

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

Key:

New requirement.

Federal or state requirement.

Proposed WAC	Proposed Early Achievers	Proposed ECEAP
<p>170-300-0400 Application materials. 170-300-0401 Application fees.</p> <p>170-300-0402 Changing early learning program space or location. (1) An early learning provider must notify the department prior to making a significant change to early learning program space. Significant changes include, but are not limited to:</p> <ul style="list-style-type: none"> (a) Moving child care or early learning programs to a different residence, building, or facility, even if it is located on the same premises; (b) A center early learning program altering planned use of space not previously approved by the State Fire Marshal or the department; (c) Making structural changes such as remodeling or renovating classroom space; or (d) Changing outdoor play areas such as adding or significantly altering climbing or play equipment. <p style="color: red;">Weight #5</p>	<p><i>Progression from WAC 170-300-0402</i></p> <p>Participants that physically move to new location, or have a change in ownership should contact the Early Achiever team through the QRIS inbox to determine the next steps related to Early Achievers status. Consideration of status will be based on many factors which may include review of the new facility location, new program changes, new staff qualifications, or existing programmatic details that will remain the same.</p>	<p><i>Progression from WAC 170-300-0402</i></p> <p>Facilities Contractors must also notify the department’s ECEAP office prior to:</p> <ul style="list-style-type: none"> • Changing Contractor’s legal status, ECEAP Director or organizational structure related to ECEAP. • Changing a service area boundary. • Adding a Subcontractor who provides ECEAP services. • Adding a new site. • Changing the number of slots assigned to a site. • Beginning a major remodel of the site, including planned use of space not previously approved by the fire marshal's office or DEL. • Adding or moving a class. • Changing class start and/or end dates.

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(2) An early learning provider must submit to the department a proposed floor plan prior to making a significant change, pursuant to subsections (1)(b) and (1)(c) of this section. Weight #5</p> <p>(3) An early learning provider planning a significant change under subsection (1)(a) of this section must:</p> <ul style="list-style-type: none">(a) Submit a complete application, pursuant to WAC 170-300-0400, as soon as the provider plans to move and has an identified address, but not more than 90 calendar days before moving;(b) Not significantly change or move a center early learning program until the department has first inspected the new location and determines it meets the requirements in this chapter and RCW 45.215.260; and(c) Not operate a family home early learning program for more than two weeks following the move without first having the department inspect the new location, pursuant to RCW 45.215.260 Weight #6 <p>170-300-0405 Background check fees.</p> <p>170-300-0410 License and program location.</p> <p>170-300-0415 Zoning, codes, and ordinances.</p>		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

170-300-0420 Prohibited substances.		
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Proposed WAC	Proposed Early Achievers	Proposed ECEAP
<p>170-300-0425 Initial, non-expiring, and dual licenses and license modification.</p> <p>(1) The department may issue an initial license when an early learning program applicant demonstrates compliance with health and safety requirements of this chapter but may not be in full compliance with all requirements, pursuant to RCW 43.215.280.</p> <p style="padding-left: 20px;">(a) An initial license is valid for six months from the date issued.</p> <p style="padding-left: 20px;">(b) At the department's discretion, an initial license may be extended for up to three additional six month periods, not to exceed a total of two years.</p> <p style="padding-left: 20px;">(c) The department must evaluate the early learning provider's ability to follow requirements contained in this chapter during the initial license period.</p> <p style="padding-left: 40px; color: red;">Weight NA</p> <p>(2) The department may issue a non-expiring license to a Licensee operating under an initial license who, pursuant to RCW 43.215.260:</p> <p style="padding-left: 20px;">(a) Demonstrates full compliance with the requirements of this chapter at any time during the period of initial licensure.</p> <p style="padding-left: 20px;">(b) Demonstrates substantial compliance with the requirements of this chapter at any time. Weight NA</p>	<p><i>Progression from WAC 170-300-0425</i></p> <p>Licensing Status</p> <p>Facilities must be in good standing with licensing in order to participate in Early Achievers. Good standing is defined as having a non-expiring license that is not suspended, revoked or on probationary status.</p>	<p><i>Progression from WAC 170-300-0425</i></p> <p>Contractor Communication</p> <p>The Contractor must participate in:</p> <ul style="list-style-type: none"> Regularly scheduled calls with DEL to support continuous quality improvement. ECEAP Directors Meetings by sending a representative to each DEL ECEAP Directors' Meeting, including in-person and web-based meetings. <p>The Contractor must notify the department's ECEAP Office immediately of:</p> <ul style="list-style-type: none"> Any serious issue that impacts services for ECEAP children or families. Any serious issue that has potential for media coverage or impact to services for ECEAP children or families. Any Child Protective Services (CPS) issue related to ECEAP staff, facilities, or transportation. Change of phone number. All other occurrences that require direct communication with the department in WAC 170-300-0425.

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(3) The department may issue a non-expiring license when a Licensee submits annual compliance documents at least 30 calendar days prior to the anniversary date. The anniversary date is the date the first initial license was issued, pursuant to RCW 43.215.260. The required annual compliance documents are:</p> <ul style="list-style-type: none">(a) The annual nonrefundable license fee;(b) A declaration on the department's form (found at https://del.wa.gov/providers-educators/publications-forms-and-research/licensing-forms-and-documents-providers) indicating:<ul style="list-style-type: none">(i) The intent to continue operating a licensed early learning program;(ii) The intent to cease operation as a licensed early learning program;(iii) A change in the early learning program's operational hours or dates; or(iv) The intent to comply with all licensing rules.(c) Documentation of completed background check applications as determined by the department's established schedule, pursuant to RCW 43.215.215(2); and(d) For each individual required to have a background check clearance, the early learning provider must verify current background checks or require the		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>individual to submit a background check application at least 30 calendar days prior to the anniversary date. Weight NA</p> <p>(4) If a Licensee fails to meet the requirements for continuing a non-expiring license, the Licensee’s current license expires and the early learning provider must submit a new application for licensure, pursuant to RCW 43.215.260(3). Weight NA</p> <p>(5) Nothing about the non-expiring license process in this section may interfere with the department’s established monitoring practices, pursuant to RCW 43.215.260(4)(a). Weight NA</p> <p>(6) A Licensee has no right to an adjudicative proceeding (hearing) to appeal the expiration, nonrenewal, or non-continuation of a non-expiring license resulting from a failure to comply with the requirements of this section. Weight NA</p> <p>(7) A Licensee must have department approval to hold dual licenses such as a department-issued early learning program license and another care giving license, certification, or similar authorization. Weight #1</p> <p>(8) If the department determines that a Licensee is not meeting all applicable requirements and regulations, pursuant to RCW 43.215.300: (a) The department and Licensee may agree to modify the child care license;</p>		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(b) The Licensee may give up one of the licenses, certifications, or authorizations; or</p> <p>(c) The department may suspend, deny, or revoke the early learning license.</p> <p>Weight NA</p> <p>(9) An early learning provider must report to the department and local authorities the following within 24 hours:</p> <p>(a) A fire or other structural damages to the early learning program space or other parts of the premises;</p> <p>(b) A change in the number of household members living within a family home early learning program space. This includes individuals 14 years old or older that move in or out of the home, or a resignation or termination pursuant to RCW 43.215.371. A birth or death affecting the number of household members must be reported within 24 hours or at first opportunity;</p> <p>(c) A retirement, termination, death, incapacity, or change of the Program Director, Assistant Director, or Program Supervisor, or change of ownership or incorporation of a provider;</p> <p>(d) When a provider becomes aware of a charge or conviction against themselves, a staff person or household member, if applicable, and the charge or conviction is a disqualifying crime, pursuant to WAC 170-06;</p> <p>(e) When a provider becomes aware of an allegation or finding of abuse, neglect,</p>		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>maltreatment, or exploitation of a child or vulnerable adult made against themselves, a staff person, or a household member, if applicable; and</p> <p>(f) Any changes in the early learning program hours of operation to include closure dates. Weight # 7</p> <p>(10) A Licensee, Center Director, Assistant Director, or Program Supervisor must request and be approved prior to changing the capacity of an early learning program. Weight #5</p> <p>(11) A Licensee, Center Director, Assistant Director, or Program Supervisor must have State Fire Marshal approval and comply with local building ordinances following a significant change under WAC 170-300-0402(1)(a) through (c), if applicable. Weight #6</p> <p>(12) A Licensee, Center Director, Assistant Director, or Program Supervisor must notify the department within 30 calendar days when liability insurance coverage under RCW 43.215.535 has lapsed or been terminated. Weight #4</p>		
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Key:

New requirement.

Federal or state requirement.

