



## Early Head Start Child Care Partnership (EHS-CCP) Site Application for PY 24.25

Application must be submitted no later than **June 28<sup>th</sup>, 2024**.

Submit original application, including supporting documents, to: Stefanie Hunter, Early Head Start Director, via email to [stefanie.hunter@oneplaceonslow.org](mailto:stefanie.hunter@oneplaceonslow.org)

### Application Purpose and Availability

The Early Head Start-Child Care Partnership (EHS-CCP) initiative is a competitive opportunity that supports the partnering of Early Head Start programs with child care providers. The initiative brings together the best of Early Head Start and children care through layering of funding to provide comprehensive and continuous services to low-income infants, toddlers, and their families. EHS-CCP enhances developmental services and supports for low-income infants and toddlers, and their families, by providing strong relationship-based experience and preparing them for the transition into Head Start and preschool.

EHS-CCP funds are paid on a direct per child basis and may only be used to support services for young children selected and enrolled from six weeks of age until the age of three. Approved site(s) will be funded for the extent of the contract cycle. All awards are contingent upon and subject to appropriation, allocation and availability of funding through the Office of Head Start (OHS). Approved sites are required to comply with all applicable NC Child Care Rules and, the Head Start Program Performance Standards (HSPPS), during the funding cycle. **As determined by One Place, approved sites may not be required to resubmit an application for each funding cycle unless non-compliance is noted within site monitoring results.** Data will be reported to the Office of Head Start on an ongoing and annual basis.

Funding for EHS-CCP is contingent upon site selection, licensure status, Office of Head Start funding availability, and ongoing program monitoring.

### EHS-CCP Application Review and Site Selection Process

The primary basis for site selection is to ensure that the most at-risk children are afforded access to high quality early education and care. Consideration is given to all eligible sites. **Continuation as an approved EHS-CCP site is not guaranteed based on prior year's participation.**

Local Early Head Start Child Care Partnership (EHS-CCP) In conjunction with the Community Assessment, programs are expected to offer families a variety of eligible settings to choose

from to provide a high-quality early education experience that will meet the needs of each individual child. A non-conflicted EHS-CCP Site Selection Committee will recommend sites for EHS-CCP placements and advise the Early Head Start Policy council and One Place Board.

Approval as a site for the Program Year 2024 – 2025 does not guarantee that slots will be awarded, only that a site is eligible to serve as a placement option for EHS-CCP children.

The primary consideration for the selection of sites and allocations of slots is to provide the highest quality early education setting to meet the needs of the most-at-risk children and families. Consideration is given to existing EHS-CCP sites and the continued employment of qualified EHS-CCP teachers. Consideration is also given to new applicants who demonstrate high quality to ensure that a diverse selection of services is available for at-risk children. **Continuation as an EHS-CCP site is not guaranteed.**

### **Applicant Assurances and Requirements**

- The contract will be a Purchase of Services contract between the contracting agency, One Place EHS and the EHS-CCP site.
- Site(s) will be reimbursed monthly per slot up to the maximum allowable monthly reimbursement plan.
- The monthly reimbursement should be used to cover any operating expenses associated with the EHS-CCP classroom(s), including EHS-CCP staff compensation, materials/equipment and/or facility improvements needed to comply with facility licensing requirements and Head Start Program Performance Standards (HSPPS).
- The original EHS-CCP Site Application will become an attachment to the sub-contract for each contract cycle.
- The One Place EHS Staff will review documentation for site administrator and instructional staff qualifications to ensure staff will meet criteria established in the Head Start Program Performance Standards (HSPPS) and Act.
- All approved sites must meet the following requirements:
  - Approved site administrators must attend monthly director meetings.
  - Submit child enrollment information as directed based on the HSPPS.
  - Meet monitoring requirements as indicated in the HSPPS.
  - Provide information requested by One Place and must participate in any audit, evaluation or monitoring protocol of the EHS-CCP Program as required by the OHS or other state officials/agencies.
  - Submit their federal tax identification number to One Place.
  - Inform One Place within **2 business days** of any changes related to the status of the EHS-CCP site, classroom and/or staff.
  - Review teacher qualifications to ensure staff will meet the HSPPS to be employed in an EHS-CCP classroom.
  - Ensure all EHS-CCP instructional staff and Site Administrators participate in required professional development as outlined by One Place EHS staff.
  - Maintain documentation of educational progress for all EHS-CCP staff as outlined by HSPPS.
  - Ensure teachers utilize approved curriculum and formative assessment tool. The tools must be used to conduct parent/teacher conferences to share children's progress throughout the year.

