

2025-26 Child and Adult Care Food Program (CACFP) Worksheet		
Worksheet for Estimating Food Costs Expensable to the Department of Education (DOE)		
District:	Perth Amboy School District	
Provider:	Harborview Early Learning Center (YMCA)	
Centers participating in CACFP are eligible to expense the actual costs of food for contracted eligible preschoolers up to the sum of actual costs for meals not already reimbursed by CACFP for contracted eligible students.		
Instructions: 1. On Table 1 below, enter the number of student contact days. This number may not exceed the number of district school calendar days. 2. On Table 1, enter the number of contracted eligible preschoolers eligible for free and reduced rate meals. Centers in districts with universal programs may also enter the number of contracted eligible preschoolers eligible for paid rate meals. Estimate counts based upon center history. 3. The line "Estimated Total Allowable Expense (not covered by CACFP)" will calculate an estimation of the sum of costs for meals served that are not reimbursed by CACFP for contracted eligible children. Providers must maintain ongoing supporting documentation (family applications, tables reflecting actual costs submitted to the district on quarterly reports, etc.) for review by district, DOE, and CACFP representatives during each contract period.		

Table 1: Eligible DOE-Funded Students	
Number of Student Contact Days	181
Free Rate: Number of Contracted Eligible Students	32
Reduced Rate: Number of Contracted Eligible Students	8
Above Scale (Paid) Rate: Number of Contracted Eligible Students	5
Total: Number of Contracted Eligible Students	45

Table 2: Reduced Price Rate of Reimbursement				
Meal Type	Rate to Expense to DOE	Number of Reduced Rate Children	Student Contact Days	Total Reduced Price Rate Allowable Expenses
Breakfast	\$0.32	8	181	\$463
Lunch	\$0.33	8	181	\$478
Snack	\$0.48	8	181	\$695
Sum of Reduced Price Rate Expensable Totals				\$1,636

Table 3: Above Scale (Paid) Rate of Reimbursement				
Meal Type	Rate to Expense to DOE	Number of Paid Rate Children	Student Contact Days	Total Above Scale Rate Allowable Expenses
Breakfast	\$1.59	5	181	\$1,439
Lunch	\$3.11	5	181	\$2,815
Snack	\$0.96	5	181	\$869
Sum of Above Scale (Paid) Rate Totals				\$5,122

Estimated Total Allowable Expense (not covered by CACFP)	\$6,759
--	---------

The above meal rates are based on "Child and Adult Care Food Program: National Average Payment Rates, Day Care Home Food Service Payment Rates, and Administrative Reimbursement Rates for Sponsoring Organizations of Day Care Homes for the Period, July 1, 2025 Through June 30, 2026". Available at: <https://federalregister.gov/a/2015-17597>.

2025-26 Table 5: Director Salary Scale and Worksheet

District:	Perth Amboy School District	Provider:	Harborview Early Learning Center (YMCA MEWSA)
------------------	-----------------------------	------------------	---

Directions: All center directors must accurately complete the section below. First, under Educational Attainment, detail the highest degree(s) held including area(s) of concentration, as well as any professional certificates held. Second, select the appropriate Tier Level from the drop-down box based on the Educational Requirements listed below. Third, enter Years of Preschool Experience (defined as the number of years served as a preschool director). The total number of classrooms (including those without contracted preschoolers) will automatically enter based on information provided on the 2025-26 Private Provider One-Year Planning Budget Worksheet. All of this information should then be used to determine the recommended full-time, full-year salary for the director as per the salary scale below.

Educational Attainment				
Tier Level	Tier 2*			
Years of Preschool Experience	20	# Classrooms	4	

Educational Requirements	
Tier 1*	Director's Academy and/or 15 Credit Hours Early Childhood Education, Business Administration/Accounting, or Education Administration.
Tier 2*	Bachelor's Degree in Early Childhood Education, Business Administration/Accounting, Education Administration, or Related Field.
Tier 3*	Bachelor's Degree with a specialization in Early Childhood Education supplemented by 15 Credit Hours of Business Administration/Accounting, Education Administration or Related Field. OR Bachelor's Degree in Business Administration/Accounting, Education Administration or Related Field supplemented by 15 Credit Hours of Early Childhood Education. OR Graduate Degree or higher in Education supplemented by 15 Credit Hours of Business Administration/Accounting or Education Administration or Related Field.
Tier 4*	Graduate Degree or higher with a specialization in Early Childhood Education (specialization may be completed in either a Graduate or Bachelor's program) supplemented by 15 Credit Hours of Business Administration/Accounting or Education Administration.

*All credits/degrees must be obtained from an accredited college or university.

NOTE: All figures below reflect full-time, full-year salaries for center directors.

Schedule for Director Salary Scale	Preschool Experience	Classrooms	Tier 1	Tier 2	Tier 3	Tier 4
	0-5 Years		\$7,759	\$13,322	\$14,215	\$15,901
		1	\$9,466	\$16,253	\$17,343	\$19,399
		2	\$17,225	\$29,576	\$31,557	\$35,299
		3	\$24,983	\$42,899	\$45,773	\$51,201
		4	\$31,888	\$54,756	\$58,426	\$65,351
		5	\$38,794	\$66,614	\$71,076	\$79,503
		6	\$45,388	\$77,937	\$83,161	\$93,018
		7	\$51,983	\$89,261	\$95,243	\$106,533
		8-9	\$58,579	\$100,587	\$105,542	\$120,048
		10-11	\$59,796	\$101,805	\$108,543	\$121,266
		12-14	\$61,015	\$103,023	\$109,762	\$122,486
		15 or more	\$62,233	\$104,241	\$110,981	\$123,703
	6-10 Years		\$8,146	\$13,989	\$14,926	\$16,695
		1	\$11,406	\$19,585	\$20,896	\$23,373
		2	\$19,163	\$32,907	\$35,113	\$39,274
		3	\$26,924	\$46,230	\$49,326	\$55,174
		4	\$33,828	\$58,088	\$61,979	\$69,326
		5	\$40,734	\$69,943	\$74,632	\$83,477
		6	\$47,328	\$81,268	\$86,714	\$96,992
		7	\$53,922	\$92,593	\$98,797	\$110,509
		8-9	\$60,518	\$103,916	\$114,532	\$124,023
		10-11	\$61,737	\$105,135	\$112,097	\$125,243
		12-14	\$62,955	\$106,354	\$113,316	\$126,461
		15 or more	\$64,174	\$107,571	\$114,532	\$127,679
	11 and Above		\$8,534	\$14,655	\$15,637	\$17,491
		1	\$13,345	\$22,915	\$24,451	\$72,344
		2	\$21,104	\$36,237	\$38,666	\$43,249
		3	\$28,862	\$49,561	\$52,881	\$59,150
		4	\$35,767	\$61,418	\$65,533	\$73,301
		5	\$42,674	\$73,274	\$78,184	\$87,453
		6	\$49,268	\$84,599	\$90,267	\$100,968
		7	\$55,863	\$95,923	\$102,349	\$114,484
		8-9	\$62,459	\$107,249	\$114,433	\$127,998
		10-11	\$63,677	\$108,465	\$115,653	\$129,217
		12-14	\$64,893	\$109,684	\$116,869	\$130,435
		15 or more	\$66,113	\$110,903	\$118,087	\$131,653

2025-26 SCHEDULE A: Provider Personnel Detail

District: Perth Amboy School District Provider: Harborview Early Learning Center (YMCA MEW)

DIRECTIONS:

1. Private providers must use this form to itemize salaries, benefits, and salary step (if applicable) for all state-funded positions (both Educational Program positions and Administrative/Support positions) to be funded in 2025-26.
 2. **Both full-time and part-time** employees must be included.
 3. **Full-time, school calendar year salary and benefit equivalent should be reported for all employees.**
 4. Do not include employees from 2024-25 who will not be employed in 2025-26.
- *Salaries for certified teachers and teacher assistants in private provider or local Head Start settings must be comparable to teachers or teacher assistants employed by the district education based on equivalent certification and credentials.

Employee Name	School/Site Name	Job Title	Full-Time Equivalent	Salary Step (if applicable)	2024-25 Salary	2024-25 Benefits	2025-26 Salary
SAMPLE: John Doe		Teacher	1.00	M2	\$ 50,000	\$ 9,000	\$ 58,000
SAMPLE: Jane Doe		Clerical Worker	1.00	n/a	\$ 45,000	\$ 6,250	\$ 52,200
Teachers							
TBD	Harborview CCC	Teacher	1.00		\$ 61,215	\$ 12,449	\$ 63,051
Christine Destounis	Harborview CCC	Teacher	1.00	BMA	\$ 70,665	\$ 12,449	\$ 72,785
Brianne Brady	Harborview CCC	Teacher	1.00	B BA	\$ 55,650	\$ 12,449	\$ 61,215
Alexis Elias	Harborview CCC	Relief Teacher	0.50	n/a	\$ 36,405	\$ -	\$ 37,497
Teacher Assistants							
Regina Butth	Harborview CCC	Teacher Assistant	1.00	20 60	\$ 55,965	\$ 16,926	\$ 58,763
Gabriela Hidalgo	Harborview CCC	Teacher Assistant	1.00	2BA	\$ 42,725	\$ 100	\$ 44,007
Magaly Vega	Harborview CCC	Teacher Assistant	1.00	20 PP	\$ 54,679	\$ 16,823	\$ 57,413
Principals/Assistant Principals/Program Directors							
Rita MacNeill	Harborview CCC	Director	1.00	n/a	\$ 61,418	\$ 20,544	\$ 63,261
Secretarial and Clerical Assistants							
TBD	Harborview CCC	Clerical Assistant	0.50	n/a			\$ 2,000
Family/Parent Liason							