Child Outcomes – Developmental Screening		
Proposed WAC	Proposed Early Achievers	Proposed ECEAP
170-300-0440	<i>Progression from WAC 170-300-0440</i>	<i>Progression from WAC 170-300-0440</i>

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>Facility Licensing Compliance Agreements, no referral status, probationary license, and provider rights.</p> <p>(1) At the department's discretion, when an early learning provider is in violation of this chapter or chapter 43.215 RCW, a Facility Licensing Compliance Agreement (FLCA) may be issued in lieu of the department taking enforcement action. The FLCA must contain:</p> <ul style="list-style-type: none"> (a) A description of the violation and the law or rule that was violated. (b) A proposed plan from the provider or a designee to comply with the law or rule. (c) The date the violation must be corrected, determined by: <ul style="list-style-type: none"> (i) The seriousness of the violation; (ii) The potential threat to the health, safety, and well-being of the children in care; and (iii) The number of times the early learning program has violated rules in this chapter or under chapter 43.215 RCW. (d) Information regarding other licensing action that may be imposed if compliance does not occur by the required date. (e) The signature of the department licensor and the provider. <p style="color: red;">Weight NA</p> <p>(2) An early learning provider must return a copy of the completed FLCA to the department after corrective action has been completed and by the date indicated. Weight #1</p>	<p>Licensing Status</p> <p>Facilities must be in good standing with licensing in order to participate in Early Achievers. Good standing is defined as having a non-expiring license that is not suspended, revoked or on probationary status.</p>	<p>Program Monitoring</p> <p>The State ECEAP Office will monitor each contractor's compliance with the ECEAP Contract and ECEAP Performance Standards regularly.</p> <p>The Contractor will complete and submit a compliance agreement when out-of-compliance with the ECEAP Contract including the Performance Standards. Upon approval of the compliance agreement by the department's ECEAP office, the Contractor will resolve all out-of-compliance issues as outlined in the Compliance Agreement.</p> <p>Contractors must maintain documentation of Compliance Agreements.</p>
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(3) An early learning provider may request a supervisory review regarding the violation of laws or rules within ten calendar days of the violation being identified on the FLCA. Weight #1</p> <p>(4) A FLCA is not subject to appeal under chapter 170-03 WAC (DEL hearing rules). Weight NA</p> <p>(5) In an enforcement action against an early learning program or provider, the provider has the right to:</p> <ul style="list-style-type: none"> (a) Refuse to accept or sign a FLCA. (b) Refuse to agree to a probationary license. Weight NA <p>(6) If an early learning provider refuses a FLCA or probationary license, this may result in one of the following enforcement actions:</p> <ul style="list-style-type: none"> (a) Modification of the license; (b) Non-continuation of a non-expiring license; (c) Suspension of the license; (d) Revocation of the license; or (e) Civil penalties. <p>Weight NA</p> <p>(1) The department may place an early learning provider on no referral status, pursuant to RCW 43.215.300(4), in addition to or in lieu of an enforcement action under this chapter. Weight NA</p> <p>(8) A probationary license may be issued to an early learning provider or program operating under a non-expiring license as part of a corrective action plan. Prior to issuing a</p>		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>probationary license, the department must refer the program or provider for technical assistance, pursuant to RCW 43.215.290(2). Weight NA</p> <p>(9) A department decision to issue a probationary license is based on an early learning program or providers':</p> <ul style="list-style-type: none"> (a) Negligent or intentional noncompliance with the licensing rules; (b) History of noncompliance with licensing rules; (c) Current noncompliance with licensing rules; (d) Fire safety inspection or health/sanitation inspection report that failed to gain approval; (e) Use of unauthorized space for child care; (f) Inadequate supervision of children; (g) Understaffing for the number of children in care; (h) Noncompliance with requirements addressing children's health, proper nutrition, discipline, emergency medical plan, sanitation or personal hygiene practices; and (i) Any other factors relevant to the specific situation and consistent with the intent or purpose of chapter 43.215 RCW. Weight NA <p>(10) When the department issues a probationary license, the early learning provider must:</p> <ul style="list-style-type: none"> (a) Provide notice of the probationary license and a copy of the department's probationary licensing agreement to the parents and guardians of enrolled 		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>children within five business days of receiving the probationary license;</p> <p>(b) Provide documentation to the department that parents or guardians of enrolled children have been notified within ten business days of receiving the probationary license;</p> <p>(c) Inform new parents or guardians of the probationary status before enrolling new children into care;</p> <p>(d) Post documentation of the approved written probationary license as required by RCW 43.215.525; and</p> <p>(e) Return the early learning program’s non-expiring license to the department. Weight #1</p> <p>170-300-0441 Department action scoring approach.</p> <p>170-300-0442 Compliance and enforcement actions.</p> <p>170-300-0443 Enforcement actions, notice, and appeal.</p>		
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Proposed WAC	Proposed Early Achievers	Proposed ECEAP
<p>170-300-0450 Parent or guardian handbook.</p> <p>(1) An early learning provider must provide to each parent or guardian written policies regarding the early learning program implementation. Each enrolled child’s file must have signed</p>	<p><i>Progression from WAC 170-300-0450</i></p> <p>An early learning provider may demonstrate quality by providing the following policies and documentation of evidence across standard areas:</p> <p>Policies</p>	<p><i>Previous Performance Standard A-12 Non-Discrimination is deleted, as it is covered in WAC 170-300-0450</i></p>

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>documentation stating the parent or guardian reviewed these policies. Weight #4</p> <p>(2) An early learning provider must have and follow written policies, including:</p> <ul style="list-style-type: none"> (a) A non-discrimination statement. (b) A family engagement and partnership communication plan including: <ul style="list-style-type: none"> (i) How the parent or guardian may contact the provider with questions or concerns. (ii) How the provider will communicate with the parent or guardian about their child’s progress or concerns regarding their child at least twice per year. (iii) How the provider will work with the parent to support the child’s development including developmental screening resources. (iv) How children’s individual needs will be met if the Licensee is absent. (v) Parent or guardian’s permission for photography, videotaping, or surveillance of his or her child. (c) Food service practices including guidelines for food brought from home. (d) No smoking, vaping, alcohol use or illegal drug use permitted on the premises for center based care. (e) No smoking, vaping or alcohol use permitted on the premises in licensed space during child care hours in family homes. 	<ul style="list-style-type: none"> • Policy in place to partner with parents to ensure that each child receives a developmental screening within 45 calendar days of child's enrollment using a valid and reliable tool. Thereafter, screening will be conducted yearly for children 3-5 years of age and according to the recommendations of the American Academy of Pediatrics for children ages birth to three. (<i>Child Outcomes</i>) • Policy in place indicating that child assessments are conducted at least three times a year for each child (<i>Child Outcomes</i>) • Policy in place to provide parents with kindergarten readiness information (<i>Child Outcomes</i>) • Policy in place showing that the program provides kindergarten teacher with child assessment information (<i>Child Outcomes</i>) • Program has a no expulsion policy or children the program may ask to leave are supported through the transition with at least three of the following supports: <ul style="list-style-type: none"> -Parent meetings to discuss challenges -Visits to other programs -Expert evaluations -Documentation of challenges (<i>Interactions and Curriculum</i>) • Policy in place requiring lead teaching staff to engage in formal mentoring at least monthly (<i>Professional Development</i>) <p>Evidence</p> <ul style="list-style-type: none"> • Evidence that screening results and next steps are shared with parents(<i>Child Outcomes</i>) 	
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(f) No illegal drug use permitted on the premises for family home based care.</p> <p>(g) Infection control methods, including:</p> <ul style="list-style-type: none"> (i) Handwashing and hand sanitizers; and (ii) Cleaning and sanitizing, or cleaning and disinfecting procedures including the methods and products used. <p>(h) Medical plan, including:</p> <ul style="list-style-type: none"> (i) When a child is too ill to be at the early learning program; (ii) What occurs if a child becomes sick at the early learning program; (iii) Medication management including storage and documenting when medication is given; (iv) Notice if medication administration is not offered at the early learning program. (v) Injury or medical emergency response and reporting. (vi) Excluding from the program or separating a child with a contagious disease from other children. <p>(i) Infant and toddler care, covering:</p> <ul style="list-style-type: none"> (i) Diapering procedures; (ii) Feeding procedures; (iii) Toilet training procedures; and (iv) Child sleep pattern procedures. <p>(j) Program philosophy on how children learn, develop and how this philosophy is implemented in the early learning program.</p>	<ul style="list-style-type: none"> • Evidence that all Lead Teachers are trained and reliable on TSG or aligned assessment (<i>Child Outcomes</i>) • Evidence that results of child assessments are shared with parents three times per year (<i>Child Outcomes</i>) • Evidence is found that individualized goals are in place for all children based on IEP/IFSP or assessment information (<i>Child Outcomes</i>) • Evidence that individualized goals are implemented for all children • Evidence that kindergarten registration information is sent to families (<i>Child Outcomes</i>) • Evidence that lead teaching staff/FCC owner have training on the curriculum that they are using (<i>Interactions and Curriculum</i>) • Evidence that the planning schedule is followed and teaching team (e.g., FCC primary educator and assistant) plans for at least 1 hour a week when not responsible for children and they document the who, what, and when of their planning sessions (<i>Interactions and Curriculum</i>) • Evidence that the expulsion policy is implemented using at least 3 supports (<i>Interactions and Curriculum</i>) • Evidence that facility Strengthening Families plan of action is continuously updated and improved: Feedback is dated within 6 months from the plan of action date (<i>Family Engagement</i>) • Evidence that program shares information about community based programs (<i>Family Engagement</i>) 	
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<ul style="list-style-type: none"> (k) Child guidance plan, including restraint policy and forbidding corporal punishment in the early learning program. (l) Expulsion policy and procedures. (m) Early learning program staff-to-child ratio and assigned classroom, if applicable. (n) If the early learning program provides the following, they must include a policy for each that applies to their program: <ul style="list-style-type: none"> (i) Care for children with specific or special needs, agreed to and signed by parent or guardian; (ii) Caring for and teaching dual language learners; (iii) Religious and cultural activities and how holidays will be celebrated in the program; (iv) Transportation and off site field trips; (v) Pets and animals; (vi) The potential health risks of pets and animals; (vii) Water activities; (viii) Overnight care; and (ix) How weapons on the premises are secured. (o) For infant care, safe sleep guidelines and requirements. (p) Program hours of operation to include closure dates and holiday observances. (q) Enrollment and termination requirements. (r) Fee and payment plan. 		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<ul style="list-style-type: none">(s) Sign in and sign out requirements.(t) Information required for the child’s file including:<ul style="list-style-type: none">(i) The importance and plan for keeping the information current;(ii) Plan to keep the child’s information confidential; and(iii) Who may legally access the child’s information.(u) Child’s kindergarten transition plan, if applicable.(v) What parent’s must supply for their child. For example, extra clothing or diapers.(w) Permission for parent’s free access to all areas of the early learning program during business hours.(x) Termination of services policy and procedures.(y) Emergency preparedness plan including:<ul style="list-style-type: none">(i) Where the provider will take children if required to evacuate and how the parent’s will be able to make contact; and(ii) Steps the provider will take if an emergency prevents the parents from getting to the early learning program.(z) The provider’s duty to protect children and report incidents.(aa) Suspected child abuse, neglect, sexual abuse, or maltreatment reporting requirements for all staff and volunteers.		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(bb) Description of where the parent may find and review the early learning program's:</p> <ul style="list-style-type: none"> (i) Emergency preparedness plan; (ii) Health policy; and (iii) Staff policies, if applicable. <p>(cc) Consistent care policy.</p> <p>(dd) Pesticide policy.</p> <p>(ee) Menus.</p> <p style="color: red;">Weight #5</p>		
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Proposed WAC	Proposed Early Achievers	Proposed ECEAP
<p>170-300-0455 Attendance records. (1) An early learning provider may keep a child in care up to a maximum of ten hours each day. If needed, the maximum time may be extended based upon the parent or guardian's typical work, an agreed upon alternate schedule, or travel to and from the early learning program. Weight #1</p> <p>(2) An early learning provider must keep daily attendance records, either in paper or electronic format, for each child (including the children of staff in the program). These records must be available for department review at all times and must clearly document:</p> <ul style="list-style-type: none"> (a) The name of the child; (b) The date of care; 	<p>None</p>	<p>Attendance <i>Progression from WAC 170-300-0455</i></p> <p>Contractors must:</p> <ul style="list-style-type: none"> • Retain records of children's attendance in ECEAP classes for at least three years after a child exits ECEAP. • Ensure that children are enrolled in classes for which they are available to attend each session with the exception of temporary absences due to illness or other reasons communicated by families -as they occur. • Implement strategies to promote attendance by, at minimum: <ul style="list-style-type: none"> • Informing families of the benefits of regular attendance. • Supporting families to promote each child's regular attendance.