- Ensure complete and ongoing health assessments including physical, updated immunizations, vision, hearing and dental screenings are on file at the EHS-CCP site within 30 days of the first day of attendance to comply with state licensing requirements. To include ongoing health assessments to comply with OHS requirements.
- Confirm developmental screenings are completed within 45 days of the first day of attendance for newly enrolled children.
- Submit all assessment dates (health and developmental) to One Place EHS.
- Comply with all statutory and administrative requirements for protection of children, including without limitation, reporting suspected child abuse, neglect or dependency as defined by G.S. Section 7B-101 and according to HSPPS 1302.47 and supporting Information Memorandum (IM) Reporting Child Health and Safety Incidents ACF-IM-HS-22-07.
- Implement written plans to include (1) Family Engagement; (2) Working with children and families with limited English Proficiency; and (3) Prevent suspension and/or expulsion of children with unique needs and challenging behaviors in accordance with NC Child Care Rules and Head Start Program Performance Standards (HSPPS).

**Application Deadline**

Complete application package, including supporting documents, must be received via email or hand-delivery to stefanie.hunter@oneplacenslow.org by 5:00 PM on June 28<sup>th</sup>, 2024. Applications received after the deadline will not be accepted for review.

**Questions and Technical Assistance**

Please contact Stefanie Hunter at stefanie.hunter@oneplaceonslow.org with any questions, or if you need support to complete the application.

This signature certifies that the applicant has read the assurances and requirements and agrees to follow the requirements should this application be approved, and site selected.

**Administrator Signature** \_\_\_\_\_

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

**Program Information**

Name of Site:		
Administrator Name:	Email Address:	
Street Address:		
City:	State:	Zip Code:
Phone Number:	Fax Number:	
Licensed Capacity:	# of Children (birth to 5 years) enrolled in Child Care Subsidy:	
Facility License Number:	Federal Tax ID:	

**Program Standards**

Please mark which license status applies to this site. If temporary, attach explanation.  
 Five-Star    Four-Star    Three-Star    Temporary

Has your site been issued an Administrative Action from DCDEE within the last 18 months?  
 Yes    No

Has your site had a substantiated child maltreatment complaint in the last 18 months?  
 Yes    No

Has your site had a substantiated licensing complaint in the last 18 months?  
 Yes    No

Provide your last EHS-CCP ITERS score(s) and the date of assessment(s): \_\_\_\_\_ Date: \_\_\_\_\_

For new sites provide your last ITERS score(s) for any evaluated classroom(s) at your site: \_\_\_\_\_

**Slot Information**

Is your facility a:  New EHS-CCP Site    Existing EHS-CCP Site    Previous EHS-CCP Site

Number of slots allocated for existing EHS-CCP sites for previous school year (if applicable): \_\_\_\_\_

If an existing EHS-CCP site, is the site requesting to:  
 Maintain number of slots from current year: \_\_\_\_\_  
 Increase number of slots by (how many): \_\_\_\_\_  
 Decrease number of slots by (how many): \_\_\_\_\_

Total number of Slots Requested: \_\_\_\_\_ Number of EHS-CCP Classrooms Requested: \_\_\_\_\_

**Please note: EHS-CCP classroom ratio: 2 Teachers to 8 Children**

If existing site is requesting an *increase* in slots, **OR** if a new site, please complete the following:  
 Number of new slots that are available due to facility expansion or empty rooms: \_\_\_\_\_

If new site, earliest date EHS-CCP Program can be implemented?

Recruitment Plan to identify unserved children (attach)

### Education Standards

#### Site Administrator

Administrator Name:

Highest Degree Earned:

Number of Semester Hours  
in Early Childhood:

Major:

Number of Years' Experience  
as an Administrator:

Administrator Credential (check one, **submit documentation**):

- NC Early Childhood Administrator Credential Level I
- NC Early Childhood Administrator Credential Level III
- NC Principal License
- BA/BS any field and has completed the following:
  - 18 semester hours in ECE/CD**AND**
  - 6 semester hours in Child Care Administration or
  - 9 semester hours in Business Administration or
  - Combination of Child Care Administration and Business Administration
- NC Early Childhood Administrator Credential Level II
- Working toward NC Early Childhood Administrator Credential

If working toward, specify level:

I  II  III

EHS-CCP Sites **must** employ staff who meet minimum education, credential and licensure qualifications as outlined in the HSPPS.

I will ensure EHS-CCP classrooms are staffed according to the HSPPS:

Yes  No

**(Complete "Potential EHS-CCP Teachers" Worksheet" – attached in application packet)**

### Geographic Accessibility and Affordability

#### Screenings

*All children enrolled in EHS-CCP must receive developmental screening using an approved screening instrument, unless the child has an existing Individualized Family Services Plan (IFSP).*

Does your site currently provide on-site developmental screenings?