2025-26 Private Provider One-Year Budget Planning Worksheet

Classrooms Serving Contracted Eligible Children:	3
Contracted Eligible Children:	45
Other Students in Classrooms with Contracted Eligible Children:	
All Other Classrooms:	1
All Other Children:	12

District Name:	Perth Amboy School District
Provider Name:	Harborview Early Learning Center (YMCA MEWS)
Program Type:	Other Private Provider
Non-profit Status:	Center/parent company is 501(c)(3) non-profit
Facility Ownership:	Site facilities leased from unrelated party
DCF License Number:	

District School Calendar Days:	181
DOE Share of Annual Costs:	73.88%

Expense	FTE/ Quantity	Unit Cost / Average Unit Cost	DOE Share of Costs in Contracted Classrooms		Total Cost
EDUCATIONAL PROGRAM COSTS					
Teacher Salary	3.00	\$65,684	100.00%		\$197,051
Teacher Assistant Salary	3.00	\$53,394	100.00%		\$160,183
Floating Teacher Assistant Salary	0.50	\$37,497	100.00%		\$18,749
Teacher/Assistant Teacher Benefits	6.00	\$14,219	100.00%		\$85,314
Substitute Teacher Stipend	3.00	\$1,000	100.00%		\$3,000
Substitute Assistant Teacher Stipend	3.50	\$2,500	100.00%		\$8,750
Classroom Materials and Supplies	3.00	\$2,000	100.00%		\$6,000
Classroom Technology	3.00	\$400	100.00%		\$1,200
Field Trips w/ Transportation	3.00	\$0	100.00%		\$0
Family Worker Salary	1.00	\$35,196	81.63%		\$28,731
Family Worker Benefits	1.00	\$12,449	81.63%		\$10,162

Expense	FTE/ Quantity	Unit Cost / Average Unit Cost	DOE Share of Annual Costs	DOE Share of Center-Wide Costs	Total Cost
Food-Related Costs (CACFP participant, non-reimbursable costs)					
Food (for contracted preschool children only)		\$6,759	100.00%		\$6,759
Food Worker Salary (cook)			73.88%	78.95%	\$0
Food Worker Benefits (cook)			73.88%	78.95%	\$0
Assistant Food Worker Salary (asst. cook)			73.88%	78.95%	\$0
Assistant Food Worker Benefits (asst. cook)			73.88%	78.95%	\$0

Employer Payroll Taxes (For Educational Program Positions only)					
Social Security (6.20%)					\$25,821
Medicare (1.45%)					\$6,039
Unemployment (2.80%)					\$11,661
Disability (0.50%)					\$2,082

SUBTOTAL, Educational Program Costs					\$571,501
--	--	--	--	--	------------------

Expense	FTE	Total Cost	DOE Share of Annual Costs	DOE Share of Center-Wide Costs	Total Cost
ADMINISTRATIVE SUPPORT AND INDIRECT COSTS					
SUPPORT COSTS					
Director Salary	1.00	\$63,261	73.88%	78.95%	\$36,896
Director Benefits	1.00	\$20,544	73.88%	78.95%	\$11,982
Clerical Salary	0.50	\$2,000	73.88%	78.95%	\$583
Clerical Benefits			73.88%	78.95%	\$0
Custodian Salary			73.88%	78.95%	\$0
Custodian Benefits			73.88%	78.95%	\$0
Security Guard Salary			73.88%	78.95%	\$0
Security Guard Benefits			73.88%	78.95%	\$0
Social Security (6.20%)					\$2,324
Medicare (1.45%)					\$543
Unemployment (2.80%)					\$1,049

Disability (0.50%)					\$187
Expense		Total Cost	DOE Share of Annual Costs	DOE Share of Center-Wide Costs	Total Cost
INDIRECT COSTS -- SPACE COSTS					
Rent, Mortgage, Other Space Costs		\$30,000	73.88%	78.95%	\$17,497
Expense		Total Cost	DOE Share of Annual Costs	DOE Share of Center-Wide Costs	Total Cost
INDIRECT COSTS -- ALL OTHER ALLOWABLE INDIRECT					
Office Equipment>\$2000 and Repair		\$2,000	73.88%	78.95%	\$1,166
Office Materials and Supplies		\$1,000	73.88%	78.95%	\$583
Food-Related Paper Supplies		\$1,365	73.88%	78.95%	\$796
Cleaning Supplies		\$3,300	73.88%	78.95%	\$1,925
Food for Meetings		\$200	73.88%	78.95%	\$117
Building/Grounds Maintenance/Repair		\$8,000	73.88%	78.95%	\$4,666
Utilities		\$8,000	73.88%	78.95%	\$4,666
Telecommunications Services		\$2,500	73.88%	78.95%	\$1,458
Security		\$0	73.88%	78.95%	\$0
Insurance		\$4,000	73.88%	78.95%	\$2,333
Accounting Fees		\$4,000	73.88%	78.95%	\$2,333
Payroll Preparation Fees		\$4,000	73.88%	78.95%	\$2,333
Advertising		\$0	73.88%	78.95%	\$0
Staff Transportation		\$250	73.88%	78.95%	\$146
Profit, if Applicable (Max of 2.5% of Ed Costs)		\$0	100.00%	100.00%	\$0
Subtotal of Above Administrative Support and Indirect Costs					\$93,585
Other Approved Budgeted Costs					
(Insert item name or brief description on this line.)					\$0
(Insert item name or brief description on this line.)					\$0
(Insert item name or brief description on this line.)					\$0
(Insert item name or brief description on this line.)					\$0
(Insert item name or brief description on this line.)					\$0
SUBTOTAL, Other Approved Budgeted Costs					\$0
PROVIDER PROGRAM TOTALS					
Total Cost					\$665,086
Per-Pupil Cost					\$14,780
DISTRICT ADJUSTMENTS (amounts withheld for items to be purchased by the district) FOR DISTRICT USE ONLY					
(Describe expense to be adjusted and enter negative amount.)					\$0
(Describe expense to be adjusted and enter negative amount.)					\$0
(Describe expense to be adjusted and enter negative amount.)					\$0
(Describe expense to be adjusted and enter negative amount.)					\$0
(Describe expense to be adjusted and enter negative amount.)					\$0
Total Cost Less District Adjustments					\$665,086
Per-Pupil Cost Less District Adjustments					\$14,780

**Preschool Private Provider
One-Year Program
School Year 2025-26**

PROVIDER STATEMENT OF ASSURANCES

I, _____ (name), Director of _____ (the DCF-licensed provider), hereby assure that the following has occurred. If I cannot assure any of the activities below, justification will be included on a separate page.

1. The provider agrees to meet the standards for educational programs set forth in *New Jersey Administrative Code* 6A:13A.
2. The provider's preschool program is aligned with the *New Jersey Preschool Teaching and Learning Standards*.
3. Items on the attached provider budget are true and accurate, and the provider shall make expenditures in strict accordance with the approved budget.
4. The provider's activities and expenditures shall be subject to independent, external audit to ensure compliance with programmatic and fiscal requirements.
5. The provider shall use the private provider one-year budget planning worksheet as the basis for their quarterly expenditure report.

I certify that all the above items and any attached justification(s) are correct and complete.

Director's Signature

Date

**Preschool Education Program Contract
School Year 2025-2026**

This Agreement is made and entered into this first day of **July, 2025** by and between the **Perth Amboy Board of Education**, with principal offices located at **178 Barracks St., Perth Amboy, New Jersey 08861** (hereinafter referred to as the “District”), and **YMCA of Metuchen, Edison, Woodbridge, and South Amboy**, with its principal offices located at **483 Middlesex Avenue, Metuchen, NJ 08840** (hereinafter referred to as the “private provider” as applicable or “Provider”) (together “the parties”). With locations operating at:

Grace Early Learning Center – 600 New Brunswick Avenue, Perth Amboy, NJ 08861

Harborview Early Learning Center – 45 Market Street, Perth Amboy, NJ 08861

Whereas, the School Funding Reform Act, P.L. 2007, c.260 (SFRA), adopted in January of 2008 provides for the expansion of a high-quality preschool program to all age- and income-eligible at-risk preschool children in New Jersey; and

Whereas, this Agreement seeks to ensure that pursuant to the SFRA, the high-quality preschool program offered by the Provider contracting with the District shall meet the educational needs of the eligible three- and four-year-old preschool children of the District through the coordination of all federal, state and local public and private community resources; and

Whereas, the District is required to offer a high-quality preschool program and has determined to do so by contracting with a qualified Provider that complies with the Manual of Requirements for Child Care Centers, *N.J.A.C. 3A:52*; and meets the Elements of High-Quality Preschool Programs, *N.J.A.C. 6A:13A*; and

Whereas, the Provider is a private provider and is licensed by the New Jersey Department of Children and Families (DCF) and offers services in accordance with the applicable statutory and regulatory provisions and agrees to be bound by the Manual of Requirements for Child Care Centers, *N.J.A.C. 3A:52*; Elements of High-Quality Preschool Programs, *N.J.A.C. 6A:13A*, and Fiscal Accountability, Efficiency and Budgeting Procedures, *N.J.A.C. 6A:23A*, and

Whereas, it is the intent of the parties that through this Agreement, each party shall be in compliance with all applicable federal and state statutes and regulations. The parties recognize that in the event that there are statutory or regulatory amendments there will be a need to amend this Agreement during its term to comply with any such changes.

Now, therefore, the parties hereby acknowledge and agree to the following:

I. Purpose of Agreement

- A. This Agreement provides funding for the minimum of a six (6) hour comprehensive preschool educational program (Program) for **181** school calendar days during the 2025-2026 school year.