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(c) Child arrival and departure times from the early learning program;</p> <p>(d) Signature of parent or other authorized person at time of arrival and departure; and</p> <p>(e) Time of departure and return to the early learning program, and a staff signature, when the child leaves the early learning program to attend school or participate in offsite activities authorized by the parent or other authorized person.</p> <p style="color: red;">Weight #5</p> <p>(3) An early learning provider must keep daily attendance records on paper or in an electronic format. The attendance record must list the specific staff, staff assigned to care for children with special needs or circumstances one-on-one, and volunteers who count in staff-to-child ratio. The attendance record must clearly document:</p> <p>(a) The name of staff, one-on-one care staff, or volunteer;</p> <p>(b) The number of children in classrooms and staff-to-child ratio, if applicable;</p> <p>(c) The date; and</p> <p>(d) Start and end times of assigned staff.</p> <p style="color: red;">Weight #1</p> <p>(4) If the attendance records are kept electronically, the electronic system must:</p> <p>(a) Record either an electronic signature, swipe card, personal identification number (PIN), biometric reader, or</p>		<ul style="list-style-type: none"> • Meeting with parents if a child has multiple unexplained absences or is at risk of missing ten percent of class days per year, to provide support and address obstacles to attendance. • Making efforts to re-engage families if a child stops attending. However, if the child's attendance does not resume, the Contractor must consider the slot vacant and offer it to a family on the waiting list. <ul style="list-style-type: none"> • Establishing a maximum number of days a family can plan to be out of the area before the slot is considered vacant and offered to a family on the waiting list. This maximum must meet family needs while upholding the ECEAP requirement to fill a vacant slot within 30 calendar days located in the standard, Maintaining Enrollment.¹ <p>To support regular attendance of children experiencing homelessness, contractors must prioritize removing transportation as a barrier for families. Strategies may include:</p> <ul style="list-style-type: none"> • collaborating with a school district; • coordinating car pools with other families; • providing bus passes for public transportation; • engaging with community partners; or
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¹ Requirement added based on the need to individualize the needs of families while meeting ECEAP requirements.

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>similar action by the parent or authorized person when signing the child in or out of care;</p> <p>(b) Ensure the authenticity, confidentiality, integrity, security, accessibility, and protection against disproof of the electronic records;</p> <p>(c) Be able to produce an authentic, verifiable and uniquely identified written record for each transaction;</p> <p>(d) Be able to authenticate (prove the identity of) the sender of the record and ensure that the electronic record has not been altered;</p> <p>(e) Be able to capture an electronic record for each transaction conducted;</p> <p>(f) Be able to retain the electronic record in an accessible form for their legal minimum retention period;</p> <p>(g) Be able to search and retrieve electronic records in the normal course of business; and</p> <p>(h) Be able to perform in an accurate, reliable, and consistent manner in the normal course of business.</p> <p style="color: red;">Weight #1</p> <p>(5) Electronic attendance records must contain information necessary to reproduce the entire electronic record and associated signatures in a form that permits a person viewing or printing the entire electronic record to verify:</p> <p>(a) The contents of the electronic record.</p>	<p style="text-align: center;"> <ul style="list-style-type: none"> • offering a temporary alternative attendance plan. </p> <p>If Contractors have exhausted their strategies and transportation is still a barrier, they are encouraged to contact the state ECEAP office for technical assistance.²</p> <p>Contractors must document their efforts of supporting regular attendance in ELMS.</p> <p><u>Program Planning</u></p> <p>If a Contractor's total monthly average daily attendance rate falls below 85 percent, they must:</p> <ul style="list-style-type: none"> • Evaluate the causes of absenteeism to identify any systematic issues that contribute to the absentee rate. <p>Use this data to plan and implement changes to improve attendance rates.</p>
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² Requirement added based on the need to individualize the needs of families while meeting ECEAP requirements. This also aligns with Head Start’s Attendance Policy 1302.16(c)(2)

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(b) The method used to sign the electronic record.</p> <p>(c) The person signing the electronic record.</p> <p>(d) The date signatures were executed.</p> <p style="color: red;">Weight #1</p> <p>(6) An early learning provider must be in compliance with attendance record requirements of WAC 170-290. Weight #1</p>		
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Proposed WAC	Proposed Early Achievers	Proposed ECEAP
<p>170-300-0460</p> <p>Child records.</p> <p>(1) An early learning provider must keep current individualized enrollment and health records for all children. A child's records must be kept in a confidential manner in licensed space, and accessible in an emergency. A child's parent or guardian must be allowed access to all records for his or her own child. Weight #5</p> <p>(2) Each child's enrollment and health record must be available to staff when needed for medical administration or emergencies. Weight #7</p> <p>(3) An enrollment record is required for every child who is enrolled and counted in an early learning program's capacity including children of early learning providers in family home early learning programs. Weight #5</p>	<p><i>Progression from WAC 170-300-0460</i></p> <p>Parent Consent Children of parents who do not give consent may still be in attendance during the data collection visit. Data collectors will not review any information specific to children who are not consented. Files of any non-consented children should be removed or marked in some way (such as a sticky note) prior to your data collection visit.</p> <p>Recordkeeping</p> <p>The following records must be kept on-site by facilities:</p> <ul style="list-style-type: none"> • All signed agreements, including the Early Achievers Participation Agreement and the Early Achievers Services Agreement. 	<p><i>Progression from WAC 170-300-0460(1)</i></p> <p>Confidentiality Contractors must write a policy to:</p> <ul style="list-style-type: none"> • Securely store all family records, hard copy or electronic, and keep them confidential. • Obtain signed release of information forms before sharing confidential child or family information with individuals or providers outside the ECEAP contractor, sub-contractor, or DEL unless required to share information by court order. <p>Health Records <i>Progression from WAC 170-300-0460</i></p> <p>For purpose of recording keeping ECEAP contractors must also keep:</p> <ul style="list-style-type: none"> • Fully completed health sections of ELMS.

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(4) Each child's enrollment record must include the following:</p> <ul style="list-style-type: none"> (a) The beginning and end enrollment date for children no longer in the early learning program's care; (b) The child's birth date; (c) An enrolled child's parent or guardian information including name, phone numbers, address, and contact information for reaching the family while the child is in care; (d) Names, phone numbers, and addresses of persons authorized to pick up enrolled children; (e) Emergency contacts. If no emergency contact is available, a written and signed emergency contact plan may be accepted; (f) A plan for special or individual needs of the child, including parent or guardian signature, pursuant to WAC 170-300-0300; (g) Signed parent or guardian permissions, pursuant to WAC 170-300-0450 as applicable for: <ul style="list-style-type: none"> (i) Field trips; (ii) Transportation; (iii) Bathing; (iv) Water activities including swimming pools or other outdoor bodies of water; and (v) Photo, video, or surveillance activity. Weight #6 	<ul style="list-style-type: none"> • All receipts, records and documentation of use of QI Awards (must be kept on-site for seven years). • All parent/guardian consents for children to participate in evaluation. <p>DEL and CCA of WA reserve the right to request and review records pertaining to participation in order to verify enrollment, use of funds, or adherence to the Operating Guidelines at any time.</p>	<ul style="list-style-type: none"> • A paper or electronic copy of dental screening results. • A paper or electronic copy of well-child examination results.
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(5) A health record is required for every child who is enrolled and counted in an early learning program’s capacity and must include:</p> <ul style="list-style-type: none"> (a) An immunization record, pursuant to WAC 170-300-0210(1). (b) The child's health history including any known health conditions and the child’s Individual Care Plan; (c) A medication authorization and administration log, pursuant to WAC 170-300-0215, if applicable; (d) Documentation of special medical procedure training by parent or guardian, if applicable; (e) Medical and dental care provider names and contact information if the child has providers. If the child has no medical or dental provider, the parent or guardian must provide a written plan for medical or dental injury or incident; (f) Dates of the child’s last annual physical exam and dental exam; (g) Consent to seek medical care and treatment of the child in the event of injury or illness, signed by the child's parent or guardian; (h) Signed parent or guardian permission for visiting health professionals providing services to the child at the early learning program; (i) An illness, incident, or injury report that includes: <ul style="list-style-type: none"> (i) The date of the child’s illness, incident, or injury; (ii) Treatment provided to the child while in care; 		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(iii) The names of the early learning program staff providing the treatment; and</p> <p>(iv) Evidence that a copy of the illness, incident, or injury report was supplied to the child’s parent or guardian. Weight #6</p> <p>(6) An early learning provider must provide a copy of the parent handbook to the parent or guardian of each enrolled children. The provider must document the parent or guardians’ receipt of the parent handbook and keep this documentation in each child’s file along with the following, if applicable:</p> <ul style="list-style-type: none"> (a) A parent or guardian approved plan for use of physical restraint and evidence of parental notification, pursuant to WAC 170-300-0490; (b) Any expulsion information, documentation, and steps taken to avoid expulsion; (c) Termination of services documentation and communication; and (d) Notification of child developmental screening information given to the child’s parent or guardian. <p style="color: red;">Weight #5</p>		
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Proposed WAC	Proposed Early Achievers	Proposed ECEAP
Adopted Permanent Rule 170-300-0465 Retaining facility and program records.		

