

**17541**

**TO:** Honorable Members of the Board of Acquisition and Contract

**FROM:** Diane G. Balistreri  
Coordinator, Office for Women

**DATE:** March 1, 2011

**SUBJECT:** Authority to enter into an agreement with The Child Care Council of Westchester, Inc. to provide various child care services for an amount not-to-exceed \$208,118 for the period January 1, 2011 to December 31, 2011

---

The attached Resolution, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to enter into an agreement (the "Agreement") with The Child Care Council of Westchester, Inc. (the "Child Care Council") to provide various child care services, for the period January 1, 2011 to December 31, 2011, for an amount not-to-exceed Two Hundred Eight Thousand One Hundred Eighteen Dollars (\$208,118), to be paid quarterly pursuant to an approved budget.

In April 2000, your Honorable Board authorized the County to enter into a similar agreement to begin this work. Your Honorable Board has continued it yearly since. The proposed Agreement continues the essential tasks of upgrading standards in this vital area. The Child Care Council surpassed its goals for previous contracts, and has firmly proven its ability to continue this much needed work.

The proposed Agreement will serve a public purpose by helping to alleviate the shortage of infant and toddler child care in Westchester County and to improve the quality of that care.

The goals and objectives of the proposed Agreement are for the Child Care Council to provide training, technical assistance and consultations and conferences to child care centers to ensure quality environments and appropriate programming. During the proposed contract term, the Child Care Council anticipates providing:

- technical assistance to 75 infant/toddler staff or directors;
- assessment-driven quality improvement consultations to 15 infant/toddler classrooms;
- an Infant/Toddler Child Development Associate (CDA) credential program;
- post-CDA training support to graduates of the program;

- an Infant/Toddler Creative Curriculum course;
- an Infant/Toddler Teacher Conference for 100 teachers; and
- quality improvement assistance and resources for teachers.

During the previous contract term, the Child Care Council provided intensive technical assistance to 19 centers. In addition, they provided 9 workshop trainings to 27 represented day care programs.

The goals and objectives of the proposed agreement will be tracked and monitored by the Westchester County Office for Women, which will be responsible for monitoring the Child Care Council's performance under this Agreement by means of site visits, as well as their quarterly statistics and narratives. The effectiveness of this program will be determined in a variety of ways. The Infant Toddler Environmental Rating Scale (ITERS) will be administered to ascertain progress and additional services needed. By the end of 2011, it is expected that 75% of participants will complete the training and submit their assessment applications; those who receive quality improvement assistance will implement planned quality changes in their programs; and teachers will complete a self-reflection tool to evaluate their understanding and indicate knowledge gained after receiving technical assistance. For example, in 2010:

- 100% of classrooms increased their ITERS scores after receiving intensive technical assistance;
- 86% of participants demonstrated knowledge gained after workshop trainings; and
- 88% of participants rated the Infant/Toddler Teacher Conference as very effective.

This agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3 (a) (xviii) thereof, which exempts contracts for the "advancement of the moral, physical, mental and social well being of the youth of Westchester County."

Accordingly, I recommend approval of the attached Resolution.

# RESOLUTION

Upon a communication from the Coordinator of the Office for Women, be it hereby

**RESOLVED**, that the County of Westchester is hereby authorized to enter into an agreement (the "Agreement") with The Child Care Council of Westchester, Inc., for the period January 1, 2011 to December 31, 2011, for the provision of the following services:

- Upgrading the quality of infant/toddler child care programs as specified in Schedule A;
- Improving the quality of child care programs in general as specified in Schedule A; and be it further

**RESOLVED**, that in consideration for services to be rendered, The Child Care Council of Westchester, Inc. shall be paid an amount not-to-exceed Two Hundred Eight Thousand One Hundred Eighteen Dollars (\$208,118), to be paid quarterly pursuant to an approved budget; and be it further

**RESOLVED**, that this Agreement is subject to County appropriations; and be it further

**RESOLVED**, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute any and all documents and take any actions necessary to effectuate the purposes hereof.

Account to be charged/credited:

FUND	DEPT	Major Program, Program & Phase, Or Unit	Object/ Sub-Object	Trust Account	Dollars	Funding Year
101	11	0900	4380	N/A	\$208,118	2011

**Budget Funding Year(s)** 2011  
(must match resolution)

**Start Date:** 1/1/2011      **End Date:** 12/31/2011

**Funding Source:** Tax Dollars \$208,118

\$208,118

State Aid \_\_\_\_\_

(must match resolution)

Federal Aid \_\_\_\_\_

Other \_\_\_\_\_

## Schedule A

# **Child Care Council of Westchester, Inc.**

## **Office for Women 2011 Expansion and Quality Improvement Scope/Specifications**

Since 2000, 10 infant and 12 toddler classrooms have been created resulting in an increase of 85 infant and 179 toddler slots in locations all over Westchester. As of June 2010, there were 4,961 infant-toddler slots in regulated child care settings in the County, including 3,653 in licensed child care centers. However, the availability of child care slots is by itself meaningless if the child care experience that is delivered does not meet high standards. Most studies have shown that the teacher-child relationship is the foundation upon which a quality early childhood experience is built. In addition, research also makes a strong case for the importance of training and professional development, specifically, the attainment of credentials and degrees. The findings show that the educational levels of caregivers are among the top three factors that determine program quality.