Preschool Contract
2025-2026 School Year

- B. The Provider shall offer a Program that shall meet the educational needs of the eligible three-and four-year-old preschool children of the District as set forth in this agreement and in accordance with the applicable requirements of the Elements of High-Quality Preschool Programs (*N.J.A.C. 6A:13A*), and the Manual of Requirements for Child Care Centers (*N.J.A.C. 3A:52*) and the requirements of this Agreement.
- C. The District shall work collaboratively with the Provider to meet the requirements of the Elements of High-Quality Preschool Programs (*N.J.A.C. 6A:13A*), and the Manual of Requirements for Child Care Centers (*N.J.A.C. 3A:52*) and shall compensate the Provider in accordance with this Agreement.

II. Definitions

- A. All terms within this contract have the same meaning as defined in *N.J.A.C. 6A:13A-1.2*, as supplemented below.
 - 1. For purposes of this Agreement, the term minimum of a “six (6) hour comprehensive educational program day” means a full-day preschool Program in accordance with the school District’s grade one through twelve daily school calendar, meeting 180 days or more, depending on the district’s required number, between September 1 and June, and not exceeding June 30 of the District’s academic year.
 - 2. For purposes of this Agreement, the term "Appropriately Certified Teacher" means an individual meeting the requirements set forth in Subsection III (E)(1) of this Agreement and *N.J.A.C. 6A:13A-4.3*.
 - 3. For purposes of this Agreement, the term "Appropriately Qualified Teacher Assistant" means an individual meeting the requirements set forth in Subsection III (E) (2) of this Agreement and *N.J.A.C. 6A:13A-4.3*.
 - 4. For purposes of this Agreement, the term “Preschool Instructional Coach” means an individual meeting the requirements set forth in *N.J.A.C. 6A:13A-4.2*.
 - 5. For the purposes of this Agreement, the term “Quarterly Expenditure Report” means a report of all actual, approvable, reasonable and customary expenditures with supporting documentation and receipts available for inspection at any time by District or Department of Education (DOE) designee, for each quarter following the payment and report schedule provided in Section VII, Compensation, for all District-approved Provider budget planning documents for the 2025-2026 school year. This includes reporting the actual expenses for all approved salaries, benefits, payroll taxes, substitute stipends, classroom materials and supplies, technology, field trips and associated transportation, space costs, food costs, and administrative and indirect costs.

Preschool Contract
2025-2026 School Year

6. For the purposes of this Agreement, the terms “absent without excuse” and “unexcused absence” mean any absence not due to sickness or medical condition documented by a licensed medical professional or documented family emergency. Every effort should be made to reduce chronic absenteeism, which is defined as at least 10 percent of 180 days or 18 days of school. The District Board of Education shall ensure that preschool students are not suspended, long-term or short-term, and are not expelled from school (*N.J.A.C. 6A:13A-4.4(g)*).
7. For the purposes of this Agreement, the term “homeless children and youths” is as defined in Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (McKinney-Vento) (42 U.S.C. §11431 et seq.), (*N.J.A.C. 6A:17-2.2*); the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. §1400 et seq.); and the Improving Head Start for School Readiness Act (42 U.S.C. §9801 et seq.), and refers to individuals who lack a fixed, regular, and adequate nighttime residence and includes the following four categories:
 1. Children and youth who:
 - a. share the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - b. are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations;
 - c. are living in emergency or transitional shelters; or
 - d. are abandoned in hospitals.
 2. Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
 3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
 4. Children of migrant or seasonal workers who qualify as homeless because they are living in circumstances described in the first three categories.

III. Provider Requirements

A. General

The Provider shall at all times:

Preschool Contract
2025-2026 School Year

1. Be a private provider within the meaning of *N.J.A.C. 6A:13A-1.2*.
2. Be licensed by the DCF, Office of Licensing as a Child Care Program pursuant to *N.J.S.A. 30:5B-1 et seq.*
3. Operate pursuant to the requirements set forth in the Elements of High-Quality Preschool Programs (*N.J.A.C. 6A:13A*), and the Manual of Requirements for Child Care Centers (*N.J.A.C. 3A:52*) and the terms of this Agreement.

B. Comprehensive Education Program Requirements

The Provider shall offer a Program for **181** school calendar days during the 2025-2026 school year between September 1 and June 30. The calendar will consist of dates that are mutually agreed upon with the District, bearing in mind that dates should coordinate with District transportation, if applicable.

1. The length of the school day shall be at least six (6) hours and shall conform to the length of the school day of the District consistent with Subsection I (A).
2. The Program shall consist of the comprehensive curriculum articulated in the District's preschool plan or updates, as approved by the DOE and at a minimum shall include the following components:
 - a. A comprehensive curriculum supported by research, aligned with the *New Jersey Preschool Teaching and Learning Standards*, and linked to the *New Jersey Student Learning Standards (NJSLS)* that is approved by the DOE as part of the District's plan and annual updates;
 - b. Professional Development;
 - c. Health and Social Service Coordination;
 - d. Parent Involvement Activities; and
 - e. Transition Activities.
3. Secular Program

The Program offered by the Provider shall comply with all federal, state and local laws and regulations regarding the secular nature of Programs receiving public funding. It is understood that violation of this provision shall be deemed a breach of this Agreement and shall be the basis for immediate termination pursuant to Section XI of this Agreement.

Preschool Contract
2025-2026 School Year

C. Free Provision of Program

The Provider shall not charge parents or families of children in the Program any registration or other fees to participate in the Program, if the children are eligible for the Program, free of charge.

The Provider shall not require parents or families of children to participate in wrap-around services in order to be eligible for enrollment in the Program.

D. Director Qualifications

The Provider shall have a director meeting the qualifications set forth in the Manual of Requirements for Child Care Centers (*N.J.A.C. 3A:52*) and the Elements of High- Quality Preschool Programs (*N.J.A.C. 6A:13A*).

1. The director shall be responsible for the development and implementation of the overall Program and shall work on a full-time basis and will be on-site at the child care center unless his/her presence is required at a District, DOE, or DCF function.
2. The director shall not serve in any other position including, but not limited to, instructional staff member or family worker, during the same hours as he/she is serving in the capacity of center director.
3. If the director is required to be off-site for a required District, DOE, or DCF function, or is using paid time off, he/she shall assign an on-site designee, pursuant the Manual of Requirements for Child Care Centers, *N.J.A.C. 3A:52*. The designee shall not be a district-funded classroom teacher or teacher assistant.

E. Staff Qualifications

The Provider's staff shall have the following qualifications:

1. All "Appropriately Certified Teachers" shall hold a bachelor's degree and, at a minimum, a Certificate of Eligibility or Certificate of Eligibility with Advanced Standing for Preschool through Grade Three certification or other equivalent preschool certification, as set forth in *N.J.A.C. 6A:9B et seq.*
2. The Provider shall require all "Appropriately Qualified Teacher Assistants", both new hires and existing staff, to have, at a minimum, a high school diploma or its equivalent and, in school districts or schools supported by Title 1 funding, to also meet the requirements established by the Every Student Succeeds Act, P.L. 114-95.

Preschool Contract
2025-2026 School Year

3. The Provider shall notify the District in writing, within thirty (30) business days, of any termination of employment of teachers or teacher assistants serving children in preschool classrooms and when the employment of new personnel takes place.
4. In Districts approved to participate in the Limited Certificate of Eligibility/Certificate of Eligibility with Advanced Standing Pilot Program, the Provider shall be considered a part of the District's plan for participating teachers.

F. Staffing Standards

The Provider shall comply with the following staffing standards for the six-hour comprehensive educational Program:

1. Class Size
Contracted class size shall not be greater than fifteen (15) children with one certified teacher and one appropriately qualified teacher assistant, pursuant to *N.J.A.C. 6A:13A-4.3*. This ratio should be in place for the six (6)-hour day as described below.
2. Line of Sight
The teacher and/or teacher assistant must maintain a line of sight of the children during the six (6)-hour comprehensive educational Program day.
3. Teacher Absences
A substitute teacher and/or substitute teacher assistant shall be present and working in the preschool classroom for each day that a teacher and/or teacher assistant is absent, whether due to illness, required training, or approved personal leave. The substitute teacher shall hold, at a minimum, a substitute credential pursuant to *N.J.A.C. 6A:9B-7 et seq.* A vacant teaching position shall not be filled by an individual holding only a substitute credential for longer than 20 school days, *N.J.S.A. 18A:16-1.1(a)*. The Commissioner may grant an extension of up to an additional 20 school days upon written application from the District demonstrating its inability to hire an appropriately certified teacher for the vacant position within the original 20-day time limit. The qualification for a substitute teacher assistant shall, at a minimum, be a high school diploma. The District shall share its current substitute list with the Provider. The District shall work with the Provider in acquiring substitute certification for qualified staff.
4. District staff will not actively recruit staff from the Child Care Program. Districts will agree to fund Child Care Programs at a level allowing for pay parity between the two Programs.

G. Family Workers

Preschool Contract
2025-2026 School Year

The Provider shall have one (1) full time family worker, as required by *N.J.A.C. 6A:13A-4.6 (b) 2i-iv*, in place for a maximum of 75 children being served by the Provider who shall:

1. Collaborate with the School District staff to ensure that activities for family involvement and social services occur. District will invite Child Care families to participate in their parent involvement activities.
2. Coordinate participation in health and social services designated by the District to serve the needs of the children and their families.
3. Provide all requested data to the District.
4. Report to the director and collaborate with appropriate District social services staff.
5. Complete a minimum of three (3) visits with each family in each school year.
6. Not serve as teacher, secretary, substitute, or in any other capacity during the same hours as they are serving as the family worker.