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(1) An early learning provider must keep all records required in this chapter for a minimum of five years unless otherwise indicated. Weight #1</p> <p>(2) All records from the previous twelve months must be kept in the licensed space and be immediately available for the department or other state agency's review. Immediately accessible records include:</p> <ul style="list-style-type: none">(a) Child records;(b) Staff records; and(c) Attendance records. Weight #4 <p>(3) Records older than twelve months must be provided within two weeks of a written request by the department. Weight #1</p> <p>(4) An early learning provider must keep the following records available for department review:</p> <ul style="list-style-type: none">(a) A non-discrimination policy;(b) Strengthening Families Program Self-Assessment, or an equivalent assessment;(c) Furniture, sleep, and play equipment forms and specifications;(d) Chromatid copper arsenate test results, if applicable;(e) Annual fire inspection by qualified fire professional;(f) Annual inspection of chimney, wood stove and fireplace;		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<ul style="list-style-type: none">(g) Monthly inspection to identify fire hazards and elimination of such hazards;(h) Monthly testing of smoke and carbon monoxide detectors;(i) Monthly fire extinguisher inspection and annual maintenance;(j) Menus (six months) pursuant to CACFP;(k) Food temperature logs pursuant to CACFP;(l) Child incident and illness logs;(m) Medication administration logs;(n) Vaccination records for pets or animals housed at the early learning program;(o) Lead and copper testing results;(p) Private well and septic systems inspection and testing results, if applicable;(q) Center or family home cleaning schedule;(r) Alternative cleaning, sanitizing, and disinfecting products;(s) Cleaning log for large area rugs or carpets;(t) Pesticide use (seven years);(u) Monthly site visit from nurse consultant, if applicable;(v) Tacoma smelter inspection results, if applicable;(w) Restraint and expulsion policy;		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<ul style="list-style-type: none"> (x) Daily schedule; (y) Curriculum planning time; (z) Parent or guardian handbook; (aa) Documents from department visits (inspections, monitoring, compliance agreements, and safety plans); (bb) Waivers or variances from department rules, if applicable; (cc) Written emergency preparedness plan and drills; (dd) Transportation policy; (ee) Car insurance policy; (ff) Termination of services policy; (gg) Consistent care policy; and <p>Health policy. Weight #1</p>		
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Proposed WAC	Proposed Early Achievers	Proposed ECEAP
<p>170-300-0470 Emergency preparedness plan. (1) An early learning provider must have and follow a written emergency preparedness plan. The plan must be reviewed and approved by the department prior when changes are made. Emergency preparedness plans must:</p> <ul style="list-style-type: none"> (a) Be designed for response to fire, natural disasters, and other emergencies relevant to disasters that might occur in the location of the early learning program. 		<p>ECEAP Standard eliminated. This is covered in WAC 170-300-0470</p>

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<ul style="list-style-type: none"> (b) Be specific to the early learning program and able to be implemented during hours of operation. (c) Address what the provider would do if he or she has an emergency and children are potentially left unsupervised. (d) Address what the early learning program must do if parents are not able to get to their children for up to three days. (e) Follow requirements in chapter 212-12 WAC (Fire Marshal Standards) and the State Fire Marshal’s office requirements, if a center early learning program. (f) Be reviewed at program orientation, annually with all early learning program staff with documented signatures, and when the plan is updated. (g) Be reviewed with parents or guardians when a child is enrolled and when the plan is updated. (h) Be updated as needed by the provider and submitted to the department for approval. Weight #5 <p>(2) The written emergency preparedness plan must cover at minimum:</p> <ul style="list-style-type: none"> (a) Disaster plans, including fires that may require evacuation: <ul style="list-style-type: none"> (i) An evacuation floor plan that identifies room numbers or names of rooms, emergency exit pathways, emergency exit doors, and for family home based 		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>programs, emergency exit windows if applicable;</p> <p>(ii) Methods to be used for sounding an alarm and calling 911;</p> <p>(iii) Actions to be taken by a person discovering an emergency;</p> <p>(iv) How the early learning provider will evacuate children, especially those who cannot walk independently. This must include infants in cribs with wheels (for center early learning programs), children with disabilities, functional needs requirements, or other special needs;</p> <p>(v) Where the alternate evacuation location is;</p> <p>(vi) What to take when evacuating children, including:</p> <ul style="list-style-type: none"> (A) First-aid kit(s); (B) Copies of emergency contact information; (C) Child medication records; and (D) Individual children's medication, if applicable; <p>(vii) How the provider will maintain the required staff-to-child ratio and account for all children;</p> <p>and</p> <p>(viii) How children will be reunited with their parents or guardians after the event.</p> <p>(b) Earthquake procedures including:</p> <ul style="list-style-type: none"> (i) What a provider will do during an earthquake; 		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(ii) How a provider will account for all children; and</p> <p>(iii) How a provider will coordinate with local or state officials to determine if the licensed space is safe for children after an earthquake.</p> <p>(c) Active shooter scenarios where an individual at or near an early learning program is harming or attempting to harm others with or without a weapon. This plan must include lockdown of the early learning program or shelter-in-place steps including:</p> <p style="padding-left: 20px;">(i) How doors and windows will be secured to prevent access, if needed; and</p> <p style="padding-left: 20px;">(ii) Where children will safely stay inside the early learning program; and</p> <p>(d) How parents and guardians will be contacted after the emergency ends.</p> <p>Weight #5</p> <p>(3) An early learning provider must keep on the premises a three day supply of food, water, and medication for the enrolled number of children and current staff for use in a disaster, lockdown, or shelter-in-place event. Weight #5</p> <p>(4) An early learning provider must practice and record emergency drills with staff and children as follows:</p> <p style="padding-left: 20px;">(a) Fire and evacuation drill: once each calendar month in compliance with WAC 170-300-0166;</p>		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(b) Earthquake, lockdown, or shelter-in-place drill: once every three calendar months;</p> <p>(c) Emergency drills must be conducted with a variety of staff and at different times of the day including in the evening and overnight hours for early learning programs that care for children during those hours; and</p> <p>(d) Record of drills must be completed on a department form (found at https://del.wa.gov/providers-educators/publications-forms-and-research/licensing-forms-and-documents-providers) and include:</p> <ul style="list-style-type: none"> (i) The date and time of the drill; (ii) The staff who participated; (iii) The number of children who participated; (iv) The length of the drill; and (v) Notes about how the drill went and how it could be improved. Weight #6 <p>(5) In areas where local emergency plans are already in place, such as school districts, early learning programs may follow such procedures in developing their own plan. Weight NA</p>		
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Proposed WAC	Proposed Early Achievers	Proposed ECEAP
170-300-0475 Duty to protect children and report incidents.		ECEAP Standard eliminated. This is covered in WAC 170-300-0475

