

## **PERFORMANCE BASED CONTRACT GUIDELINES**

### **1. WHAT IS THE PURPOSE AND SCOPE OF THE SERVICE?**

To provide pre-k services to 50 4-year-olds from the City of Yonkers.

### **2. AMOUNT OF SERVICE**

(Set forth all quantities and/or amounts of time required to be devoted to the contract and describe where services are to be provided as specified in Schedule "B")

Services will be provided in one location:  
Yonkers Child Development Center  
172 Warburton Ave, Yonkers, NY 10701

Services will be provided for a minimum of five (5) hours per day, 180 days per year.

### **3. WHO IS SERVED?**

(Describe whether services are to be provided directly to students, to staff, etc.)

Services will be provided to four (4) year-olds who reside within the City of Yonkers.

### **4. WHO WILL PROVIDE SERVICES?**

(If individual providers are contemplated, set forth the names and qualifications of the service providers)

Services will be provided by Westchester Community Opportunity Program, Inc., 2 Westchester Plaza, Elmsford, NY at the Yonkers Child Development Center.

### **4a. WILL THE CONTRACTOR BE UTILIZING ANY VOLUNTEERS, OR BE HIRING/UTILIZING ANY SUBCONTRACTORS IN FURTHERANCE OF THIS AGREEMENT? IF SO, PLEASE LIST ALL OF THEIR NAMES AND CONTACT INFORMATION.**

(If the Contractor will be using any subcontractors, volunteers, and/or other agents other than the individuals identified in question #4 above or #7 below, they need to be disclosed here)

Mental Health services are provided by consultants.

### **5. WHAT WILL BE COMMUNICATED TO DISTRICT PERSONNEL, PARENTS, OTHERS ABOUT PROGRESS AND RESULTS OF THE SERVICES?**

(How specifically will the contractor report to the School District (or parents, if applicable) about their progress towards achieving the goals of the contract?)

Children will be assessed three (3) times per year using Teaching Strategies Gold. Children will be screened using the Brigance Early Childhood. In addition, there will be two parent teacher conferences and two home visits.

**6. HOW WILL THE QUALITY BE JUDGED?**

(Set forth the method which will be used to evaluate contractor’s performance)

WestCOP assesses the quality of its educational programs through formal as well as informal observation tools. The formal, research-based tools WestCOP utilizes are: the CLASS (Classroom assessment and Scoring System); TPOT (Teaching Pyramid Observation Tool); and the ECERS (Early Childhood Environment Rating Scale). These are scored twice/year. Feedback and strategies for growth are provided to the teaching staff, following the administration of these tools. In addition, informal observations are made by each center Director and Coaching is available for the teaching staff.

Student development is tracked using the Teaching Strategies Gold (TSG) assessment system. This allows teachers to document, plan, and assess for optimal student progress.

The Education/Professional Development Coordinator monitors the TSG outcomes, as well as the formal assessments which are done in the classrooms. Professional Development is based on the child outcome’s data as well as teacher’s Professional Plan.

**7. PERSONS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.**

(There must be a single Board administrative employee identified as the person responsible. This person will also be responsible for signing off on contract payments)

Westchester Community Opportunity Program, Inc.  
2 Westchester Plaza  
Elmsford, NY 10523

CONTRACTOR’S FEDERAL IDENTIFICATION NUMBER: 13-2547122

CONTRACTOR’S STATUS: Private Not-for-Profit Corporation

**8. ARE THE SERVICES PURSUANT TO A GRANT AGREEMENT? IF YES, WHAT IS THE GRANT, AND WHAT ARE THE GRANT REQUIREMENTS RELATED TO THIS AGREEMENT?**

Yes, services will be provided in accordance with the grant requirements.

**9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.**

No

**10. WILL THE STUDENT DATA BE USED FOR THE PURPOSE OF DEVELOPING, VALIDATING, ADMINISTERING STUDENT AID PROGRAMS, OR IMPROVING INSTRUCTION? IF YES, PLEASE SPECIFICALLY DESCRIBE.**

Yes

We use data to inform us of the quality of the Language and Teacher Interactions (CLASS scores), the quality of the Indoor and outdoor environment (ECERS scores), and the extent teachers to which are implementing practices to increase social-emotional competency (TPOT scores).