H. Criminal History Background Checks

The Provider, pursuant to the Manual of Requirements for Child Care Centers, *N.J.A.C. 3A:52-1.1 et seq.*, and the Head Start Program Performance Standards (2024)-45 CFR Chapter XIII, Subchapter B, Part 1302.90(b), must establish written personnel policies and procedures approved by the governing body and available to all staff, and will ensure that a preemployment Criminal History Record Information (CHRI) fingerprint background check, interview, reference verification and sex offender registry check is completed for all staff members at least 18 years of age who are or will be working at the center on a regularly scheduled basis, including transportation staff and contractors, to determine whether any such person has been convicted of a crime, as specified in P.L. 2000, c. 77 and that said check indicates that no criminal history record information exists on file in either the Identification Division of the Federal Bureau of Investigation or the State Bureau of Identification, or tribal criminal history records which would disqualify said employee from employment pursuant to law or that the check reveals a disqualifying offense and the individual has demonstrated rehabilitation as determined by the Department of Children and Families.

A Program has 90 days after the person is hired to complete all portions of the background check, including the child abuse and neglect state registry check.

A program must review the information found in each employment application and completed background check to assess the relevancy of any issue uncovered by the completed

Preschool Contract
2025-2026 School Year

background check including any arrest, pending criminal charge, or conviction and must use Child Care and Development Fund (CCDF) disqualification factors described in in 42 U.S.C. 9858f(c)(1)(D) and 42 U.S.C. 9858f(h)(1) or tribal disqualifications factors to determine whether the prospective employee can be hired or the current employee must be terminated.

1. Within two weeks after a new staff member begins working at the center, the Provider shall ensure that the new staff member completes the CHRI fingerprinting process.
2. Until the center receives the results of the CHRI background check from DCF for a new staff member, the center shall ensure that a current staff member is present whenever the new staff member is caring for children at the center.
3. The Provider's director or human resource director shall certify to the District that all procedures related to background checks are followed for the center and each qualifying staff member as established by DCF pursuant to the Manual of Requirements for Child Care Centers, *N.J.A.C. 3A:52*.
4. If it is discovered during the course of the Agreement that either a) an employee with disqualifying CHRI on file that has not demonstrated rehabilitation as determined by the DCF, or b) an employee who has not had a CHRI background check is working at a school location, said employee shall be immediately removed by the Provider.
5. Failure by the Provider to comply with DCF regulations regarding CHRI background check procedures and/or failure to remove said staff member immediately either upon notification by the District or discovery by the Provider shall be deemed a breach of this Agreement by the Provider and shall be a basis for non-renewal pursuant to Section X or termination pursuant to Section XI of this Agreement.
6. In accordance with Child Abuse Record Information Background Check Procedures, 3A:52-4.10, the Provider must ensure that any Provider or District newly hired employee or consultant does not have unsupervised access to children until the entire background check process is complete.
7. The Provider must also ensure that any Provider or District employee, consultant, or contractor with access to children enrolled in the Program must have the entire background check completed at least once every five years, in accordance with federal and state regulations.
8. When a person who is not required to complete a CHRI background check is working with children at the center, the center shall ensure oversight of that person by another staff member and ensure that person is not left alone to supervise a child or group of children, *N.J.A.C. 3A:52-4.10; N.J.A.C. 3A:52-4.11*.

Preschool Contract
2025-2026 School Year

I. Child Abuse Record Information Checks

The Provider, pursuant to the Manual of Requirements for Child Care Centers, *N.J.A.C.3A:52*, shall obtain from all staff members who are or will be working at the center on a regularly scheduled basis, written consent for DCF to conduct a Child Abuse Record Information (CARI) background check to determine whether an incident of child abuse and/or neglect has been substantiated against any such person.

1. Within two weeks after a new staff member begins working at the center, the Provider shall submit to the DCF Office of Licensing a completed CARI consent form for the new staff member.
2. Until the results of the CARI background check of a new staff member have been received from DCF, the Provider shall ensure that a current staff member is present whenever the new staff member is in the presence of children.
3. The Provider's director or human resource director shall certify to the District that all procedures in relation to CARI checks are followed for the center and each qualifying staff member as established by DCF pursuant to the Manual of Requirements for Child Care Centers, *N.J.A.C. 3A:52-4.9*.
4. If it is discovered during the course of this Agreement that a CARI background check reveals that an incident of child abuse and/or neglect has been substantiated against a staff member, said staff member shall be immediately removed by the Provider.
5. Failure by the Provider to comply with DCF regulations regarding CARI background check procedures and/or failure to remove said staff member immediately either upon notification by the District or discovery by the Provider shall be deemed a breach of this Agreement by the Provider and shall be a basis for non-renewal pursuant to Section X or termination pursuant to Section XI of this Agreement.
6. Provider must conduct the complete background checks for each employee, consultant, or contractor at least once every five years, in accordance with federal and state regulations, which must include each of the checks listed in paragraphs H and I of Section III of this Agreement.
7. When a person who is not required to complete a CARI background check is working with children at the center, the center shall ensure oversight of that person by another staff member and ensure that person is not left alone to supervise a child or group of children, *N.J.A.C. 3A:52-4.10; N.J.A.C. 3A:52-4.11*.
8. As of June 1, 2018, *P.L. 2018, c. 5* requires that all school districts, charter schools, nonpublic schools, and contracted service providers make certain inquiries regarding

Preschool Contract
2025-2026 School Year

child abuse and sexual misconduct of prospective employees who will have regular contact with students. Consistent with the statute, the DOE has developed employment forms that hiring entities may use to complete the required employment history review. If a hiring entity chooses not to use the forms provided below, the hiring entity is still required to comply with the terms of the statute. Please note that this employment review is separate from the criminal history review requirements. The resources below include two forms and a list of frequently asked questions regarding the implementation of *P.L. 2018, c. 5*:

- [Sexual Misconduct/Child Abuse Disclosure Release](#)
- [Sexual Misconduct/Child Abuse Disclosure Information Request](#) (follow-up form)

J. Nondiscrimination

The Provider shall be fully responsible for the recruitment and hiring of staff necessary to perform this Agreement. The Provider shall operate in conformity with the provisions of all federal and state anti-discrimination statutes and directives, including Title VII of the Civil Rights Act of 1964 and the New Jersey Law Against Discrimination, *N.J.S.A. 10:5-1 et seq.*, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, 42 U.S.C. §1201 et seq.

1. The Provider certifies that it is an Equal Opportunity Employer and will not discriminate in the recruitment, selection, hiring, promotion or demotion of staff or the selection of services provided to children on the basis of or against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States.
2. The Provider agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Provider setting forth the above provisions of the above nondiscrimination clause.
3. The Provider certifies that it has an Affirmative Action Program and except with respect to affectional or sexual orientation and gender identity or expression, the Provider will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual

Preschool Contract
2025-2026 School Year

orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

4. The Provider agrees to make good faith efforts to meet targeted county employment goals established in accordance with *N.J.A.C. 17:27-5.2*.
5. The Provider agrees to inform in writing to its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
6. The Provider agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable federal law and applicable federal court decisions.
7. In conforming with the targeted employment goals, the Provider agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable federal law and applicable federal court decisions.
8. Providers must also adhere to contracting requirements for affirmative action and affirmative action supplements. Forms can be accessed at [NJ Treasury Division of Purchase and Property webpage](#)

K. Confidentiality of Pupil Records

The Provider shall keep all pupil records in strictest confidence. During the term of this Agreement and at all times thereafter, the Provider shall not publish, disclose or use pupil records without prior written consent of the District or as otherwise provided by law in strict accordance with N.J.S.A. 18A:36-19, *N.J.A.C. 3A:52-1.1* et seq., *N.J.A.C. 6A:32-7.1* et seq., and the Federal Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

L. Attendance Records

Preschool Contract
2025-2026 School Year

The Provider shall collect and report daily attendance information on each enrolled child in the following manner:

1. The Provider and District will work together to address chronic absenteeism which is defined as missing at least ten (10) percent of school days, or 18 days of a 180-day school year. Providers with excessive absenteeism rates should create an action plan.
2. If any enrolled child is absent without excuse for up to ten (10) consecutive days of school, the District and Provider shall make every effort to contact the family and get the child to school. The District and Provider may begin attempts to contact the family prior to ten (10) consecutive unexcused absences.
3. The Provider will make a concerted attempt to get the child to come to school. If these attempts fail and the child is absent without excuse for ten (10) consecutive days of school, the child shall no longer be enrolled and the District/Provider may fill the slot with another child.
4. Daily attendance reports shall be provided to the District on a monthly basis. The District will be responsible for entering the attendance data into their data system. If the District requires entry of data into their system, additional compensation shall be provided to the contracted Provider.
5. In accordance with the Zero Tolerance for Guns Act, *N.J.S.A. 18A:37-7 et seq.* and *N.J.A.C. 6A:13A-4.4 (g)*, preschool children shall not be expelled or suspended, which includes sending children home early or excluding children for any reason other than medical such as injury or illness. Positive behavior supports through the *Pyramid Model for Supporting Social Emotional Competencies* shall be employed to reduce or eliminate challenging behaviors.

M. Financial Management System

The Provider shall implement sound fiscal practices that include, but are not limited to:

1. Adherence to Treasury Circular 15-08-OMB, requiring recipients of State aid funds to have an annual single audit, an annual financial statement audit or a Program-specific audit, based on the State aid funds received. A Program specific audit can be elected when a recipient's State financial assistance is under only one State Program, i.e., Preschool Education Aid.
 - i. Recipients that expend \$750,000 or more in State financial assistance within their fiscal year must require these recipients to have annual single audits or Program-specific audits.

