



Infant Toddler Program 2017-2018 Application Guide

The attached infant toddler program application is for centers that would like to be considered for the Infant Toddler Program. Each new Infant Toddler Program year begins October 1st.

Completing this application in a timely manner will provide us with the most up to date information about your center. If you are not sure if your center is ready for consideration, contact the Childcare Resources Early Childhood Specialists for an initial screening.

The recruitment process includes the following tasks:

- Initial screening to determine basic eligibility
- Completion and submission of the application
- A tour and general observation of the program
- Consultation with center administrators to determine need and level of interest

Characteristics of a successful Infant Toddler center include:

- A strong commitment by center administrators and teachers to improve classroom quality
- Availability of the director and staff to complete all Infant Toddler Quality Enhancement tasks
- An openness to adopting practices that are proven best practices for children
- A commitment to meeting deadlines during the program year

Acceptance into the Infant Toddler Program involves the following considerations:

- Timely and accurate completion of the infant toddler program application
- Level of center need and indication of room for improvement
- Geographical considerations
- Urgency of needs: staff turnover, challenging circumstances, etc.

For assistance please contact:

Donna Godbee
205-945-0018 Ext 343
dgodbee@ccr-bhm.org

Please send your application to:

Childcare Resources
ATTN: Donna Godbee
244 West Valley Ave Ste 200
Birmingham, AL 35209

Thank you for considering the Infant Toddler Program

Childcare Resources
Infant Toddler Program Application
2017-2018



Application Date: _____ Date Submit: _____

Center Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Director: _____ Owner: _____

Program Location (check one):

- Blount County
- Jefferson County (outside Birmingham City Limits)
- Jefferson County (within Birmingham City Limits)
- Shelby County
- Walker County

Program Description (check one):

- Licensed Expiration Date: _____
- Licensed-Exempt

Center Licensed Capacity/Maximum Number of Children Served: _____

Ages Served: _____ Total Current Enrollment: _____

Number of Infants (3 weeks to 12 months) Currently Enrolled: _____

Number of Toddlers (12 to 36 months) Currently Enrolled: _____

Number of Infant/Toddler Classrooms: _____

Do you accept state subsidy payments? _____

Is your program nationally accredited? _____

If yes, by whom? _____ Accreditation Expiration: _____

- I certify that my program meets the current child to staff ratio requirements specified by the Alabama DHR Minimum Standards:

| AGE | STAFF TO CHILD RATIO EFFECTIVE JULY 8, 2005 |
|---------------------------|--|
| 0 up to 18 months | 1 to 5 |
| 18 months to 2 ½ years | 1 to 7 |
| 24 months up to 36 months | 1 to 8 |
| 2 ½ years up to 4 years | 1 to 11 |
| 4 years up to school age | 1 to 18 |
| School age up to 8 years | 1 to 21 |
| 8 years and older | 1 to 22 |

- I certify that my center has not been under corrective action from DHR licensing in the past 12 months.
- I certify that my center or home has not had any substantiated complaints of child abuse or neglect in the last 12 months.
- I understand that any consultant who is in my center is mandated by the Department of Human Resources to report possible child abuse and neglect observed at the time of the visit.

Print Name

Date

Signature



**2017-2018
Infant Toddler Program
Agreement Form**

Name of Program: _____

Name of Director: _____

Owner: _____

I understand the following:

- The purpose of the Infant Toddler Program is to improve the quality of infant and toddler child care.
- The Infant Toddler Program will provide:
 - Observations and assessments, using the Infant Toddler Environment Rating Scale, at the beginning and end of the program year to determine if the quality of care in your infant and toddler classrooms has improved as a result of the services provided by Childcare Resources.
 - Three trainings for participating classroom teachers and center directors.
 - Support to infant and toddler teachers and their directors through Technical Assistance and Consultations
 - Assistance for providers in exceeding DHR Minimum Standards and operating their programs with effective management skills and good business practice
 - Stipends to purchase materials needed for classrooms
- Quality improvements occur when teachers and directors fully participate in the Infant Toddler Program.
- Failure to meet and maintain improvement plan goals could result in dismissal from the Infant Toddler Program.

My obligations and commitment for participation:

- Licensed centers must follow the State of Alabama Minimum Standards for Day Care Centers
- Licensed Exempt centers must be in compliance with the State of Alabama Minimum Standards for Staff-Child Ratio (page 230 and Required Equipment List (page 68)
- Participating teachers and directors must attend the Infant Toddler Program orientation training.
- My program will allow Childcare Resources Early Childhood Specialists to complete a baseline Infant Toddler Environment Rating Scale assessment in the infant and toddler classrooms by January 31, 2017.

- Directors and teachers of participating classrooms will meet with the Early Childhood Specialist to review the outcome of the baseline assessment and begin a written improvement plan by February 28, 2018.
- Participating directors and teachers **must** attend three mandatory trainings: (1) Orientation/Introduction to ITERS-R Training, by Childcare Resources Early Childhood Specialists; (2) Overview of the Infant/Toddler Environment Rating Scale (ITERS-R) at Childcare Resources; and (3) Onsite Training by the Early Childhood Specialists.
- The Early Childhood Specialist will conduct scheduled classroom technical assistant visits during the program year.
- My center will allow the Early Childhood Specialist to conduct unscheduled observation visits.
- 100% participation is required to receive materials purchased for participating classrooms.
- My program will participate in a year end exit interview to review post assessments scores and improvement goals met during the year.
- Participating classrooms must achieve at least 80% of their recommended goals as outlined in the improvement plan.

Obligations of Childcare Resources:

- I understand that Childcare Resources Early Childhood Specialist is mandated by the Department of Human Resources to report possible child abuse and neglect observed at any time.
- I understand that Childcare Resources has written obligations to the private funder of stipends to report ITERS scores and percentage of goals met.
- I understand that failure to meet or follow the conditions of this agreement could result in dismissal of my center from the Infant Toddler Program at any time during the program year.

Center Name

Director Name

Phone Number

Director Signature

Date