

BABY STEPS: ATTACHMENT C

Special Provisions for Fiscal Year 2009

Invoice Procedures

The following documents must be completed and submitted with each invoice:

- A Goal Report form for each quality improvement (QI) goal with the progress report written in the appropriate section OR a completed Progress Report Form completed.
- Training Report, listing progress on the Infant/Toddler Endorsement and all infant or toddler room staff changes.
- An attendance record for the target time period listed in the chart below.

First Invoice	Receipts Due	Second Invoice	QI Goals Met	Third Invoice
Due October 15, 2008	October 31, 2008	Due February 16, 2009	December 31, 2008	Due May 17, 2009
Based on September attendance		Based on January attendance		Based on April attendance

Maintenance of Documents

The following documents must be maintained on site for review by staff of the Office of Child Care at any time:

- Documentation of wages paid to caregivers for the hours spent attending Infant/Toddler Endorsement classes.
- Infant/toddler room sign-in sheets for each month used for billing purposes
- All infant/toddler children's birth date records
- A description of how the center is utilizing the funds.
- Original receipts for equipment/material purchases
- Records must be kept for at least four years

Observations

- Staff from the Office of Child Care and/or Infant/Toddler Specialists will conduct observations using the Infant/Toddler Environment Rating Scales – Revised Edition during the contract year.
- Infant/Toddlers Specialists will visit all Plan A centers to provide technical assistance to center staff. Plan B centers will receive technical assistance as time allows.

Training

- Each center director is required to complete the Infant/Toddler Endorsement within the first year of employment at the center.
- At least one infant/toddler caregiver per group of children is required to complete the Infant/Toddler Endorsement within the first year of employment at the center or assignment to the infant/toddler room.
- If a staff person who is required to have the Endorsement leaves the center, their replacement must begin attending the first available Endorsement class.
- Staff must take one course per quarter, beginning with the July - September quarter, until all four courses are completed.