Preschool Contract
2025-2026 School Year

- ii. Recipients that expend less than \$750,000 in State financial assistance within their fiscal year but expend \$100,000 or more in State financial assistance within their fiscal year, must require these recipients to have either a financial statement audit performed or a Program-specific audit.
- 2. Maintaining a financial management system that provides timely, accurate, current and complete disclosure of all financial activities related to the Agreement, in accordance with Generally Accepted Accounting Principles (GAAP).
- 3. Making expenditures in strict accordance with the DOE's 2025-2026 Private Provider Budget and Expenditure Guidance.
- 4. Maintaining a preschool accounting system of all financial activities related to the Agreement separate from other funding sources.
- 5. Maintaining a general ledger and account reconciliation of all financial activities related to the Agreement.
- 6. Making modifications to the approved budget, when appropriate, based on reasonable and customary costs and verifiable documentation.
- 7. Amending the approved budget, when appropriate, with approval by the District Board of Education.
- 8. Timely completion of all financial requirements and timely electronic submission of all financial reports described in Section VII of this Agreement.

IV. District/Provider Coordination, Cooperation

- A. The Provider and the District shall ensure that the high-quality elements required by the *New Jersey Preschool Program Implementation Guidelines* are met.
- B. The District shall, at a minimum, provide a Preschool Instructional Coach for every twenty (20) preschool classrooms to provide coaching and classroom support for classroom teachers in accordance with *N.J.A.C. 6A:13A-4.2*. Preschool Instructional Coaches will also address special needs including, but not limited to, providing additional assistance to uncertified or inexperienced teachers and professional development that supports preschool English language learners and preschool children in inclusive classroom settings. The Provider agrees to allow the Preschool Instructional Coaches to provide coaching and professional development services in the Provider's contracted classrooms. The District, with the center director and the teaching staff, shall develop an individualized professional development plan for the teaching staff that describes the role and activities of the Preschool Instructional Coach for the school year. The District shall notify the Provider

Preschool Contract
2025-2026 School Year

within thirty (30) days of any staffing changes in Preschool Instructional Coach positions and assignments.

- C. The District shall make available to the Provider appropriate in-service training and systematic professional development activities.
- D. The District shall include the Provider's teachers, in addition to assistant teachers, family workers, administrators, and any additional positions funded by Preschool Expansion Aid, in all professional development experiences offered by the District for the preschool teaching staff. The Provider's teachers, teacher assistants, and administrators must attend a minimum of **3** professional development in-service/trainings/workshops offered by the District.
- E. The District shall make available a substitute teacher list to the Provider.
- F. The District shall verify the credentials and progress toward obtaining the appropriate certification or credentials, where applicable, of all preschool teaching staff in a Provider and shall verify that all required background and criminal checks on all employees have been conducted.
- G. The District and the Provider shall articulate plans and activities for children and parents who are making the transition to elementary schools.
- H. The District shall make available health and social service resources to the Provider.
- I. The District and Provider are jointly responsible for recruitment of children.
- J. The District is responsible for ensuring that each preschool child is screened within two months of school entry using a developmentally-based early childhood screening assessment approved by the DOE.
- K. Eligibility for contract renewal is based on each contracting Provider classroom maintaining a minimum reliable score of **4.5** on the Early Childhood Environment Rating Scale, Third Edition (ECERS-3). The ECERS-3 must be administered by the District by an individual deemed reliable by the tool developer in each classroom no less than once every three (3) years.
- L. The Provider shall allow District or DOE designee(s) necessary access to conduct needs assessments and data collection.
- M. The District shall provide financial management assistance to the Provider in the development and monitoring of the Provider's annual budget and implementation of the preschool Program.

Preschool Contract
2025-2026 School Year

- N. The District shall provide a copy of its work schedule for all teaching staff to the Provider to allow the Provider to ensure that the work schedule established for the teaching staff in the contracted preschool classrooms is comparable to the work schedule provided by the District for both teaching staff contract hours and teaching staff student contact hours and is made available to all affected teaching staff.
- O. The District shall share with the Provider the plan for transition initiatives from Program entry to kindergarten through grade three.
- P. The Provider shall submit a copy of their lease agreement or any written agreement for space, rent, or mortgage to the District for the school year, in every instance when the Provider is bound by such an agreement.
- Q. The Provider shall receive written approval from the District, consistent with *N.J.A.C. 6A:13A-7.1(c)* prior to any change affecting physical space or location of classrooms.
- R. Providers must notify the District within 24 hours of any on-site injuries or institutional abuse allegations within the District-funded classrooms. At a minimum, reporting should include: 1) the occurrence of an injury or illness while under the Provider's supervision that results in a child visiting the emergency room; 2) the occurrence of an injury or illness while under the Provider's supervision that results in a child's admittance to the hospital; 3) the death of a child while under the Provider's supervision; or 4) the occurrence of an injury or illness that results in a call to 911, on-site medical or transported emergency care, or urgent care.
- S. McKinney-Vento and the New Jersey Administrative Code applies to homeless children and youths, which includes children attending preschool Programs. District and Provider shall collaborate and coordinate to ensure that children experiencing homelessness are immediately enrolled, participate in educational programming, and have access to high quality early childhood Programs.
 - 1. School Districts that offer a public preschool education Program must ensure that children experiencing homelessness have the same access to that education as is provided to non-homeless children (42 U.S.C. § 11432(g) (4)), (*N.J. A.C. 6A:17-2.1, 6A:17-2.3*).
 - 2. McKinney-Vento requires state and local educational agencies (LEAs) to remove barriers to school enrollment (42 U.S.C. §11432(g)(1)(I)), (*N.J.A.C. 6A:17-2.4(a)(3)*).
 - 3. Districts must ensure the immediate enrollment of children experiencing homelessness, even if they lack documents typically required for enrollment, including birth certificates, health records, and proof of residency. Immediate enrollment is one of the

Preschool Contract
2025-2026 School Year

core protections of the McKinney-Vento Act (42 U.S.C. §11432(g)(3)(C)), (*N.J.A.C.* 6A:17-2.5(g)).

4. Ongoing communication, collaboration, and coordination between Provider and District, including teachers, social workers, McKinney-Vento regional coordinators/district homeless liaisons, and health staff members are vital in order to increase the enrollment of children and the provision of services to them and their families.
 5. In accordance with McKinney-Vento and New Jersey Administrative Code (*N.J.A.C.* 6A:17-2.3, *N.J.A.C.* 6A:27-6.2), Districts must provide transportation to ensure children experiencing homelessness have access to their educational day.
 6. School Districts that transport non-homeless children also must provide comparable transportation services for children experiencing homelessness (42 U.S.C. § 11432(g)(4)(A)), (*N.J.A.C.* 6A:17-2.3, *N.J.A.C.* 6A:27-6.2). In addition, transportation to the School District of residence must be provided when requested by a parent or guardian (42 U.S.C. §11432(g)(1)(J)(iii), (*N.J.A.C.* 6A:17-2.4(a)(7))). Districts must continue to provide transportation to and from the School District of residence to formerly homeless students who become permanently housed for the remainder of the academic year during which the child becomes permanently housed (42 U.S.C. § 11432 (g)(3)(A)(i)(II), (*N.J.A.C.* 6A:17-2.5). All transportation must be arranged promptly to ensure immediate enrollment and so as not to create barriers to homeless students' attendance, retention, and success (see 42 U.S.C § 11431(2) and 11432(g)(1)(I)), (*N.J.A.C.* 6A:17-1.1, *N.J.A.C.* 6A:17-2.4).
- T. The District will require that all Provider teachers fulfill their school year and will not allow staff to move from Provider classes to the District any time during the school year once classes have started. Their employment agreement with Provider will be honored.
- U. The District, in the spirit of partnership, will not actively recruit teaching staff or supervisors from the Provider.

V. Monitoring of Program Performance

- A. The District and the DOE are responsible for monitoring the Provider on a regular basis to ensure that the Provider is delivering a quality Program. The Provider shall provide the District, the DOE, and the Department of Human Services access to its site and Program records for purposes of monitoring and ensuring that the Provider is complying with all aspects of this Agreement.
- B. The Provider shall inform the District in writing of all conditions that may negatively affect or are negatively affecting the performance of services as soon as they are known. The

Preschool Contract
2025-2026 School Year

disclosure shall be accompanied by a statement of the action taken or contemplated by the Provider to correct the problems and when corrective action will be taken.

- C. The District may, at any reasonable time, make site visits to inspect the Program, facility, books, records, and equipment relating to the provision of the early childhood education services, review Program accomplishments and management and financial control systems, as well as interview any officials and/or employees whose work involves the performance of this Agreement or compliance with its terms.
- D. The District shall conduct on-site monitoring at least twice in each contract year to assess compliance and shall ensure that the Provider is complying with the requirements of this Agreement.
- E. The District shall assess classroom quality and create action plans for teaching staff using the following steps:
 - 1. The District shall score Program quality on a graduated scale in all preschool classrooms based on results of the ECERS-3 as referenced in Subsection IV (K) of this Agreement.
 - 2. An action plan shall be developed and implemented by the District and Provider if any classroom falls below the minimum acceptable ECERS-3 score referenced in Subsection IV (K) of this Agreement. Development of the action plan shall involve participation of the District and the Provider in joint discussions to determine the classroom quality improvements that are necessary based upon the results of the observation instrument and establishment of a timeframe for making the required changes. The Preschool Instructional Coach shall provide technical assistance to the classroom teacher based upon the action plan.
 - 3. If the District deems that improvements have not been made according to the established plan and schedule, the District or Provider may request that the classroom or Program be evaluated by a reliable independent observer approved by the DOE. If the reliable independent observer verifies that the action plan is not being satisfied, steps shall be taken to remove the Provider teacher from the classroom or not renew or terminate the preschool Program contract pursuant to the provisions for non-renewal pursuant to Section X or termination pursuant to Section XI of this Agreement.

