

Provisional Application Specialized Child Care Provider Agreement

The Provisional Specialized Child Care (SCC) Part 3 Agreement is for programs who do not meet the necessary requirements to be approved as a Specialized Child Care Program but have agreed to provide high quality child care while they work to meet the requirements. This Agreement is intended to apply only to a program with a specific child under the protective services child care service need, as outlined below unless otherwise authorized by the Child Development Division (CDD). The director/registrant signing this Provisional Part 3 Agreement is responsible for ensuring that all staff understand their individual responsibilities as they pertain to being approved as a Provisional Specialized Child Care Program.

*For this document, "Program" refers to both registered and licensed home providers and licensed center staff.

Specialized Child Care serves three populations:

1. Children and families with open Family Support or custody cases with the Family Services Division of the Department for Children and Families (called Protective Services Child Care);
2. Families experiencing significant stress who have been approved for Family Support Child Care; and
3. Children with special physical, medical, behavioral, or development needs (called Child with Special Health Needs Child Care).

Section A: Child Care Program Expectations:

Specialized Child Care programs understand that children with high needs and their families benefit from additional individualized supports and resources. High quality programs provide a safe haven for young children living in stressful situations and a place for parents and caregivers to feel secure and connect with others. Children with identified specialized child care needs may have experienced trauma, have ongoing stress or other risk factors, and may benefit from social experiences to support their developmental needs. Specialized Child Care Programs provide vulnerable children and families with high needs quality child care and specific supports that help relieve the effects of toxic stress, strengthen families, and promote children's development.

Child Care Information:

Site Director/FCCP Name:	Check all that apply: <input type="checkbox"/> Licensed <input type="checkbox"/> Registered <input type="checkbox"/> New Director
Name on Licensing Certificate:	<input type="checkbox"/> New Program Location <input type="checkbox"/> Pre-existing SCC (prior to 1/1/17)
Name of Program:	BFIS License Certificate #:
Program Mailing/Physical Address:	STARS rating:
Email Address:	Phone #:

Section B: Your program must meet the following requirements before submitting this form to the Child Development Division:

- Program has had an on-site visit from the CIS Child Care Coordinator to review the Provisional Part 3 Agreement, offer resources and supports, and learn more about your program.
- Site Directors/FCCP and their staff have completed the Family Services Division (FSD) online mandated reporters training <https://goto.webcasts.com/starthere.jsp?ei=1087433> or Agency of Education (AOE) equivalent approved Department for Children and Families (DCF) training after 2014.
- Site Directors/FCCP have completed the (BSC) Basic Specialized Child Care Training within the last five (5) years or will complete the BSC within three (3) months of the date of this signed Provisional Part 3 Agreement.
- Program has had a compliance visit from a CDD licensing field specialist within the last 12 months
- Program is in good regulatory standing with Vermont Child Care Regulations and has not exhibited a pattern of non-compliance. **Non-compliance is defined as "When there is an increased number of licensing visits with repeated systemic violations with immediate and/or direct impact on the health, safety, and development of children OR three or more violations with similarities that indicate a systemic pattern of non-compliance over time.*

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Section C: Program Responsibilities:

*For this document "Program" refers to both registered home providers and licensed center staff

As a specialized child care provider, I will:

Develop Nurturing and Responsive Relationships by:

- a. Ensuring that my program takes the lead in developing respectful, non-biased and supportive partnerships with families that are sensitive to family composition, language and culture;
- b. Ensuring that my program has written policies and guidance outlining preventative steps that help reduce challenging behaviors and support the needs of children and families;
- c. Ensuring that my program provides families with information in a language that they can understand;
- d. Ensuring that my program understands the different resources available and can provide the necessary information to engage families in making referrals.
- e. Ensuring that my program provides information and communicates with parents about developmental milestones, screening, assessments, and other resources, including community programs, to support children's enrollment
- f. Ensuring that my program maintains confidentiality regarding a child or family's information and records, including holding all related conversations with families, staff or service providers in private;
- g. Collaborating with community and state partners to improve program quality and support the needs of individual children.

Provide Individualized Instruction by:

- h. Ensuring that all children are treated with consideration and respect and given equal opportunities to participate in all developmentally appropriate activities;
- i. Ensuring that my program works with families to obtain relevant information to include children who have individualized plans (such as IEP, 504, One Plan, Medical Plan) and that staff actively participate and collaborate with other professionals (such as CIS or Mental Health providers) that may be involved with the child's plan;
- j. Ensuring that my program has developmentally appropriate schedules and routines that are predictable and posted for children and families;
- k. Ensuring that my program uses positive and calm tones when working with children;
- l. Ensuring that my program classroom(s) offer a quiet and safe space for children to retreat.

Provide Program Supports by:

- m. Ensuring that my program understand the value of self-care and that there are written policies, procedures, and resources in place for staff, including professional development opportunities, that teach strategies and skills for working with children and families with high needs;
- n. Ensuring that lead teachers take the BSC training and document it in BFIS within the first 12 months of their employment;
- o. Ensuring that my program contacts the CIS Child Care Coordinator and/or appropriate social worker if there are more than three (3) consecutive absences for any child with a Protective Services Child Care need.
- p. **For Site Directors/FCCP Only:** Ensuring that 6 hours of my mandatory annual professional development required by licensing regulations is identified as Specialized Advanced training and is in my BFIS credentialing account

**This Provisional Part 3 Agreement only applies to the specific child or siblings (_____),
(_____) for which it was issued.**

If the child/ren started prior to the Provisional Part 3 Agreement being approved, please specify the start date of enrollment in your child care program: _____. If approved, you must notify CIS Child Care Coordinator and the Child Development Division as soon as this child no longer attends your program.

I have read this and understand and agree to my responsibilities.

Signature of Site Director/FCCP

Date

I conducted an on-site visit, reviewed the application, and completed the observation form on this date:

CIS Child Care Coordinator

Date

This application will be reviewed by the Child Development Division, Children's Integrated Services Administrator. If the application is approved, the decision will be documented in the Bright Futures Information System (BFIS), and you will be notified through BFIS that you are an approved Specialized Child Care program.

To receive payment, you must also have a Financial Provider, Part 1 on file with the CDD.

CIS Child Care Coordinator: Please send the completed form to CDD by fax at 802-241-0168; email to jill.pearl@vermont.gov; or regular mail to Jill Pearl, 280 State Drive, DCF 2 North, Waterbury, VT 05671-0157. Revised: 08.23.2017