



# PARTICIPATION AGREEMENT for Licensed Child Care Programs

Thank you for completing this Parent Aware Participation Agreement as you apply for a Full, Accelerated, or Expedited Parent Aware Rating. **Participation** in Parent Aware begins prior to receiving a Rating and continues until your Rating expires. This agreement is between your program and the Minnesota Department of Human Services (DHS). It describes requirements for participating in Parent Aware, for the benefits you may receive, and for holding a Parent Aware Rating.

Name of Child Care Program: \_\_\_\_\_  
(Please print name **exactly** as it appears on the child care license.)

Check One:  Family Child Care Program (FCC)     Center Child Care Program (CCC)

MN DHS License ID#: \_\_\_\_\_ **OR** Tribal License ID#: \_\_\_\_\_

Name of Owner or Director: \_\_\_\_\_  
FIRST M.I. LAST

**I understand that the program must meet these prerequisites in order to participate in Parent Aware:**

1. My program actively provides care to children ranging in ages from birth to kindergarten entry.
2. My program is currently licensed and in good standing with a tribal government.

**OR**

My program is currently licensed with the Minnesota Department of Human Services and does not have any one of the following licensing violations: conditional license, temporary immediate suspension, suspension, revocation, or a maltreatment finding.

**I understand that my program's participation in Parent Aware will end and that our Rating will be revoked if our tribal license is not in good standing or has one of the following licensing violations with the Minnesota Department of Human Services: a conditional license, temporary immediate suspension, suspension, revocation, or a maltreatment finding.**

**Responsibilities of Programs Preparing for a Parent Aware Rating:**

1. Earn a Parent Aware Rating.
2. Read and understand the requirements, including the training requirements and deadlines.
3. Choose the Full, Expedited or Accelerated Pathway to Rating.
4. Participate in Parent Aware evaluation activities.
5. Register your program's organization account in Develop, the Minnesota Quality Improvement and Registry Tool, ([developtoolmn.org](http://developtoolmn.org)). Create and name your classrooms on the Classrooms tab. Complete the number of children served at the time you submit your application, including all questions regarding them.
6. Ensure that all lead teachers in a child care center or the lead provider in a family child care home document their training and education in Develop. This means each person must:
  - Hold a current Individual Membership in Develop (including a Career Lattice Level) **AND**
  - Identify you as their current employer by listing the MN DHS License ID# for your program **AND**
  - Be verified as an employee **AND**
  - Be connected to a classroom with the correct employment title
7. Protect the privacy of the children and families you serve. Do not submit photos unless absolutely necessary. If you do submit photos of children, obtain and document parental consent before submitting those photos.

**Responsibilities for programs participating in the Full Rating Pathway:**

You will be asked to choose one of the options below when you complete a Parent Aware application.

**Option 1: Building Quality – Preparing for a Rating**

Building Quality is a six-month period where you work with a Quality Coach who will help you improve your program’s use of kindergarten readiness best practices. Programs will earn a Rating one year or 18 months after beginning Building Quality.

If you decide to participate in Building Quality:

- You commit to meet with your Quality Coach a minimum of 20 hours over a six-month period as a part of the January-June Cohort or the July-December Cohort.
- You will be eligible to receive Quality Improvements Supports after you receive 20 hours of coaching in a six-month period. If you participate in Building Quality and do not meet with your coach for at least 20 hours in your six-month Cohort, you will not be eligible to receive a Quality Improvement Support grant.

Once you complete six months of coaching, you can choose to:

- Participate in another six-month Building Quality Cohort and then participate in a Full-Rating Cohort

**OR**

Participate in the next Full-Rating Cohort to earn your Rating. NOTE: If you do not submit a Quality Documentation Portfolio according to the schedule below you must repay the Quality Improvement Support grant.

**Option 2: Full-Rating – Earning Your Rating**

The Full-Rating Cohort is a six-month period where you organize examples of your work and submit a document called a Quality Documentation Portfolio with the help of technical assistance provided by your Quality Coach. Programs earn a Rating six months after beginning a Full-Rating Cohort. If you decide to participate in a Full-Rating Cohort:

- You commit to meet with your Quality Coach a minimum of six hours over a six-month period as a part of the January-June Cohort or the July-December Cohort.
- You commit to submitting a Quality Documentation Portfolio by the date below.

If your program is participating in a Full-Rating Cohort and does not submit a Quality Documentation Portfolio by the date below, you will not receive a Rating and you must skip a Cohort before you’re allowed to try again.