Yes  No

If yes, check the developmental screening instrument currently used by your facility:

- Ages and Stages Questionnaires, Third Edition (ASQ-3) or Ages & Stages Questionnaires (ASQ)
- Developmental Indicators for the Assessment of Learning, Third Edition (DIAL-3) or Fourth Edition (Dial-4)
- Parents' Evaluation of Developmental Status (PEDS)
- Brigance Early Childhood Screen II or III, Preschool Screen II, Head Start Screen, Head Start Screens III, K&1 Screen II
- No approved developmental screening used.

*All children enrolled in EHS-CCP **must** receive a hearing, dental and vision screening.*

Does your site currently provide free hearing screenings?

Yes  No

Does your site currently provide free dental screenings?

Yes  No

Does your site currently provide free vision screenings?

Yes  No

### **Layered Funding Support for Comprehensive Services**

Do you accept subsidy vouchers for children needing full child care services?

Yes  No

Do you charge a market rate differential to families utilizing subsidy?  Yes  No

EHS-CCP standards requires that sites must demonstrate that they are accessing other resources to help cover expenses for the EHS-CCP program. List other resources used to cover expenses (i.e. subsidy, grants, in-kind, CACFP, etc. **Attach additional documentation.**

### **Nutrition**

Selected site(s) **must** provide breakfast, lunch and snacks meeting USDA requirements during the regular school day.

Does your site provide free meals for all children?  Yes  No

If no, will you be willing to provide free meals to all EHS-CCP children?  Yes  No

Does your site provide free snacks for all children?  Yes  No

If no, will you be willing to provide free snacks to all EHS-CCP children?  Yes  No

### Full Day Comprehensive Services

EHS-CCP does not fund what is traditionally known as "wrap-around services"; however, many parents/families need access to a full day of services.

Will your site offer full day comprehensive services for 10 hours outside of the 8 hour programmatic day?

Yes  No

If yes, Will families be charged any additional fees and/or parent fee when they access services outside of the 8 hour programmatic day?  Yes  No

Will your site have care for holidays, teacher workdays, etc. (when EHS-CCP is not in session)?

Yes  No

**PLEASE NOTE: EHS-CCP is a year round program.**

### Classroom and Family Support

#### Curriculum and Instructional Assessment

Do your classroom staff align lesson plans and learning experiences to the **NC Foundations for Early Learning and Development** standards to ensure planning, instructional goals and strategies meet all developmental domains?

Yes  No

Do your classroom staff align lesson plans and learning experiences to the **Head Start Early Learning Outcomes Framework** standards to ensure planning, instructional goals and strategies to meet all developmental domains?

Yes  No

**Please provide a copy (or copies) of a recent completed lesson plan (30 days) with the submission of this application**

Have staff received training on NC Foundations for Early Learning and Development?

**Site Administrator(s)**  Yes  No

**Lead Teacher(s)**  Yes  No

Have staff received training on Head Start Early Learning Outcomes Framework?

**Site Administrator(s)**  Yes  No

**Teacher(s)**  Yes  No

What curriculum is used in your facility? Include curriculum used in all classrooms if more than one is used.

What formative assessment tool is used at your facility?

## Plans

What is your current plan for communicating with and supporting children and families who do not speak English or have limited English proficiency? What community resources are available to you and the families? **Please submit a copy of your written plan.**

What is your current plan for preventing the suspension/expulsion of children with challenging behaviors and identified disabilities? **Please submit a copy of your written plan.**

What support is needed for your site to successfully serve children with disabilities or behavioral challenges? **Please submit a copy of your written plan.**

What is your current plan to implement strategies for family engagement that are designed to develop partnerships with families and build reciprocal relationships that promote shared decision-making? **Please submit a copy of your written plan.**

What is your current plan for transitioning children to EHS-CCP, and out of EHS-CCP? **Please submit a copy of your written plan.**

## Staff Compensation and Benefits

### Check one:

- Site meets NC Public School Salary Schedules for all Instructional staff AND provides benefits
- Site meets NC Public School Salary Schedules for all Instructional staff but DOES NOT provide benefits
- Site provides salaries for all Instructional staff that align with the NC Early Childhood Compensation Collaborative Model Salary Scale for Early Education Teachers AND provides 4+ benefit choices
- Site provides salaries for all Instructional staff that align with the NC Early Childhood Compensation Collaborative Model Salary Scale for Early Education Teachers AND provides 1-3 benefit choices
- Site provides salaries for all Instructional staff that align with the NC Early Childhood Compensation Collaborative Model Salary Scale for Early Education Teachers but DOES NOT provide benefits.

