/NAFCC standards (when applicable), or by the assigned Coach and/or the Denver Preschool Program Quality Improvement Committee.
11. Maintain facilities properly licensed and in good standing by the Colorado Department of Human Services, Division of Early Care and Learning, Office of Early Childhood.
12. Address any observed licensing violations within the period of time set by the Colorado Department of Human Services, Division of Early Care and Learning, Office of Early Childhood. The Denver Preschool Program has an agreement with the Department of Human Services to report any licensing violations observed by any of the DPP representatives that rise to complaint level 0-3, according to the State Department of Human Services, Division of Early Care and Learning, Office of Early Childhood Complaint Investigation Guidelines. Those individuals will notify the appropriate staff if such a report needs to be made and, if needed, will work with the Program on a plan to remedy the problem. The Denver Preschool Program reserves the right to suspend or terminate DPP quality improvement resources if serious licensing violations are not addressed as required by the Division of Early Care and Learning, Office of Early Childhood Complaint Investigation Guidelines.
13. Cooperate with DPP and all DPP representatives such as, **DPP QI partner organization staff**, assigned QI Advisors/Coaches, classroom observers, and/or data collectors in the reporting of suspected child abuse or neglect.
14. Achieve specific and measurable gains related to the Pre-K CLASS® observation and Colorado Shines QRIS (or DPP-recognized Colorado Shines alternative pathway accreditation) in order to maintain funding eligibility as outlined in Section IV, Eligibility, of the DPP Provider Agreement.

## **Provider Acknowledgements**

**Provider Name (organization) :** \_\_\_\_\_

My signature certifies that I have read, understand and agree to these DPP Grants and Quality Improvement Resource Agreement policies.

Printed Name of Signatory: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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