Staff hired to care for infants and toddlers generally have the least amount of education, training and experience of those employed in the entire child care workforce. Those who do possess some early childhood background usually have limited knowledge and few skills in the care and nurturance of very young children. In the past decade, tremendous advancements in early brain development research have demonstrated that the period from birth to age three is pivotal for children's healthy growth and learning. A new body of knowledge regarding "best practices" specific to infants and toddlers has been generated; this expertise is in short supply in the child care industry even among masters level, highly experienced directors.

The Council's Infant/Toddler Specialist and other expert consultants fill an acute and pervasive void in the county's child care industry by delivering a spectrum of services to strengthen individual child care businesses and the job performance of the infant/toddler workforce. In this highly efficient model, child care businesses utilize the Council as a "business development" hub to help them meet and exceed their regulatory mandates and satisfy their customers. As the largest, oldest, and most highly respected professional development organization catering to the unique needs of the child care sector, the Council is perfectly positioned to support their business development needs.

Services to be delivered by the Council include:

- Technical assistance to infant/toddler staff on particular topics
- Assessment-driven quality improvement consultation project

- 120-hour Child Development Associate Credential Program
- Post CDA support for graduates of the Credential Program
- Professional conference focusing on infant/toddler best practices
- Creative Curriculum training course
- Quality assistance to improve environments and educational activities for children

**Technical Assistance** to a minimum of 75 infant/toddler staff or directors on topics such as best practices and indicators of quality for infant/toddler child care which have been endorsed by the NYS Office of Children and Family Services.

*Measurement of Results: Teachers of infants and toddlers will complete a self-reflection tool to evaluate their understanding and indicate knowledge gained of the specific topic being addressed.*

**Assessment-Driven Quality Improvement Consultation** to 15 infant/toddler classrooms using either a full or partial Infant Toddler Environmental Rating Scale (ITERS) to assess baseline performance, create a quality improvement action plan, deliver focused on-site technical assistance and measure changes in classroom functioning. The ITERS is used internationally for this purpose and is embedded in the emerging quality rating improvement system in New York entitled, QUALITYstarsNY, which is designed to improve the quality of child care and provide parents with objective ratings on their child care options so they can make more informed decisions in the child care market place. The Council is eager to engage Westchester programs in this project so they are well-prepared for QUALITYstarsNY.

*Measurement of Results: The IT Specialist will re-administer the ITERS at 90 days to ascertain progress and additional services needed. ITERS scores will be increased in 75% of the classrooms where the program improvement plans are fully implemented.*

**Deliver an Infant/Toddler Child Development Associate (CDA) Credential Program** by an early childhood expert. The IT CDA Credential is awarded to teachers who have met national standards and demonstrated their skill working with infants, toddlers and their families.

*Measurement of Results: By June 2011, 75% of the participants will complete the 120-hour training program.*

**Provide Post CDA Training Support** to graduates of the credential program so they successfully apply for and obtain the CDA and understand options for professional advancement at area institutions of higher education such as Westchester Community College. Our goal is to increase the retention and advancement of well-trained infant/toddler professionals with specific supports.

*Measurement of Results: By December 2011, a majority of prior Council CDA graduates still working in Westchester child care programs will receive advisement on their credential status, renewal procedures and opportunities for additional credit-bearing academic advancement. Local institutions will be aware of the Council CDA program.*

**Deliver Infant Toddler Creative Curriculum Course:** to provide a research and evidence based course aligned with New York State's early learning standards which will lead to improved program quality and assist programs in preparing for QUALITYstarsNY.

*Measurement of Results: By November 2011, 75% of the participants will complete the course and will have begun to implement the curriculum in their classrooms.*

**Present an Infant Toddler Teacher Conference** for 100 infant/toddler teachers. The Council will continue to present this quality event featuring regional and national experts tailored to the unique needs of those caring for infants and toddlers. In addition, we will expand the focus of the Infant Toddler Conference to attract infant toddler mental health and early intervention practitioners. *Measurement of Results: At least 85% of the participants will rate the conference as very effective.*

**Quality Improvement Assistance and Teacher Resources** include assistance for the teachers involved in the assessment-driven quality consultation so they can address equipment and material deficiencies identified in the initial ITERS; books and materials for participants in the IT CDA and CDA support classes; quality improvement assistance for the Creative Curriculum students so they can implement one principle learned in their own child care settings. Most of the participating programs have little or no funding to implement improvements to their environments or curriculums.

*Measurement of Results: Those who are assisted will implement planned quality changes in their programs.*

Kathleen Halas  
Executive Director  
Child Care Council of Westchester, Inc.  
February 8, 2011