VI. Records, Maintenance and Retention of Records

- A. Any and all records concerning the operation of the Program shall be retained in accordance with The School District Records Retention Schedule (attached to this Agreement as Attachment A and incorporated herein). Such records shall be made available to the

Preschool Contract
2025-2026 School Year

representatives of the District and the DOE upon request. Such records shall also be available to the public to the same extent that the District records are available for public inspection.

- B. Where not otherwise specified in the School District Records Retention Schedule, the retention period starts on July 1 for records created by or filed with the Provider during the prior school year.
- C. If the provider intends to destroy any records no longer necessary to maintain under the School District Records Retention Schedule, Provider must consult and seek written approval from the District, prior to any destruction of records. Otherwise, the Provider shall transfer those records to the custody of the District.
- D. The Provider shall cause all subcontractors to comply with the terms of this Section.
- E. The Provider shall maintain and have available for audit and/or inspection all books and records that may be requested by the District, DOE, and/or DCF. A copy of said documents shall be provided to the District, the DOE, and/or DCF upon request.
- F. The Provider shall submit to the District, in a timely manner, monthly student enrollment and attendance reports, and such other reports or data as may be required by this Agreement, statute(s) or regulation(s). The District and DOE shall provide reasonable notice of audits and/or inspections.
- G. The Provider shall provide, in a timely manner, copies of all work papers produced in connection with audits made by the Provider to the District and the DOE, upon written request.

VII. Compensation

- A. The maximum number of children for which the Provider will be compensated is **75** for the 2025-2026 school year. The District shall pay monthly to the Provider one eleventh (1/11) of the provider's approved 2025-2026 budget planning document with first payment to be issued by the District by August 1, subject to revisions pursuant to Subsection VII(C), (D), (G), & (H). Any revisions made pursuant to Subsection VII(C), (D), (G), & (H) shall be made based on the provider's average daily enrollment, not average daily attendance. The District-approved 2025-2026 budget planning document is attached as Attachment B.
- B. From November through June, in the event the average monthly enrollment for the month is greater than or equal to fourteen-fifteenths (14/15) of the number of contract slots in A above, then the amount due the following month under the contract shall equal the monthly amount as described in A above.

Preschool Contract
2025-2026 School Year

- C. From November through June, in the event the average monthly enrollment for the month is less than fourteen-fifteenths ($14/15$) of the number of contract slots, the amount due the following month under the contract shall equal the monthly amount multiplied by the average monthly enrollment for the month, divided by the number of contract slots.
- D. For the month of November, the amount due under the contract shall not be subject to adjustment due to September or October enrollment for each contracted classroom that is open to receive children by September 1.
- E. The Provider shall collect and report daily attendance information on each enrolled child in the manner set forth in Subsection III (L)(4).
- F. Collection of attendance information should be used for operational and reporting purposes only.
- G. The District shall make eleven (11) monthly payments to the Provider in the sum of one-eleventh ($1/11$) of the revenues provided under the Provider's District-approved 2025-2026 budget planning document as set forth in A above.
- H. Except for August 1, September 1, and October 15, payments shall be made each month following receipt and verification of the Provider's enrollment for the previous month. The enrollment report is to be submitted to the District on the last business day of each month. Monthly payments will not be made until the enrollment report is received and reviewed by the District. The District will review the enrollment report within one week of receiving the report. In addition, the final payment, which is to be adjusted in accordance with C and F above and based on the Provider's enrollment reports for May and June and Quarterly Expenditure Reports including receipts and supporting documentation, pursuant to I below, shall be issued on or before August 1, 2026.
- I. The Provider agrees to submit to the District a Quarterly Expenditure Report, as defined in Subsection II (A)(5), of actual, approvable, reasonable and customary expenditures signed and certified by the director and officer of the corporation (if the director is not an officer), if incorporated, and understands that the District will recoup any unexpended or misspent funds based on the Quarterly Expenditure Reports, enrollment records, and monthly payments made by the District. Based on its review of the Quarterly Expenditure Report, the District shall make prorated adjustments to subsequent monthly payments.
 - 1. If the provision for receipt and verification of the Provider's enrollment as described in H above are met, monthly payments shall be made on: August 1, September 1, October 15, November 15, December 15, January 15, February 15, March 15, April 15, and May 15. One final payment shall be issued on or before August 1, 2026.

Preschool Contract
2025-2026 School Year

2. Quarterly expenditure reports (for quarters ending September 30, December 31, March 31, and June 30) shall be submitted to the District no later than: October 15, January 15, April 15, and June 30, with exception of the final quarter (June 30). In the case of the final quarter, the final report must be submitted within two weeks from June 30.
3. The Provider will appropriately expend funds to meet the Elements of High-Quality Preschool Programs, *N.J.A.C. 6A:13A* for each category of goods and services in their District-approved 2025-2026 budget planning document, including, but not limited to, instructional staff positions, materials, supplies, and technology. Materials, supplies, and technology purchases must also meet the criteria set forth in the District's comprehensive preschool curriculum.
4. The District may make a monthly payment adjustment at any time during the contract period to reimburse the Provider for large expenditures related to approved budget items including, but not limited to, playground equipment.
5. Districts may not withhold funding at any time during the contract period without meeting with the Provider. Any funds withheld during the contract period, and any associated meetings with the Provider, must be documented. If the issue of payment is not resolved locally, an appeal may be made to the Commissioner pursuant to *N.J.A.C. 6A:3, Controversies and Disputes*.

VIII. Availability of Funds

The parties recognize that payments by the District to the Provider under this Agreement are expressly dependent upon, and subject to the availability to the District of state funds. The Provider is aware that the District's receipt of state funds is expressly conditional upon allocation, review, and approval by the DOE.

IX. Term of Agreement

The term of this Agreement shall be July 1, 2025 to June 30, 2026.

X. Renewal or Non-Renewal of a Preschool Program Contract

- A. The District, DOE, and Provider shall use the following processes for renewal or non-renewal of the Provider preschool Program contract:
 1. For all Provider contract renewals:
 - a. The District shall notify any Provider, in writing on or before May 1 of each contract year, of its intent to renew the preschool Program contract for an additional one-year term.

Preschool Contract
2025-2026 School Year

- b. The Provider shall notify the District in writing within thirty (30) days of receipt of a renewal notice from the District of its acceptance or rejection of the offer to renew the Agreement for one year.
2. For all Provider contract non-renewals:
- a. The District shall notify the Provider, the DOE, Division of Early Childhood Services, and the DCF, Office of Licensing with a full explanation in writing on or before May 1 in any contract year of the intent to not renew any Provider's preschool Program contract for an additional one-year term and/or an intention to reduce slots. The notification shall include the reason(s) for non-renewal, including, but not limited to:
 - i. Fiscal mismanagement: The District must provide documentation verifying evidence of the Provider's fiscal mismanagement as well as documentation that the District attempted to assist the Provider to correct fiscal mismanagement issues.
 - ii. Poor classroom quality: The District must provide evidence that it first assessed classroom quality and created a classroom quality improvement plan in accordance with Section V of this Agreement.
 - iii. Available in-District classroom space: For a non-renewal based on available in-District space, the following requirements must be met:
 - (1) The new configuration must meet the elements of high quality described in *N.J.A.C. 6A:13A* and educational facilities standards for preschool described in *N.J.A.C. 6A:26*; and
 - (2) It must be economically more efficient to serve the preschool children in the district space, after considering all costs associated with providing the preschool Program; and
 - (3) The quality of the current in-District preschool Program must meet an average ECERS-3 score of at least four point five (4.5).
 - b. The Provider may dispute the non-renewal and/or slot reduction of the preschool Program contract received in writing from the District by notifying the District and the DOE in writing within ten (10) business days of receipt of the notice of non-renewal.

Preschool Contract
2025-2026 School Year

- c. The appropriateness of the non-renewal decision will be affirmed or denied by the DOE. The non-renewal decision may be appealed to the Commissioner of the DOE ("Commissioner") pursuant to *N.J.A.C. 6A:3, Controversies and Disputes*.
- d. Upon non-renewal, the District shall recover from the Provider all playground materials, playground equipment both installed and uninstalled, start-up classroom materials and start-up classroom technology or the monetary equivalent thereof. The amount to be recovered shall be determined by current market value or depreciated value of said items (as per Federal Depreciation schedule), whichever is lower.

XI. Termination of a Preschool Program Contract (see *N.J.A.C. 6A:13A-9.4(b)*)

- A. The District shall have the right to terminate this Agreement immediately upon:
 - 1. Notice of revocation of the Provider's license;
 - 2. Provider's breach of any of the following provisions of this Agreement:
 - a. Failure to conduct CHRI background checks as set forth in Subsection III(H) of this Agreement;
 - b. Failure to conduct CARI checks as set forth in Subsection III(I) of this Agreement;
or
 - c. Violation of any federal, state or local law or regulation regarding the secular nature of Programs receiving public funding as set forth in Subsection III(B)(3) of this Agreement.
 - 3. Provider's action(s) or inaction(s) that placed children in the Program at serious risk of harm.
 - 4. Failure to comply with all applicable requirements established pursuant to *N.J.A.C. 6A:13A, et seq.*; or
 - 5. Any other reasonable cause within the discretion of the school district and with written approval from the Department.
- B. For any breach of contract, except those that trigger the right to immediate termination defined in Subsection XI(A), the District shall have the right to terminate this Agreement as follows:

Preschool Contract
2025-2026 School Year

1. If a Provider fails to comply with all terms of this Agreement or applicable Federal, State, or local requirements, the school district shall notify, in writing, the Provider and the Department about the deficiency and provide a timeframe for compliance.
 2. If the Provider fails to submit a corrective action plan demonstrating how they will resolve the deficiency within ninety (90) days and the Provider fails to implement the corrective action plan within thirty (30) days, the District may initiate termination of this agreement upon written notice to the Provider and the Department. Termination of the contract shall be subject to written approval by the Department to the school district and Provider.
- C. The Provider shall have the right to appeal to the Commissioner a District's decision to terminate this Agreement pursuant to *N.J.A.C. 6A:3*, Controversies and Disputes. The filing of an appeal under *N.J.A.C. 6A:3* shall not prevent the termination from becoming effective on the date specified unless the appealing party seeks and is granted a stay pending decision by the Commissioner.
- D. The District and the Provider may terminate this Agreement by mutual agreement, in writing, upon notice to and receipt of written approval from the DOE.
1. In the event of termination under this Subsection XI(D), said termination shall take effect upon the thirtieth day from the date the District and the Provider receive written approval from the DOE to terminate this Agreement.
- E. Upon termination, the District shall recover monetary value of startup materials limited to playground equipment, non-consumable startup materials, and start up classroom technology based on DOE approval. The amount recovered shall be determined by the current market value or depreciated value of said items (as per Federal Depreciation Schedule), whichever is lower.
- F. In the event of non-renewal or termination of this Agreement pursuant to Sections X and XI of this Agreement, by either the District or the Provider, the Provider shall continue the service until the District has found an appropriate placement for all children unless termination was instigated under the provisions set forth in Subsection XI(A) in which case termination shall be immediate. At no time shall the Provider be required to continue the service for more than ninety (90) days beyond the expiration or termination date of the existing Agreement. The Provider will be reimbursed for this continued service at the funding level established in Section VII of this Agreement.

Preschool Contract
2025-2026 School Year

XII. Informal Dispute Resolution Process

- A. The District and Provider shall attempt to resolve any dispute that may arise under this Agreement. If the dispute cannot be resolved locally, an appeal may be made to the Commissioner pursuant to *N.J.A.C. 6A:3, Controversies and Disputes*.

XIII. Subcontracting and Assignment

- A. The Provider shall not subcontract and/or assign services to be provided pursuant to Section I of this Agreement, without written approval from the District and the Commissioner.
- B. The Provider agrees to make all records of any subcontractor available to the District, the DOE, the DCF and any federal agency whose funds are expended in the course of this Agreement for the purpose of review. All subcontracts entered into by the Provider shall include a provision whereby the subcontractor acknowledges its obligation to make all pertinent records available to the District, the DOE, the DCF and any federal agency whose funds are expended in the course of this Agreement.
- C. The subcontractor shall comply with all applicable laws and regulations.

XIV. Indemnification

- A. The Provider shall assume all risk of and responsibility for, and agrees to indemnify, defend and save harmless the State of New Jersey from and against any and all claims, demands, suits, actions, recoveries, judgments and costs, and expenses in connection therewith on account of the loss of life, property or injury or damages to the person, body or property of any person or persons, whatsoever, which shall arise from or result directly or indirectly from (1) the work, service or materials provided under this Agreement; or (2) any failure to perform the Provider's obligations under this Agreement or any improper or deficient performance of the Provider's obligations under this Agreement. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this Agreement. Furthermore, the provisions of this indemnification clause shall in no way limit the obligations assumed by the Provider under this Agreement, nor shall they be construed to neither relieve the Provider from any liability nor preclude the State from taking other actions available to it under any other provision of this Agreement or at law.
- B. The Provider shall immediately notify the District and the DOE in writing of any action or suit pending or filed or any claim which may result in litigation against the District and/or the State of New Jersey by any person, organization, or other entity.

Preschool Contract
2025-2026 School Year

XV. Insurance

A. The Provider shall procure and maintain, at its own expense, until at least two years after the completion of all services performed under this Agreement and any modification hereto, liability insurance for damages imposed by law and assumed under this Agreement, of the kinds and in the amounts hereinafter provided, from insurance companies admitted or approved to do business in the State of New Jersey. The Provider expressly understands and agrees that any insurance protection required by this Agreement shall in no way limit the Provider's obligations assumed in this Agreement, and shall not be construed to relieve the Provider from liability in excess of such coverage, nor shall it preclude the State from taking such other actions as are available to it under any other provisions of this Agreement or otherwise in law.

1. The types and minimum amount of insurance shall be as follows:

a. General Liability Insurance

i. The minimum limits of liability for this insurance shall be as follows:

(A) Bodily Injury Liability

Each Occurrence: \$1,000,000.00

Aggregate: \$3,000,000.00

(B) Property Damage Liability

Each Occurrence: \$1,000,000.00

Aggregate: \$3,000,000.00

ii. The above required General Liability Insurance shall name the State of New Jersey as an additional insured. The above required General Liability Insurance shall also name the District as an additional insured. The coverage to be provided under this policy shall include contractual liability coverage. The aggregate limits may be increased by the parties, upon mutual agreement, in order to provide adequate protection to the State and the District.

b. Comprehensive Automobile Liability Insurance

The Comprehensive Automobile Liability policy shall cover owned, non-owned and hired vehicles and/or buses for the approved transport of children with minimum limits as follows:

Preschool Contract
2025-2026 School Year

- i. Bodily Injury Liability: \$2,000,000.00 each occurrence;
 - ii. Property Damage Liability: \$2,000,000.00 each occurrence; and
 - iii. The above required Comprehensive Automobile Liability Insurance shall name the State of New Jersey as an additional insured. The above required Comprehensive Automobile Liability Insurance shall also name the District as an additional insured. The Provider shall equip any vehicle and/or bus used in the transportation of children with "children's seats."
- c. Workers' Compensation Insurance

Workers' Compensation Insurance shall be provided in accordance with the requirements of the laws of this State and shall include an endorsement to extend coverage to any state which may be interpreted to have legal jurisdiction.

- d. Employer's Liability Insurance

Employer's Liability Insurance with limits not less than:

- (1) \$1,000,000 Bodily Injury, each occurrence;
- (2) \$1,000,000 Disease each employee; and
- (3) \$1,000,000 Disease aggregate limit.

- e. Employee Fidelity Bond

An Employee Fidelity Bond shall be procured on all employees of the Provider insuring against loss from employee's dishonest acts. The Bond shall be in the amount of a percentage of the current year's budget set forth in the schedule below:

Total Budget	Minimum Bond Amount
Up to \$100,000.00	20 percent of budget (Minimum \$10,000)
\$100,000.01 to \$250,000	\$20,000 plus 15 percent of all over \$100,000
\$250,000.01 to \$500,000.00	\$42,500 plus 13 percent of all over \$250,000
\$500,000.01 to \$750,000.00	\$75,000 plus 8 percent of all over \$500,000
\$750,000.01 to \$1,000,000.00	\$95,000 plus 4 percent of all over \$750,000
\$1,000,000.01 to \$2,000,000.00	\$105,000 plus 2 percent of all over \$1,000,000

Preschool Contract
2025-2026 School Year

Total Budget	Minimum Bond Amount
\$2,000,000.01 to \$5,000,000.00	\$125,000 plus 1 percent of all over \$2,000,000
\$5,000,000.01 to \$10,000,000	\$155,000 plus ½ percent of all over \$5,000,000
10,000,000.01 and upwards	\$180,000 plus ¼ percent of all over \$10,000,000

In fixing such minimum bond, round to the nearest \$1,000.

2. The Provider shall, prior to the commencement of services required under this Agreement, provide the District with valid Certificates of Insurance as evidence of the Provider's insurance coverage in accordance with the foregoing provisions. Such Certificates of Insurance shall specify that the insurance provided is of the types and is in the amounts required in Subsection A(1)(a), (b), (c), (d) and (e) above.
3. Standard exclusions will be allowed provided they are not inconsistent with the requirements set forth Subsection A(1)(a), (b), (c), (d) and (e) above. Allowance of any additional exclusions will be at the discretion of the State. Regardless of the allowance of exclusions or deductions by the State, the Provider shall be responsible for the deductible limit of the policy and all exclusions consistent with the risks the Provider assumes under this Agreement and as imposed by law.
4. The Certificates shall provide for notice in writing to the District prior to any cancellation, expiration, or non-renewal during the term the insurance is required in accordance with this Agreement. The Provider shall also, upon request, provide the DOE with valid Certificates of Insurance and copies of each policy required under this Agreement certified by the agent or underwriter to be true copies of the policies provided to the Provider.

In the event that the Provider provides evidence of insurance in the form of Certificates of Insurance valid for a period of time less than the period during which the Provider is required by the terms of this Agreement to maintain insurance, said certificates shall be acceptable, but the Provider shall be obligated to renew its insurance policies as necessary and to provide new Certificates of Insurance from time to time, so that the District is continuously in possession of evidence of the Provider's insurance in accordance with the foregoing provisions.

5. In the event the Provider fails or refuses to renew any of its insurance policies, or any policy is canceled, terminated, or modified so that the insurance does not meet the requirements of this Agreement, the District may refuse to make payment of any further monies due under this Agreement until such time as the Provider reinstates the

Preschool Contract
2025-2026 School Year

insurance, consistent with the requirements of this Agreement. Upon reinstatement, the District will promptly pay the Provider all money withheld in accordance with this provision. If the Provider does not reinstate the insurance within thirty (30) days of notice by the District of the insurance lapse, the District may, upon approval of the Commissioner, terminate this Agreement.

6. The Provider shall immediately notify the District and the DOE in writing of any action or suit pending or filed or any claim which may result in litigation against the District and/or the State of New Jersey by any person, organization, or other entity.