<i>Cohort Start Date</i>	<i>Quality Documentation Portfolio Deadlines</i>		<i>Rating Issued By</i>
	<i>Three- or Four-Star Rating</i>	<i>One- or Two-Star Rating</i>	
January	March 31	April 30	June 30
July	September 30	October 31	December 31

**Responsibilities of Programs with a Parent Aware Rating:**

1. Understand that your program will not have the option to withdraw a Parent Aware Rating.
2. Meet with your Quality Coach or technical assistance provider for three hours after your Rating to establish a plan for continuous quality improvement.
3. For programs with a One-, Two-, or Three-Star Rating, you may submit a reconsideration of the Rating within 30 days of the Rating issue date.
4. For programs with One-, Two-, or Three-Star Rating, you will be eligible to participate in Building Quality or a Parent Aware Rating Cohort as soon as six months after the Rating is issued.
5. Programs with a Four-Star Rating earned through the Full-Rating Pathway are eligible to participate in a Full-Rating Cohort six months prior to the expiration of its Rating.
6. Programs with a Four-Star Rating through the Accelerated Pathway must submit for a Re-Rating eight weeks before its Rating expires.
7. A non-accredited child care center with a Three- or Four-Star Rating through the Expedited Rating Pathway:
  - If the Rating expires between January–June, the program must join the July Full-Rating Cohort of the year before its Rating expires.
  - If the Rating expires between July–December, the program must join the January Full-Rating Cohort in the same year that its Rating expires.
8. A child care center with a Three- or Four-Star Rating through the Expedited Rating Pathway that becomes accredited before its Rating expires may choose to seek an Accelerated Rating and must submit eight weeks before its Rating expires.

**Assurances:** To earn a Rating, you must meet training requirements and submit examples documenting your program’s use of kindergarten readiness best practices. Please initial each requirement to certify that:

\_\_\_ I take responsibility for the content and completeness of the final submitted Quality Documentation Portfolio.

\_\_\_ No part of the documentation or other element of the work violates any copyright agreement.

\_\_\_ The documentation submitted is original work of my program without fabrication, plagiarism, or fraud.

\_\_\_ I understand that if elements of the Quality Documentation Portfolio are found to be fraudulent, including the curriculum and assessment tool that I identify as using daily in my program, a Rating will not be issued and, if applicable, my program’s Parent Aware Rating will be revoked.

\_\_\_ All documentation of the work submitted are legitimate representations of actual events that occurred within the twelve months immediately preceding the Quality Documentation Portfolio submission date.

\_\_\_ In all instances where a parent/family member’s signature is required, the program attains the signatures.

**Data Release**

- By signing this Participation Agreement, you grant permission for Parent Aware staff (including Professional Development Advisors, Quality Coaches, CLASS Coaches, and Parent Aware Raters) to view your Organization Profile in Develop, including viewing the Learning Records of your staff.
- By signing this Participation Agreement, you grant permission for the Minnesota Department of Human Services (DHS) and the Minnesota Department of Education (MDE) to share your information with each other, with their contractors who need this information to do their jobs, and with researchers conducting evaluations of Parent Aware and related programs. The following data may be shared with the aforementioned agencies and contractors:
  - All data submitted, on paper or via [developtoolmn.org](http://developtoolmn.org), related to your program’s Parent Aware participation and Parent Aware quality documentation, including all information in your Organization Profile
  - All data collected about the supports your program and staff received, both financial and otherwise, during Parent Aware participation
  - Data on CLASS observations, scores, and the CLASS feedback report, if applicable
- By signing this Participation Agreement, you grant permission for the Minnesota Department of Human Services to make certain information about your program **publicly available** on the Parent Aware website, [ParentAware.org](http://ParentAware.org), and the national child care search engine. The following data about your program will be made public:
  - Your program’s name, address, contact person, phone number, website, and email address
  - Your program’s participation status in Parent Aware, including participation in Building Quality or the Accreditation Facilitation Project
  - Your program’s accreditation status
  - Your program’s current Star Rating, any previous Star Ratings, and, if applicable, the reason a Rating was revoked
  - The date on which a Rating was issued and the date on which it will expire
  - The curricula used by your program
  - The assessment tool(s) used by your program
  - The average Career Lattice level of your lead teachers or lead provider (as determined by Achieve Minnesota Center for Professional Development)
  - Your program’s Philosophy Statement

*Individuals who knowingly provide false or fraudulent information during participation in Parent Aware will not be allowed to continue, will be required to repay any Quality Improvement Dollars, and will be reported to the appropriate authorities.*

**On behalf of the program, I consent to participate in Parent Aware according to the terms in this document.**

X \_\_\_\_\_  
OWNER OR DIRECTOR SIGNATURE DATE  
Must be the person legally authorized to sign on behalf of the program

**TO BE COMPLETED BY QUALITY COACH:**

Name of Coach: \_\_\_\_\_

Applying for BQ Participation:  Yes  No

Requesting Move of Cohort:  Yes  No

Building Quality or Full-Rating Cohort:  January \_\_\_\_\_  July \_\_\_\_\_  
(YEAR) (YEAR)