



State of New Jersey

DEPARTMENT OF EDUCATION

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Acting Commissioner

June 1, 2021

TO: Public Schools that are required to use state-approved contracts for Providers and Head Start

FROM: Cary A. Booker, Assistant Commissioner *CAB*
Division of Early Childhood Education

SUBJECT: 2021-2022 Preschool Education Program Contracts

When contracting with a Department of Children and Families-licensed Head Start Program or private provider for the 2021-2022 school year, school districts must use either the standard state-approved template or request modifications to the provided template by the Department of Education (DOE).

Attached is the updated standard state-approved Preschool Education Program Contract template. The contract templates will also be posted to the DOE's early childhood website: [2021-2022 Provider Contract Template](#) and [2021-2022 Head Start Contract Template](#). Please note that districts must submit all contracts electronically via Homeroom. The Division of Early Childhood Education will no longer accept paper copies of revised or fully executed contracts.

When you are ready to upload your fully executed contracts, visit the DOE's website for [Homeroom](#), upload documents to the "Early Childhood" hyperlink listed in the "Homeroom Administration" column. Please remember that you will need your District ID, Username, and Password to upload documents. Districts without an account for this application must contact their district's Homeroom Administrator to establish an account.

For both private provider and Head Start contracts, please be aware that in the Child Abuse Record Information Checks and Criminal History Background Checks, the Child Care Providers and Head Start Grantees will provide an affidavit to the districts verifying that all procedures were followed. Individual copies of Child Abuse Record Information Checks and Criminal History Background Checks can no longer be provided. **According to the Child Care Center Licensing Law (N.J.S.A. 30:5B1-1 to 15, supplemented by P.L. 1992, c.95.) and the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52). The CARI and CHRI background information is governed by confidentiality and dissemination statutes that prohibit this information from being shared with unauthorized persons.**

Additionally, please review the “Definitions” section of both the provider and Head Start contracts, which provides clarification of the term “homeless children and youths,” in accordance with the McKinney-Vento Homeless Assistance Act.

Please note the additions to the 2021-2022 Preschool Education Program Head Start Contract template:

Head Start-Specific Additions:

- Head Start Program Performance Standards requirements addressing chronic absenteeism are referenced.
- Coaching and classroom support on the chosen curriculum and ECERS-3 will be provided jointly by Master Teachers and Head Start Education Supervisors/Coordinators.
- Head Start Grantees and districts will coordinate professional development activities.
- The section on suspension and expulsion includes information from the Head Start Program Performance Standards and state policies, along with the use of the Pyramid Model for Supporting Social and Emotional Competencies to reduce challenging behaviors.

For school districts using standard state-approved Preschool Education Program Contract templates without modifications:

The department must receive all fully executed contracts within 60 days of the school district’s receipt of this memo.

For school districts requesting modifications to the standard state-approved Preschool Education Program Contract templates:

- Districts must seek and receive approval from the DOE prior to executing the contract.
- The DOE will not accept modifications that repeat language or citation contained in *N.J.A.C.6A:13A*.
- Modifications to the standard state-approved preschool education program contract templates must be submitted to the Division of Early Childhood Education by July 30, 2021, for approval. Requests for modifications submitted after this date will not be considered.
- All contract modification requests will be reviewed and approved as they are received. The DOE must approve all modified state-approved preschool education program contracts prior to discussion and/or dissemination to Head Start Grantees or providers.

Modification requests must be submitted on the standard contract template. Additions must be indicated by underlining and **highlighting. Deletions must be indicated with a ~~strike through~~.**

The department must receive fully executed contracts within 60 days of the school district's receipt of contract modification approval.

If you have any questions, please contact Suzanne Burnette, Director, Head Start Collaboration Office or Erika Kelley, Education Program Development Specialist, Division of Early Childhood Education at (609) 376-9077.

CAB/TC/SB/EK
Attachments