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(1) An early learning provider must protect enrolled children from child abuse, neglect, maltreatment, or exploitation as defined in chapter 26.44 RCW while in care. Weight #8</p> <p>(2) An early learning provider must report by phone the following to:</p> <p style="padding-left: 20px;">(a) DSHS children’s administration intake (Child Protective Services) or law enforcement at the first opportunity, but in no case longer than 48 hours, pursuant to RCW 26.44.030 and .040, and to the department:</p> <p style="padding-left: 40px;">(i) The death of a child while in the early learning program’s care or the death from injury or illness that may have occurred while the child was in care;</p> <p style="padding-left: 40px;">(ii) A child’s attempted suicide or talk about attempting suicide;</p> <p style="padding-left: 40px;">(iii) Any suspected physical, sexual or emotional child abuse;</p> <p style="padding-left: 40px;">(iv) Any suspected child neglect, child endangerment, or child exploitation;</p> <p style="padding-left: 40px;">(v) A child’s disclosure of sexual or physical abuse; or</p> <p style="padding-left: 40px;">(vi) Inappropriate sexual contact between two or more children.</p> <p style="padding-left: 20px;">(b) Emergency Services (911) immediately, and to the department within 24 hours:</p> <p style="padding-left: 40px;">(i) A child is missing from care, as soon as staff realize the child is missing;</p> <p style="padding-left: 40px;">(ii) Medical emergency (injury or illness) that requires immediate</p>		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>professional medical care;</p> <p>(iii) A child is given too much of any oral, inhaled or injected medication, or a child took or received another child’s medication;</p> <p>(iv) Fire and other emergencies;</p> <p>(v) Poisoning or suspected poisoning; or</p> <p>(vi) Other dangers or incidents requiring emergency response.</p> <p>(c) Washington Poison Center immediately after calling 911, and to the department within 24 hours:</p> <p style="padding-left: 20px;">(i) A poisoning or suspected poisoning;</p> <p style="padding-left: 20px;">(ii) A child was given too much of an oral, inhaled, or injected medication or a child has taken or received another child’s medication.</p> <p style="padding-left: 20px;">(iii) The provider must follow any directions provided by Washington Poison Center.</p> <p>(d) Local health jurisdiction or DOH immediately, and to the department within 24 hours:</p> <p style="padding-left: 20px;">(i) An occurrence of food poisoning or reportable contagious disease as defined in chapter 246-101 WAC;</p> <p style="padding-left: 20px;">(ii) A person excluded from the early learning program by the health department or local health officer on the basis of a diagnosis may not return to the early learning program until approved to do so by the local health officer.</p>		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(e) The department at the first opportunity, but in no case longer than 24 hours, upon knowledge of any person required by chapter 170-06 WAC to have a change in their background check history due to:</p> <ul style="list-style-type: none">(i) A pending charge or conviction for a crime listed in WAC 170-06;(ii) An allegation or finding of child abuse, neglect, maltreatment or exploitation under chapter 26.44 RCW or chapter 388-15 WAC;(iii) An allegation or finding of abuse or neglect of a vulnerable adult under chapter 74.34 RCW; or(iv) A pending charge or conviction from outside Washington state consistent with or the same crime listed in the Director’s List in chapter 170-06 WAC, or “negative action” as defined in RCW 43.215.010 <p>(f) The department who the next responsible and qualified person is for the operation of the early learning program if the primary person has an emergency absence, serious illness, or incapacity. Weight #8</p> <p>(3) In addition to reporting to the department by phone or e-mail within 24 hours, an early learning provider must also submit a written incident report on a department form (found at https://del.wa.gov/providers-educators/publications-forms-and-research/licensing-forms-and-documents-providers) within 48 hours for:</p>		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(a) Situations that required an emergency response from Emergency Services (911), Washington Poison Center, or DOH;</p> <p>(b) Situations that occur while children are in care that may put children at risk including, but not limited to, inappropriate sexual touching, neglect, physical abuse, maltreatment, or exploitation; and</p> <p>(c) A serious injury to a child in care. “Serious injury” means:</p> <ul style="list-style-type: none"> (i) Injuries resulting in overnight hospital stay; (ii) Severe neck or head injury; (iii) Choking/unexpected breathing problems; (iv) Severe bleeding; (v) Shock or acute confused state; (vi) Unconsciousness; (vii) Chemicals in eyes, on skin, or ingested in the mouth; (viii) Near-drowning; (ix) Broken bone; (x) Severe burn requiring professional medical care; (xi) Poisoning; and (xii) Medication overdose. <p style="color: red; text-align: center;">Weight #7</p> <p>(4) An early learning provider must immediately report to the parent or guardian of a child:</p> <ul style="list-style-type: none"> (a) That child’s death, serious injury, need for emergency or poison services; 		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(b) An incident involving that child which was reported to the local health district or DOH;</p> <p>(c) If the provider fails to give that child authorized medication; or</p> <p>If that child has an allergic reaction, pursuant to WAC 170-300-0186. Weight #6</p>		
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Proposed WAC	Proposed Early Achievers	Proposed ECEAP
<p>170-300-0480 Transportation and off-site activity policy.</p> <p>(1) An early learning provider must have and follow a transportation and off-site activity policy for personal or public transportation service, or non-motorized travel offered to children in care. Weight #6</p> <p>(2) The transportation and off-site activity policy must include:</p> <p style="margin-left: 20px;">(a) Routine trips, which must be:</p> <p style="margin-left: 40px;">(i) Kept to a minimum timeframe; and</p> <p style="margin-left: 40px;">(ii) Must not exceed two hours of transportation per day for any individual child.</p> <p style="margin-left: 20px;">(b) Written parent or guardian authorization to transport the parent or guardian’s child. The written authorization may be:</p> <p style="margin-left: 40px;">(i) For a specific event and date;</p> <p style="margin-left: 40px;">(ii) For a specific type of trip (for example, transporting to and from</p>		<p><i>Progression from WAC 170-300-0480(4)</i></p> <p>Transportation Transportation is an optional ECEAP service.</p> <p>When ECEAP children are served by school district bus service, transportation is regulated by OSPI minimum standards.</p>

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>school, or transporting to and from a field trip); or</p> <p>(iii) For a full range of trips a child may take while in the early learning provider’s care.</p> <p>(c) A written notice to parents or guardians, to be given at least 24 hours before trips are taken.</p> <p style="color: red;">Weight #5</p> <p>(3) During travel to an off-site activity, an early learning provider must:</p> <p>(a) Have the health history, appropriate medication (if applicable), emergency information, and emergency medical authorization forms accessible for each child being transported;</p> <p>(b) Have a phone to call for emergency help;</p> <p>(c) Have a complete first aid kit, pursuant to WAC 170-300-0230;</p> <p>(d) Maintain the staff-to-child ratio, mixed groupings, and supervision requirements;</p> <p>(e) Have at least one staff member currently certified in First Aid and CPR supervise children;</p> <p>(f) Take attendance each time children begin and end travel to an off-site activity; and</p> <p>(g) Never leave children unattended in the vehicle. Weight</p> <p style="color: red;">#7</p>		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(4) When an early learning provider supplies the vehicle(s) to transport children in care, the program and provider must:</p> <ul style="list-style-type: none">(a) Follow chapter 46.61 RCW (Rules of the Road) and other applicable laws regarding child restraints and car seats;(b) Assure that the number of passengers does not exceed the seating capacity of the vehicle;(c) Maintain the vehicle in good repair and safe operating condition;(d) Maintain the vehicle temperature at a comfortable level to children;(e) Assure the vehicle has a current license and registration as required by Washington state transportation laws;(f) Assure the vehicle has emergency reflective triangles or other devices to alert other drivers of an emergency;(g) Assure the driver has a valid Washington state driver’s license for the type of vehicle being driven and a safe driving record for at least the last five years;(h) Assure the driver has no medical or other condition that would compromise driving, supervision, or evacuation capabilities;(i) Have a current insurance policy that covers the driver, the vehicle, and all occupants; and(j) Keep the vehicle locked when not in use. <p>Weight #7</p>		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

Proposed WAC	Proposed Early Achievers	Proposed ECEAP
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>170-300-0485 Termination of services policy.</p> <p>(1) An early learning provider may terminate a child’s early learning services due to a parent or guardian’s inability to meet expectations outlined in the early learning program contract. Reasons for terminating services include, but are not limited to:</p> <ul style="list-style-type: none">(a) Unpaid bills;(b) Continual late arrivals; or(c) A parent, guardian, or family member’s inappropriate or unsafe behavior in or near early learning program space. <p>Weight NA</p> <p>(2) When a parent or guardian is at risk of having their child’s services terminated, an early learning provider must:</p> <ul style="list-style-type: none">(a) Communicate this risk to the parent or guardian;(b) Document attempts to communicate the potential for terminating services; and(c) Keep this documentation in the child’s file. Weight #6 <p>(3) An early learning provider must establish and share with families a termination of services policy that includes:</p> <ul style="list-style-type: none">(a) The reasons and timelines for termination; and(b) Strategies used to communicate a risk of service termination. <p>Weight #5</p>		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

Proposed WAC	Proposed Early Achievers	Proposed ECEAP
<p>170-300-0490 Child restraint policy.</p> <p>(1) An early learning provider must have and follow a Child restraint policy that contains behavior management and practices, pursuant to section WAC 170-300-0335. Weight #6</p> <p>(2) A restraint policy must be:</p> <ul style="list-style-type: none"> (a) Appropriate for each child’s developmental level, abilities, language skills, and culture; (b) Directly related to the child’s behavior; and (c) Designed to be consistent, fair, and positive. Weight #6 <p>(3) An early learning provider must communicate to parents, guardians, and children in care what the Child restraint policy includes. Weight #5</p> <p>(4) Family Home Licensees, Directors, Assistant Directors, Program Supervisors, and Lead Teachers must be trained annually in the Child restraint policy. Weight #5</p> <p>(5) Only trained staff may restrain a child in care. Weight #6</p>		

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

Proposed WAC	Proposed Early Achievers	Proposed ECEAP
<p>170-300-0495 Consistent care policy. (1) An early learning program must have and follow a policy that promotes the consistent care of children. “Consistent care” means providing steady opportunities for children to build emotionally secure relationships by primarily interacting with a limited number of early learning program staff. Weight #1</p> <p>(2) When possible, an early learning provider must be assigned to work with a consistent group of children for much of the day with a goal of building long term, trusting relationships. Weight #1</p>		

Proposed WAC	Proposed Early Achievers	Proposed ECEAP
<p>170-300-0500 Health policy. (1) An early learning provider must have and follow a written Health policy reviewed and approved by the department. The Health policy must be reviewed by the department when updated as changes occur within this chapter, and as otherwise necessary. Weight #5</p> <p>(2) A center early learning program must have the Health policy reviewed, approved, and signed by:</p>		<p>Parent Consent Forms-Health <i>Progression from WAC 170-300-0500</i></p> <p>Contractors must obtain signed parent consent for:</p> <ul style="list-style-type: none"> • Vision, hearing, and height/weight screenings. <p>Signed forms must be kept confidential and accessible.</p>