**Attach a copy of your staff compensation plan. Compensation questions are only in reference to teaching staff for prospective EHS-CCP classrooms.**



### Additional Program Information

EHS-CCP teaching staff shall work in direct contact with children in the EHS-CCP program. They are not to exceed 40 hours per week. Of this time, they are required to receive time for instructional planning of their classroom and lessons. **Do you meet this requirement?**

Yes    No

If not currently meeting, explain plan to meet the requirement:

All EHS-CCP teaching staff must meet education requirements as outlined by the Office of Head Start and the locally designed plan. All EHS-CCP teaching staff **must** possess an Associates Degree in Early Childhood Education or higher.

**Does your teachers meet this requirement?**  Yes    No

If not currently meeting, explain plan to meet requirement:

EHS-CCP classrooms will not exceed a maximum staff-to-child ratio of 2 to 8.

**Do you meet this requirement?**  Yes    No

If not currently meeting, explain plan to meet requirement:

Does your site have a dedicated, age appropriate, fenced playground space for EHS-CCP children?

Yes    No

Describe your system for providing orientation for new staff to include your program's philosophy/policies/procedures, child development, curriculum and NC Child Care Rules & Regulations (provide supporting documentation as applicable):

Describe your system for assisting staff in furthering their education, to include providing information about/participation in scholarship programs such as T.E.A.C.H:

Describe your system for promoting Professional Development (this could include topics such as leadership, child development, intentional teaching, developmentally appropriate practice (DAP), and curriculum implementation):

List 2 program strengths and how those strengths impact program quality:

1.

2.

List 2 areas of improvement for the program and how those impact program quality:

1.

2.

Describe how your participation in EHS-CCP will be used to enhance program quality if approved and selected:

**EHS-CCP Site Application Submission Checklist**

The following documents must be submitted with the EHS-CCP Site Application. Indicate included documents by marking each appropriate box.

- Completed EHS-CCP Site Application
- Staff Benefits Summary
- Compensation/Salary Scale for EHS-CCP teacher positions
- Copy of current Facility License
- Documents to Verify Administrator and Teacher Education/Credentials
- Lesson Plans completed within the last **30 days**.
- Evidence of most recent ITERS Rating (ITERS Summary Report).
- Limited English Proficiency Plan
- Prevent Suspension and/or Expulsion of Children Plan
- Family Engagement Plan
- Transition Plans
- Current Policies and Procedures
- Parent Handbook
- Employee Handbook
- Other: \_\_\_\_\_

**SIGNATURES**

This application is complete and all information is accurate to the best of my knowledge. I understand that if any information is found to be false, the site will be deemed ineligible to participate in the EHS-CCP Program. I have read and will abide by all current NC Child Care Rules and the HSPPS.

**\*Reminder: Approval as an EHS-CCP site does not guarantee slots will be awarded. Slot allocations are determined based on a number of factors include, but not limited to: the funding for the EHS-CCP services in the community, the EHS-CCP Site Selection Rubric, site observations, and if applicable, monitoring results for current EHS-CCP sites.**

Site Administrator Signature: \_\_\_\_\_

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

Send completed application to:  
Stefanie Hunter, EHS Director, [stefanie.hunter@oneplaceonslow.org](mailto:stefanie.hunter@oneplaceonslow.org)  
Applications are due by 5:00 p.m. on June 28<sup>th</sup>, 2024.

**FOR ONE PLACE USE ONLY:**

\_\_\_\_\_ Date Received \_\_\_\_\_ One Place staff initials

## Potential EHS-CCP Teaching Staff Worksheet

Teacher Name(s)	Education

## EHS-CCP Standardized Site Selection Rubric

**NOTE:** Your application and responses will be assessed using this standardized tool.  
You do not need to complete this rubric for your own site.

