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June 11, 2020

**To:** State-Approved Contracts for Public School Providers

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

**Subject:** 2020-2021 Preschool Education Program Contracts

School districts that are required to use a preschool education program contract when contracting with Department of Children and Families-licensed private providers for the 2020-2021 school year must use either the standard state-approved Preschool Education Program Contract templates provided by the Department of Education (DOE).

Attached are the updated standard state-approved Preschool Education Program Contract template. The contract templates will also be posted to the [DOE's website for providers](http://www.state.nj.us/education/ece/provider/) at <http://www.state.nj.us/education/ece/provider/>.

Please remember, districts must submit all contracts electronically, via Homeroom. The Division of Early Childhood Education (DECE) will no longer accept paper copies of revised or fully executed contracts. Also, please remember that the DECE no longer allows for the sharing of provider teacher evaluations with the school district, for the purpose of ensuring teacher accountability.

To upload contracts, visit [DOE's website for Homeroom](https://homeroom.state.nj.us), <https://homeroom.state.nj.us> and 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 provider contracts, please be aware that the section on 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. 30:5B1-1to 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.**

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

All fully executed contracts must be received by the department 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 DECE by June 15, 2019 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 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~~.**

Fully executed contracts must be received by the department 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  
Attachment