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(a) A health care professional with prescriptive authority; or</p> <p>(b) A currently licensed Registered Nurse who has a background in pediatric or family medicine.</p> <p style="color: red;">Weight #5</p> <p>(3) An early learning program’s Health policy must meet the requirements of this chapter including, but not limited to:</p> <p>(a) A prevention of exposure to blood and body fluids plan;</p> <p>(b) Meals, snacks, and food services;</p> <p>(c) Handwashing and hand sanitizer use policy;</p> <p>(d) Screening children for illness daily;</p> <p>(e) Exclusion of ill children, staff, or any other person in the program space;</p> <p>(f) Contagious disease notification;</p> <p>(g) Exclusion and return of a person diagnosed with a notifiable condition;</p> <p>(h) Injury treatment and reporting;</p> <p>(i) Immunization tracking;</p> <p>(j) Medication management, including, but not limited to:</p> <p style="padding-left: 20px;">(i) How the program will make reasonable accommodations and give medication to a child that has a condition protected by the ADA, to include Individual Care Plans with the health care provider and parent or guardian signature for chronic and life threatening conditions;</p> <p style="padding-left: 20px;">(ii) How medication administered to children will be documented on</p>		<p>Health Advisory Committee</p> <p>Contractors must establish a Health Advisory Committee (HAC) to provide input on:</p> <ul style="list-style-type: none"> • Implementation of ECEAP health services. • Health, safety, and nutrition policies. • Health education programming for children and families. • Specific emergent health issues. <p>The HAC must:</p> <ul style="list-style-type: none"> • Be composed of current ECEAP parents, staff and local health professionals. • Include members who reflect the various cultures in the community such as tribal, families whose primary language is not English, LGBTQ, and persons with disabilities. • Provide opportunities for parent empowerment and leadership skill development. • Meet at least once each year and more often as community health or ECEAP needs arise. • Meet at times convenient for ECEAP families and local health professionals. <p>Contractors must maintain documentation of:</p> <ul style="list-style-type: none"> • Minutes of the meetings. • Roster of meeting participants.
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>a medication log, including documenting when a medication is not given as prescribed or as indicated on the medication authorization form;</p> <p>(iii) Medication authorization forms for prescription and non-prescription medication, which must include:</p> <ul style="list-style-type: none">(A) The child’s first and last name;(B) The name of the medication;(C) The dosage;(D) Start and stop dates;(E) Reason for the medication;(F) Instructions for administration;(G) Possible side effects; and(H) Parent or guardian signature. <p>(k) Medication storage, including how to safely store medication:</p> <ul style="list-style-type: none">(i) Consistent with directions on the medication label;(ii) To make it inaccessible to children;(iii) Separate from other personal or pet medication, and from cleaners and chemicals. <p>(l) Care for animals on the premises;</p> <p>(m) How general cleaning will be provided and how areas such as food contact surfaces, kitchen equipment, toys,</p>		<p>Neighboring ECEAP and/or Head Start programs may hold joint HAC meetings in order to minimize the impact on the time of local health professionals. Health coordination and topics for each ECEAP contractor must be included in the meetings and reflected in the minutes.</p>
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>toileting equipment, and laundry will be cleaned and sanitized;</p> <p>(n) Pest control policies;</p> <p>(o) Caring for children with special needs or health needs, including allergies, as listed in the child’s file; and</p> <p>(p) Daily tooth brushing routine and education.</p> <p>Weight #5</p>		
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Proposed WAC	Proposed Early Achievers	Proposed ECEAP
<p>170-300-0505</p> <p>Postings.</p> <p>An early learning provider must post the following so they are clearly visible to parents, guardians, and staff:</p> <p>(1) The child care license issued under this chapter; Weight #1</p> <p>(2) Floor plan with emergency routes and exits identified in each child care area; Weight #5</p> <p>(3) Dietary restrictions, known allergies and nutrition requirements for particular children; Weight #5</p> <p>(4) Handwashing practices; Weight #5</p> <p>(5) Diaper changing procedure, if applicable; Weight #5</p> <p>(6) Any pesticide treatment, if applicable; Weight #5</p>		<p><i>Progression from WAC 170-300-0505</i></p> <p>Administrative Postings</p> <p>ECEAP contractors must ensure the following items are also posted:</p> <ul style="list-style-type: none"> • Food handler’s cards for food preparation staff. • Menus.

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

<p>(7) Liability insurance coverage, if applicable, or lapse or termination of such coverage; Weight #1</p> <p>(8) Emergency procedures including, but not limited to the location of emergency medical information; Weight #5</p> <p>(9) Emergency numbers and information, including but not limited to:</p> <ul style="list-style-type: none"> (a) 911 or emergency services number; (b) Name, address and directions from the nearest arterial street or nearest cross street to the facility; (c) Washington poison center toll-free number; and (d) DSHS children’s administration intake (Child Protective Services) toll-free number. <p>Weight #6</p> <p>(10) A copy of a waiver or variance from a rule granted by the department, if applicable; Weight #1</p> <p>(11) A notice of safe sleep violation in the licensed space as required by WAC 170-300-0291(2), if applicable; and Weight #5</p> <p>(12) A notice of any current or pending enforcement action, if applicable. Notice must be posted:</p> <ul style="list-style-type: none"> (a) Immediately upon receipt; and <p>For at least two weeks or until the violation causing the enforcement action is corrected, whichever is longer. Weight #1</p>		
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

ECEAP-Specific Program Administration		
Proposed WAC	Proposed Early Achievers	Proposed ECEAP
		<p>Continuous Quality Improvement System Contractors must have a continuous quality improvement system to ensure compliance with all ECEAP requirements. This system must apply to direct services and to subcontractors.³ It must:</p> <ul style="list-style-type: none"> • Include monitoring at the class, site, subcontractor (if applicable), and contractor levels on a defined schedule. • Inform training and technical assistance delivered to staff at all levels. • Inform ongoing coaching supports. • Inform ECEAP program planning. • Include instructional leadership supports to drive improvement⁴ <p>Contractors must maintain documentation of:</p> <ul style="list-style-type: none"> • Data gathered during monitoring. • Follow-up on out-of-compliance issues. • Quality improvement activities.

³ Aligns with Caring for Our Children’s recommendation that, “Facility should ensure that any contracted services will comply with all applicable standards and state regulations.” This also aligns with the ECEAP Contract.

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<p>(Service Delivery Plan components have been embedded in other standards)</p> <p>Community Partnerships Contractors must build partnerships with their local community health, mental health, social service, child care, and education providers to:</p> <ul style="list-style-type: none"> • Collaborate on community assessments. • Support children and families in accessing services. • Support coordination of services for children and families. • Support child and family transition to kindergarten. • Provide opportunities for family empowerment, self-reliance, and leadership. <p>Contractors must maintain documentation of Partnership activities.</p> <p>Community Assessment Contractors must conduct a Community Assessment at least every five years⁵. The contractor must annually review and update the assessment to reflect any significant changes in community demographics and resources.⁶ The assessment process must involve families, staff and community partners.</p>
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⁵ Aligns with Head Start’s time line.

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<p>The assessment must document:</p> <ul style="list-style-type: none">• Where eligible children live, within the contractor’s service area.• Race, ethnicity, and home languages of eligible children.• Numbers of age-eligible children or families who are:<ul style="list-style-type: none">• Developmentally delayed or disabled.• In the child welfare system, including foster care.• In families that are homeless.• In families with low income.• In families where parents work as seasonal or migrant farmworkers.• In families in the military. <p>Contractors must analyze this assessment data with their community partners to determine the community capacity for ECEAP-eligible children and families to access services such as:</p> <ul style="list-style-type: none">• Education.• Medical, mental and oral health.• Nutrition.• Social services.
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<p>Contractors must use the community assessment to develop their:</p> <ul style="list-style-type: none">• Plan for delivering services that meet the needs of their community.• Philosophy and goals.• Recruitment strategies.• Culturally and linguistically responsive ECEAP services.• Site locations. <p>Contractors must maintain documentation of Community Assessment activities.</p> <p>Service Area Agreements</p> <p>Contractors must complete written and signed Service Area Agreements with each neighboring ECEAP contractor and Head Start grantee and submit the agreements to DEL ECEAP by the due date in the ECEAP Deliverables Calendar.</p> <p>The agreements must fully describe:</p> <ul style="list-style-type: none">• Service area boundaries for each party to the agreement, including specific areas for recruitment and enrollment of families for each party.• The process for referral of families between parties.• Plans for ongoing communication.• The process for problem resolution.
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<ul style="list-style-type: none">• Plans for collaborating with service area partners to ensure efficient use of state and community resources, when practical, for:<ul style="list-style-type: none">○ Developing community assessments.○ Coordinating work with community partners, including the Health Advisory Committee.○ Planning joint staff and parent training opportunities. <p>If collaboration is not practical for any of the above, service area agreements must state the reasons. If no agreement can be reached, the Contractors must send a description of their efforts and their understanding of service area boundaries to DEL.</p> <p>Contractors who are also Head Start grantees may combine their Head Start Memorandum of Understanding (MOU) and ECEAP Service Area Agreements into one document, providing they meet the requirements for both.</p> <p>Self-Assessment of ECEAP Compliance</p> <p>Contractors must conduct an annual assessment of compliance with ECEAP requirements using the ECEAP Self-Assessment tool. *Contractors must use current program data to complete the tool. Staff and parents must be included in this process.</p>
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<p>Contractors must submit this self-assessment to the State ECEAP Office by June 30 of each year.</p> <p>Contractors must maintain documentation of Self - Assessment activities.</p> <p>Administrative Policies and Procedures ⁷</p> <p>ECEAP Contractors must maintain the following written policies and procedures.</p> <ul style="list-style-type: none"> • Personnel (attendance, conduct, pay, benefits, professional development, and performance evaluation). • Personnel conflict resolution. • Community and parent complaint resolution. • Fiscal management. • Conflict of interest <p>Contractors must:</p> <ul style="list-style-type: none"> • Inform their staff and parents of these policies in writing. • Ensure the following documentation and any related data is accessible to DEL reviewers, whether electronic or paper. • Ensure subcontractors, if any, have all required ECEAP policies and procedures. <p>Parent Policy Council</p>
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⁷ These administrative policies and procedures are for the ECEAP contractor level, not the licensed site level.