<b>Site Name:</b>		
<b>Facility License #:</b>		
<b>Site Status:</b> <input type="checkbox"/> <b>New EHS-CCP Site</b> <input type="checkbox"/> <b>23-24 EHS-CCP Site</b> <input type="checkbox"/> <b>Previous EHS-CCP Site (prior to 23-24)</b>		
<b>Program Standards (15 points)</b>		
<b>Site Information (check ALL that apply)</b>		<b>Points:</b>
Star Rated License:	5 pts	
<input type="checkbox"/> Five-Star		
<input type="checkbox"/> Four-Star	4 pts	
<input type="checkbox"/> Three-Star	3 pts	
<input type="checkbox"/> Two-Star	2 pts	
<input type="checkbox"/> One-Star	1 pt	
<input type="checkbox"/> Temporary License	1 pt	
<input type="checkbox"/> GS110	1 pt	
<input type="checkbox"/> New site or existing sites with last ITERS-R rating above 5.0	3 pts	
<input type="checkbox"/> Site has had no substantiated Child Maltreatment Report in the last 18 months	10 pts	
<input type="checkbox"/> Site has had no substantiated Facility Licensing Complaint Report in the last 18 months	10 pts	
<input type="checkbox"/> Site has had no Administrative Action in the last 18 months	10 pts	
	<b>Subtotal:</b>	
<b>Education Standards (15 points)</b>		
<b>Site Administrator (check one)</b>		<b>Points:</b>
<input type="checkbox"/> Administrator meets Level III Administrator qualification or equivalent	5 pts	
<input type="checkbox"/> Administrator meets Level II Administrator qualification or equivalent	3 pts	
<input type="checkbox"/> Administrator meets Level I Administrator qualification or equivalent	1 pt	
	<b>Subtotal:</b>	
<b>Teaching Staff (check one)</b>		<b>Points:</b>
<input type="checkbox"/> ALL Teachers exceed HSPPS qualification or equivalent	10 pts	
<input type="checkbox"/> ALL Teachers meet HSPPS qualification or equivalent	5 pts	
<input type="checkbox"/> Some but not all teachers meet HSPPS qualification or equivalent	3 pts	
<b>Classroom and Family Support (27 Points)</b>		

<b>Curriculum and Instructional Assessment (check ALL that apply)</b>		<b>Points:</b>
Classroom staff align lesson plans and child learning experiences to the NC Foundations for Early Learning and Development	3 pts	
Classroom staff align approved curriculum with NC Foundations for Early Learning and Development	3 pts	
Classroom staff conduct approved, ongoing formative assessments to gather data to inform instruction and share with families	3 pts	
Site has clear and current Policies and Procedures aligning with NC DCDEE and/or HSPPS.	3 pt.	
<b>Communication with Families (check ALL that apply)</b>		
Site has a plan in place for communicating with children and families with limited English proficiency	2 pts	
Site has a plan to prevent suspension/expulsion of children	10 pts	
Site has a clear and current Parent Handbook aligning with NC DCDEE and/or HSPPS.	5 pts	
<b>Family Engagement (check ALL that apply)</b>		
Site has a family engagement plan offering a variety of opportunities for families to volunteer and engage onsite and/or within the classroom.	5 pts	
Site has a transition plan for families joining and exiting EHS-CCP classrooms.	5 pts	
	<b>Subtotal:</b>	
<b>Staff Compensation and Benefits (check one)</b>		
		<b>Points:</b>
Site meets NC Public School Salary Schedules for all Instructional staff AND provides benefits	20 pts	
Site meets NC Public School Salary Schedules for all Instructional staff but DOES NOT provide benefits	10 pts	
Site provides salaries for all Instructional staff that align with the NC Early Childhood Compensation Collaborative Model Salary Scale for Early Education Teachers AND provides 4+ benefit choices	5 pts	
Site provides salaries for all Instructional staff that align with the NC Early Childhood Compensation Collaborative Model Salary Scale for Early Education Teachers AND provides 1-3 benefit choices	3 pts	
Site provides salaries for all Instructional staff that align with the NC Early Childhood Compensation Collaborative Model Salary Scale for Early Education Teachers but DOES NOT provide benefits	1 pt	
	<b>Subtotal:</b>	
<b>FOR ONE PLACE USE ONLY:</b>		
Rubric completed by:		
Name (print): _____ Signature: _____		
Date: _____		
Total Points: _____		

## Selection Process:

Determine Eligibility:  
-located in Onslow  
County



If eligible, complete  
and submit EHS-CCP  
Site Application no  
later than June 28th



Selection Committee  
scores EHS-CCP Site  
Applications using  
Standardized Rubric



One Place notifies all  
applicants of status  
(approved/denied)  
on or after July 15th

## Reminders:

Consideration is given to all eligible sites.

**Continuation as an approved EHS-CCP site is not guaranteed based on prior year's participation.**

Funding for EHS-CCP is contingent upon site selection, licensure status, Office of Head Start (OHS) funding availability, and ongoing program monitoring.

Training and technical Assistance is available to all licensed site, without regard to EHS-CCP status.

## Technical Assistance:

For application and submission support, please reach out to Stefanie Hunter, EHS Director, via email or phone:

[stefanie.hunter@oneplaceonslow.org](mailto:stefanie.hunter@oneplaceonslow.org)

910.548.0660