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<p>Contractors must establish an ECEAP Parent Policy Council to support parent leadership development and empowerment. The Council works with the contractor to make decisions about ECEAP administration on topics such as:</p> <ul style="list-style-type: none">• Community assessment.• Self-assessment of ECEAP Compliance.• Program monitoring.• Complaint resolution.• Budget.• Program policies.• Recruitment of families. <p>The Council must:</p> <ul style="list-style-type: none">• Include current ECEAP parents as members.• Meet at least three times a year, or more often as needed.• Ensure council members serve no more than five consecutive years.• Meet at times conducive to family participation.• Be separate from an agency board of directors, parent education events, or fundraising committee. <p>Contractors must:</p> <ul style="list-style-type: none">• Support parent leadership of the Council.
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<ul style="list-style-type: none"> • Provide support and consultation at Council meetings. • Train Council members on the ECEAP Contract, ECEAP Performance Standards and contractor policies. <p>Contractors must maintain documentation of:</p> <ul style="list-style-type: none"> • Minutes of Council meetings. • Roster of meeting participants. <p>Contractors with other early learning programs may form joint Parent Policy Councils, as long as ECEAP parent participation and ECEAP business are included in the meetings and reflected in the minutes.</p> <p>Subcontracting</p> <p>Contractors may subcontract ECEAP services after receiving written approval from DEL for the subcontract.</p> <p>Contractors must:</p> <ul style="list-style-type: none"> • Have a written subcontract or interagency agreement that meets all the requirements in the current ECEAP contract. • Train subcontractor staff annually on ECEAP requirements and expectations. • Monitor subcontractors for compliance with the ECEAP contract, including ECEAP Performance Standards.
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<ul style="list-style-type: none"> • Provide technical assistance to subcontractor staff. • Maintain documentation of all training, technical assistance, monitoring and follow-up work with the subcontractor.⁸ <p>Free of Charge</p> <p>To ensure that all ECEAP families can fully participate, contractors must:</p> <ul style="list-style-type: none"> • Provide ECEAP services free-of-charge to enrolled families. • Refrain from requiring any family to contribute money, food, or supplies with a monetary value such as: <ul style="list-style-type: none"> ○ School uniforms, backpacks, gym sneakers, slippers, or graduation outfits or similar items. ○ Supplemental food, snacks, family events, and celebrations. <p>Contractors are encouraged to invite parents to volunteer time, but may not require it.</p> <p>Contractors may accept voluntary donations.</p> <p>Contractors may inform families of optional school events or activities such as field trips, school pictures, or fundraisers. Contractors are</p>
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⁸ Second bullet requires annual training to be more inclusive of contract updates. The fourth bullet is to ensure contractors are supporting subcontractors in meeting ECEAP requirements.

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<p>encouraged to remove monetary barriers to optional activities for ECEAP families.</p> <p>Stewardship of ECEAP Funds Contractors must immediately notify DEL of any suspicion of fraudulent use of ECEAP funds, including but not limited to:</p> <ul style="list-style-type: none">• An employee intentionally entering deceptive or false information into ELMS regarding:<ul style="list-style-type: none">○ Child eligibility criteria.○ Children’s actual start dates and last days in class.○ Class start or end dates.○ Services that were not actually provided.• A family providing false information in order to enroll in ECEAP. <p>Early Achievers Contractors must ensure that all sites actively participate in Early Achievers and comply with the Early Achievers Participant Operating Guidelines that are available on the DEL website at http://www.del.wa.gov/care/qris/participants.aspx.</p> <p>In addition, contractors must:</p> <ul style="list-style-type: none">• Attend at least one early Achievers Orientation.• Assign a primary contact and facility/site designee for Early Achievers at each site.• Use the Classroom Assessment Scoring System (CLASS) and Environment Rating
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<p>Scale (ERS) assessment to improve curriculum, learning environments and adult-child interactions.</p> <ul style="list-style-type: none">• Ensure each ECEAP site <u>without</u> a child care license rates a Level 4 or 5 in Early Achievers within 12 months of enrollment in Early Achievers.• Ensure each ECEAP site <u>with</u> a child care license rates a Level 4 or 5 within 18 months of starting ECEAP class for the first time at the site.• Ensure that sites rated below Level 4 comply with the Early Achievers Remedial Activities Policy.• Support sites with coaching and resources to attain or maintain a Level 4 or 5 rating. <p>Use of DEL Logo</p> <p>The Contractor must include the DEL or DEL ECEAP logo, provided by DEL, on ECEAP publications intended for an audience outside of the Contractor’s ECEAP program, such as marketing materials, recruitment flyers or annual reports. The full-color or black-and-white DEL or DEL ECEAP logo must appear in its entirety without modification.</p>
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

ECEAP Enrollment and Eligibility		
Proposed WAC	Proposed Early Achievers	Proposed ECEAP
		<p>Child Recruitment</p> <p>Contractors must conduct systematic recruitment throughout the year in their service area to:</p> <ul style="list-style-type: none"> • Identify potentially-eligible families most in need of ECEAP. • Reach culturally diverse populations. • Inform families about ECEAP services, in the predominate languages within the community. • Encourage families to apply for ECEAP. <p>Contractors must work with community partners to recruit age-eligible children:</p> <ul style="list-style-type: none"> • Who are homeless. • In the foster care system. • In families receiving Child Protective Services under RCW 26.44.020(3), Family Assessment Response services, or Indian Child Welfare. • With disabilities. <p>Contractors must document their recruitment procedure and strategies in ELMS.</p> <p>Eligibility for ECEAP Services</p> <p>Contractors must determine whether children are eligible for ECEAP, then must prioritize eligible children for available slots. To be eligible, children must live in Washington State, be at least three years old by August 31 of the school year and not yet age-eligible for kindergarten, and meet one of the following criteria:</p> <ul style="list-style-type: none"> • Returning to ECEAP from the previous school year.

Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<ul style="list-style-type: none">• Qualified by their school district for special education services under RCW 28A.155.020.• From a family with income at or below 110% of the federal poverty guidelines established by the U. S. Department of Health and Human Services (http://aspe.hhs.gov/poverty).• From a family with income that exceeds 110% of the federal poverty guidelines and impacted by specific developmental or environmental risk factors that are linked by research to school performance. This option is available for up to ten percent of statewide ECEAP enrollment. <p>Children served by school district special education may be enrolled in both simultaneously.</p> <p>Children are not eligible for ECEAP if they are:</p> <ul style="list-style-type: none">• Unavailable on a regular basis during scheduled ECEAP classes.• Enrolled in Head Start, however Head Start funds may be used to increase the dosage of ECEAP preschool services when a federal grant has been provided to a Contractor specifically for this purpose. <p>Contractors must verify ECEAP eligibility before enrolling children who were previously enrolled in Head Start.</p> <p>Children who previously attended ECEAP continue to be eligible without re-verification until they are age-eligible for kindergarten. If there is a gap in service or at the beginning of each school year,</p>
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<p>previously enrolled children may be reprioritized for available slots.</p> <p>Eligibility for Extended Day ECEAP</p> <p>For a child to be eligible for Extended Day ECEAP:</p> <ul style="list-style-type: none">• In single parent families, the parent must be employed, in a formal training program, approved for child protective services child care, in WorkFirst activities listed on a DSHS Individual Responsibility Plan, in reasonable related travel, or in a combination of these activities a minimum of 25 hours per week.• In two-parent families, parents must be employed, in a formal training program, approved for child protective services child care, in WorkFirst activities listed on a DSHS Individual Responsibility Plan, in reasonable related travel, or in a combination of these activities a minimum of 55 hours per week.• In two-parent families, when one parent is disabled and unable to work, the other parent must meet the single parent eligibility requirement. <p>If a parent’s work hours vary, contractors must average the weekly hours for the entire school year.</p> <p>Parents’ work or training hours do not have to match the ECEAP class hours.</p> <p>In addition, contractors must ensure:</p> <ul style="list-style-type: none">• Individual children enrolled in Extended Day ECEAP must be scheduled to attend ECEAP class more than six hours per day, at least four days per week.
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<ul style="list-style-type: none"> • Families with children enrolled in Extended Day ECEAP continue to meet the Extended Day eligibility requirements to enroll in a second year of Extended Day ECEAP. Families that no longer meet the Extended Day eligibility requirements are still eligible for Part Day or Full School Day ECEAP. • For children returning from the previous year, from any classroom model, contractors must update family work and training hours in ELMS before enrolling the child in an Extended Day class in the new year. • Changes to families Extended Day eligibility must be documented in the ELMS Child/Family Updates. <p>Verifying Eligibility Contractors must verify ECEAP eligibility before initial enrollment, including parent or guardian’s legal authority to enroll, child’s age, family size and family income.</p> <p><u>Exception:</u> Contractors have up to 90 calendar days to verify eligibility under certain circumstances when documentation is not immediately available such as homelessness as defined by the federal McKinney-Vento Homeless Assistance Act, lacking a fixed, regular, and adequate nighttime residence, natural disasters, fire, or domestic violence. Children may begin class if presumed eligible and high priority. If the ELMS application is locked, contractors must contact elms@del.wa.gov to update the application by 90 days.</p>
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<p>In ELMS, contractors must identify the documents used to verify eligibility. For each enrolled child, contractors must retain a statement signed by a staff person certifying that they viewed and verified documentation establishing the child’s eligibility for ECEAP and, to the best of their knowledge, the information entered in ELMS is true and correct. This statement can be printed from ELMS.</p> <p>Contractor staff may not verify ECEAP eligibility for their own relatives.</p> <p>Child applications remain valid for eligibility purposes for the school year for which the family applied.</p> <ul style="list-style-type: none">• Contractors must re-verify eligibility for children who never attended ECEAP, whose initial application was in the previous school year (July 1 to June 30).• Contractors must verify eligibility for siblings applying for subsequent years.• It is not necessary to re-verify eligibility for children who attended ECEAP and are still age-eligible. <p>Contractors must retain copies of documentation used to verify eligibility.</p> <p>Authority to Enroll</p> <p>A person has the authority to enroll a child into ECEAP if they are:</p> <ul style="list-style-type: none">• The child’s biological, adoptive, step, or foster parent.• Awarded custody by a court via a Non-Parental Custody Decree.
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<ul style="list-style-type: none">• Granted temporary custody via a written temporary parental consent agreement.• Acting <i>in loco parentis</i> (in the place of a parent) by intentionally assuming the duties of a parent and responsible for exercising the day-to-day care and control of the child. <p>A temporary parental consent agreement is sufficient for ECEAP enrollment. This agreement must be:</p> <ul style="list-style-type: none">• Written and signed by both parents, or if one parent is not available, the document has to explain this.• An arrangement agreed upon by the parent and non-parent. <p>This agreement does not have to be approved by court or notarized.</p> <p>Calculating Family Size</p> <p>To establish family size for the purpose of determining federal poverty level, contractors must count all people who meet all of the following criteria:</p> <ul style="list-style-type: none">• Living in the same household with the ECEAP child.• Supported by the income of the parent(s) or legal guardian(s) of the ECEAP child.• Related to the parent(s) or legal guardian(s) by blood, marriage, or adoption. Include the child's parent(s)/guardian(s) in this count. <p>Do not count hosts of families temporarily sharing housing with relatives or others.</p>
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<p><u>Family Size for Children in Foster and Relative Care</u> When determining family size for children in foster or relative care, count only the children:</p> <ul style="list-style-type: none">• In foster care, or• Covered by a grant from the state or a tribe for relative care <p>Whose Income to Count When determining a child’s income eligibility, contractors must count only the income received by the ECEAP child’s parents or guardians except:</p> <ul style="list-style-type: none">• For a child in foster care, count only the amount of the foster care grant.• For a child covered by a grant from the state or a tribe for relative care, count only the amount of the grant.• For a family sharing housing with relatives or others, count only the income of the child’s parents or guardians. <p>Which Income to Count For each family, Contractors may calculate income from either the previous calendar year or the previous twelve months, whichever more accurately reflects the needs of the family. For the purpose of determining ECEAP eligibility, count all income of the ECEAP child's parents or guardians including:</p> <ul style="list-style-type: none">• Gross wages or salaries, before taxes and deductions.• Net income from self-employment.• Any additional income received in a regular or periodic manner such as:<ul style="list-style-type: none">• Adoption subsidies
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<ul style="list-style-type: none">• Alimony• Annuity payments• Child support, only if required by a legally-binding child support order• Emergency Assistance cash payments• Foster care grant• Gambling or lottery winnings.• Insurance payments that are regular (not one-time)• Interest and dividends from assets.• Retirement or pension payments• Scholarships/grants/fellowships for living expenses• Social Security• Strike benefits• Supplemental Security Income (SSI)• All TANF grants including “Non-Needy Relative,” “In Loco Parentis” or “Legal Guardianship” grants• Training stipends• Tribal treaty income, if taxable• Unemployment or Workers’ Compensation• Veteran’s benefits• For uniformed services members, all entitlements (pay and allowances) reported on Leave and Earnings Statements, except Basic Allowance for Housing (BAH), Basic Allowance for Subsistence (BAS), and Hostile Fire Pay/Imminent Danger Pay (HRP/IDP).• Other regular support from an absent family member or someone not living in the household. <p>Subtract from income:</p>
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<ul style="list-style-type: none">• Documented child support payments to another household, only if required by a legally-binding child support order. <p>Do not count as income:</p> <ul style="list-style-type: none">• Assets drawn down, such as cash from sale of an asset or bank withdrawals.• Capital gains.• Disability payments made to disabled children of Vietnam veterans as prescribed by the Secretary of Veterans Affairs.• Food or housing received in lieu of wages.• Non-cash benefits such as food stamps, housing assistance, Medicaid, Medicare, school lunches, employer-paid fringe benefits.• One-time gifts, loans, inheritances or insurance settlements.• Scholarships/educational grants for tuition.• Tax refunds. <p>When a Child Lives in Two Households When a child lives in two households, Contractors must first determine if there is a primary household. If so, use that household only, for determining family size and income. A household is primary if, for example, either the parenting plan awards one household primary custody or one household receives child support from the other household, in which case the receiving household is primary. When neither household is primary and neither household receives child support from the other household, Contractors must calculate federal poverty level for the child by:</p> <ul style="list-style-type: none">• Counting family size for both households and dividing by two. If the resulting number
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<p>is a fraction, round up the nearest whole number.</p> <ul style="list-style-type: none">• Counting half of each of the incomes for the two parents who share legal custody. Do not count the income of their current spouses or partners, if any. <p>Verifying Annual Income Contractors must verify family income before determining whether a child is eligible to participate in ECEAP. Verification of annual income is required for most ECEAP applicants, except:</p> <ul style="list-style-type: none">• Contractors verify only the grant amount for children in foster care and those receiving a grant from the state for relative care.• Contractors do not re-verify income for families of children who were previously enrolled. <p>To verify income, Contractors must view documentation such as:</p> <ul style="list-style-type: none">• Income tax forms, W-2 forms, or 12 months of pay stubs or pay envelopes. Leave and Earnings Statements for uniformed services members.• Documentation of public assistance, other benefits, or scholarships/grants.• Child support orders. <p>In rare cases when documentation is not available, a statement of income signed by the employer or parent.</p> <p><u>Verifying Monthly Income</u></p>
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<p>Under specific circumstances only, Contractors may choose to use the previous month's or current month's income to determine eligibility, rather than the annual income.</p> <ul style="list-style-type: none">• Annual income must first be verified and entered in ELMS.• This choice applies when a family's current income is significantly decreased from their annual income due to death, divorce, unexpected job loss or similar circumstance.• The reason for this exception must be documented in ELMS. <p>Prioritization</p> <p>Contractors must prioritize eligible children for available ECEAP slots. To do this, Contractors must use the priority point system built into ELMS. This point system is based on:</p> <ul style="list-style-type: none">• Child age, with priority for children who are four-years-old on August 31 of the school year.<ul style="list-style-type: none">• Exception: Children in foster care or in the child welfare system are prioritized regardless of age.• State law requiring ECEAP priority for children from families with the lowest income, children in foster care or receiving child protective services, and children from families with multiple needs.• DEL research on the comparative impact of risk factors on developmental assessment at ECEAP entry. <p>Maintaining Enrollment</p>
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<p>Contractors must:</p> <ul style="list-style-type: none">• Begin Extended Day classes on the first business day of July and operate through the last business day of June.• Begin school-year ECEAP preschool classes no later than September 30 of each fiscal year.<ul style="list-style-type: none">• Exception: ECEAP classes that share classrooms with Migrant/Seasonal Head Start may begin when the room is available in October.• Make every effort to fill all slots by the first day of class.• Fill vacant slots in 30 calendar days regardless of weekends, holidays or breaks.<ul style="list-style-type: none">• At the beginning of the year, Day 1 is the first day of class and children must attend in all slots in person by Day 30.• During the year, when vacancies occur, Day 1 is the day after a child attended class in person and the new child must attend in person by Day 30.• When a slot is moved between classes, Day 1 is the first day the slot was vacant in the original class.• For Part-Day or Full School Day models, it is optional to fill vacancies in the last 60 calendar days of the school year. <p>Waiting Lists</p> <p>Contractors must:</p> <ul style="list-style-type: none">• Maintain prioritized waiting lists in ELMS.• Enroll children from the top of the waiting list, with infrequent exceptions based on family needs not accounted for in ELMS.
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Early Achievers and ECEAP Alignment Progression – Community Engagement Template

Program Administration and Oversight

		<ul style="list-style-type: none">• Remove a child from waiting lists in ELMS when they learn the child no longer needs services or has enrolled in another Head Start or ECEAP. <p>ECEAP waiting lists may include children who are also on a Head Start waiting list, for children who might enroll in either program.</p> <p>Serving Non ECEAP Children in the Same Classroom</p> <p>Contractors may serve children who are not eligible for ECEAP in the same classroom with ECEAP children, providing:</p> <ul style="list-style-type: none">• The total proportional share of costs for non-ECEAP children is covered by funds, or in-kind contributions, from sources other than ECEAP dollars.• ECEAP Performance Standards are met for all ECEAP children.• The contractor reports the number of non-ECEAP children accurately in ELMS and updates this in monthly reports. <p>Over-income slots in ECEAP</p> <p>Contractors must not exceed their assigned limit on the number of children from families over 110 percent of federal poverty level, established annually by DEL.</p> <ul style="list-style-type: none">• For the purposes of this limit, all children are counted at the time of their first ECEAP enrollment as either income-eligible or over-income.
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		<ul style="list-style-type: none">• Children who enter ECEAP with an active IEP do not count against the over-income limit, even if they do not qualify by income.• If a child enters ECEAP using an over-income slot and then during the year an IEP is entered in ELMS for the child, they will no longer count against the over-income limit. <p>Contractors must have written permission from DEL before offering enrollment to any over-income family after the Contractor has reached their over-income limit.</p>
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