XVI. Notices

Any notices required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been given to the party to whom intended if a) delivered by registered and certified mail, return receipt requested or b) delivered by hand. Until changed by notice in the manner specified above, the addresses of the parties to this Agreement shall be:

For the District:

Michael LoBrace, School Business Administrator Perth Amboy Board of Education 178 Barracks Street Perth Amboy, NJ 08861
--

With a copy to:

Machado Law Group 2350 South Avenue, Suite A Scotch Plains, NJ 07076
--

For the Provider:

YMCA of Metuchen, Edison, Woodbridge and South Amboy 483 Middlesex Ave. Metuchen, NJ 08840
--

XVII. Anti-Collusion

The Provider warrants and represents that this Agreement has not been solicited, secured, or procured directly or indirectly in a manner contrary to the laws of the State of New Jersey and that the federal, state and local laws and regulations have not been violated and shall not be violated as they relate to the procurement or the performance of the Agreement by any conduct, including the paying or giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any state or district employee, officer, or official.

Preschool Contract
2025-2026 School Year

XVIII. Subrecipient

The relationship of the Provider to the District is that of a subrecipient of the District. The State gives Preschool Education Aid to the District, who further passes the same funding through to the Provider. The Provider, its agents and employees shall act in an independent capacity in the performance of this Agreement and shall not be considered employees of the District or the State of New Jersey and shall not have the right to bind or obligate the District or State in any manner.

XIX. Independent Contractor

The relationship of the Provider to the District is that of an Independent Contractor. The Provider, its agents and employees shall act in an independent capacity in the performance of this Agreement and shall not be considered employees of the District or the State of New Jersey and shall not have the right to bind or obligate the District or State in any manner.

XX. Business Registration

Pursuant to *N.J.S.A.* 52:32-44, the Provider must provide a copy of its business registration certificate to the District prior to execution of the contract.

XXI. Pay to Play Provisions

A. Pay to Play Bar

Pursuant to *N.J.A.C.* 6A:23A, and consistent with the definitions of *N.J.S.A.* 19:44A-1 *et seq.*, each contracting for-profit Provider shall provide the requisite vendor certification(s) of reportable contributions to the District in advance of execution of the contract so that the District may determine whether there has been any contribution that would bar the entry of the contract between the District and the for-profit Provider.

B. Pay to Play Disclosure

Pursuant to *N.J.S.A.* 19:44A-20.26 (P.L. 2005, c. 271), each contracting for-profit Provider shall submit the requisite disclosure(s) to the District at least ten (10) days prior to entering into this contract.

C. Disclosure of Contributions to ELEC

Pursuant to *N.J.S.A.* 19:44A-20.27 (P.L. 2005, c. 271), each contracting for-profit Provider shall file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission if the for-profit Provider receives contracts in excess of \$50,000 from public entities in a calendar year. It is the for-profit Provider's responsibility to determine if filing is necessary.

Preschool Contract
2025-2026 School Year

XXII. Miscellaneous

A. Compliance with Laws

The Provider covenants that it is familiar with and shall comply with the provisions of all statutes and regulations of the DCF, Child Protection and Permanency, and the DOE, as well as other federal, state and local statutes and regulations which are, or may become, applicable to the provision of child care services and early childhood education provided under this Agreement. This includes, but is not limited to, the Provider's obligation immediately to report to Child Protection and Permanency any suspected incident of child abuse or neglect. The Provider agrees it shall maintain, throughout the term of this Agreement, a current Child Care Center License as issued by the DCF's Office of Licensing.

B. Applicable Law

The parties agree that this Agreement shall be construed and enforced under the laws of the State of New Jersey.

C. Entire Agreement

This Agreement, together with all Attachments referred to herein, constitutes the entire Agreement between the parties and supersedes all oral and written Agreements, if any, between the parties. No amendment or modification changing the Agreement's scope or terms shall have any force and effect unless it is made in writing, signed by both parties and approved by DOE.

D. Headings

Section headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.

E. Severability

If any of the provisions of this Agreement are determined to be invalid, such invalidity shall not affect or impair the validity of the other provisions, which shall be considered severable and shall remain in full force and effect.

F. Waiver

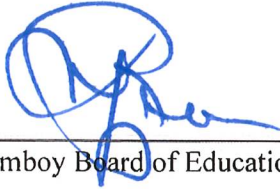
No term or provision hereof shall be deemed waived and no breach excused by the parties unless such waiver or consent shall be in writing and signed by the appropriate officers of the parties.

Preschool Contract
2025-2026 School Year

- G. The District must provide this contract to the Provider no later than 14 days after receipt of the contract from the NJ State Department of Education in order to allow the Provider's administration, Board of Directors, and any counsel to review the contract prior to signing and before submission to the District Board of Education for approval. In addition, the parties shall execute the Certification Acknowledging Modification (attached to this Agreement as Attachment C and incorporated herein), which shall be returned to the Department of Education with the final signed agreement between the parties. Please note, if modifications are requested and the District fails to provide an executed Attachment C Certification Acknowledging Modification, the DOE will not review the requested modifications.

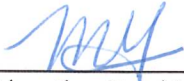
Preschool Contract
2025-2026 School Year

In Witness Whereof the parties have executed this Agreement as of the day and year above set forth.



Perth Amboy Board of Education

By:



Board of Education President Signature

12/1/2025
Date

Approved as to Legal Form:

By:



General Counsel Signature

YMCA of Metuchen, Edison, Woodbridge, and
South Amboy

By: 

Rose Cushing, president & CEO
Rose Cushing, president & CEO

09/20/205
09/20/205

Authorized Provider Signature and Title

Date



Re: 25-26 Preschool Provider Budget - Harborview

From MENA : LISSETTE <LISSMENA@paps.net>

Date Wed 2025-04-02 1:30 PM

To Rita Macneill <rita.macneill@ymcaofmewsa.org>; Lori Ricigliano <lori.ricigliano@ymcaofmewsa.org>

Cc LOCONTE : MICHELLE <MICHLOCONTE@paps.net>; RICHARDSON : JAMIE <jrichardson@paps.net>; LOBRACE : MICHAEL <MICHLOBRACE@paps.net>; VELEZ : FRANCISCO <FVELEZ@paps.net>; Jennice Webb <jennice.webb@ymcaofmewsa.org>

 2 attachments (380 KB)

2025-2026 Private Provider Budget Expenditure Guidance.docx; 2025-26 Provider Budget Planning Workbook - Harborview .xlsx;

Hi Rita,

Attached please find the updated budget template from NJ DOE. Your estimated funding amount for the 25-26 SY is \$699,195 so we ask that your total budget is for that amount.

These are due back to us **no later than Friday, April 11, 2025.**

If you have any questions, please do not hesitate to reach out.

Be well,

Lissette

Lissette Mena
Fiscal Specialist, Business Office
Perth Amboy Board of Education
178 Barracks Street
Perth Amboy, NJ 08861
Lissmena@paps.net
732-376-6200 ext. 30125

From: MENA : LISSETTE <LISSMENA@paps.net>

Sent: Friday, January 31, 2025 12:56 PM

To: Rita Macneill <rita.macneill@ymcaofmewsa.org>; jennice.webb@ymcaofmewsa.org <jennice.webb@ymcaofmewsa.org>; Lori Ricigliano <lori.ricigliano@ymcaofmewsa.org>

Cc: LOCONTE : MICHELLE <MICHLOCONTE@paps.net>; RICHARDSON : JAMIE <jrichardson@paps.net>; LOBRACE : MICHAEL <MICHLOBRACE@paps.net>; VELEZ : FRANCISCO <FVELEZ@paps.net>

Subject: 25-26 Preschool Provider Budget (Mock) Template - Harborview

Hi Ladies,

Per a provider meeting that took place earlier this week, I am attaching a "mock version" of what the potential 25-26 budget templates will look like. The actual budget templates should be out within the

next month or so, however in an effort to give our providers adequate time to work on budgets, we wanted to pass along a mock version that you can work on until NJDOE provides us with the actual budget templates.

Please be sure to update the CACFP and Schedule A Personnel tabs first as the data on there will flow into the Provider Planning budget worksheet. Once you are done with those, please proceed to the Provider Planning Budget worksheet to fill out any remaining budget items, as needed.

For the time being, please assume # of classrooms/students and funding levels will remain the same as current school year as we have not yet received funding information for the 25-26 SY.

Please further note, due dates for the provider budgets are not yet available. Again, as soon as we have actual budget templates, due dates, or any additional information, we will provide you with those specifics.

Lastly, I am attaching the last NJDOE guidance received by us so that you can use as a reference, however, please do not hesitate to reach out if you have any questions or concerns.

Thank you!

Lissette Mena
Fiscal Specialist, Business Office
Perth Amboy Board of Education
178 Barracks Street
Perth Amboy, NJ 08861
Lissmena@paps.net
732-376-6200 ext. 30125



Re: Budget Question

From MENA : LISSETTE <LISSMENA@paps.net>

Date Wed 2025-04-16 12:00 PM

To Rita Macneill <rita.macneill@ymcaofmewsa.org>

Hi Rita,

Yes, you can certainly increase it to the 100% if they work year round.

Lisette Mena
Fiscal Specialist, Business Office
Perth Amboy Board of Education
178 Barracks Street
Perth Amboy, NJ 08861
Lissmena@paps.net
732-376-6200 ext. 30125

From: Rita Macneill <rita.macneill@ymcaofmewsa.org>

Sent: Wednesday, April 16, 2025 11:59 AM

To: MENA : LISSETTE <LISSMENA@paps.net>

Subject: Budget Question

Hi, Lisette.

Since the family worker position is 12 months, should the formula in the planning worksheet be 100% instead of 81.63%?

I noticed that the formula is 200/245 which makes me think it is wrong.

Rita MacNeill

Director

Harborview Early Learning Center

YMCA OF METUCHEN, EDISON, WOODBRIDGE AND SOUTH AMBOY

45 Market Street, Perth Amboy, NJ 08861

(P) 732 442 7190 (F) 732 442 7990

(E) Rita.MacNeill@ymcaofmewsa.org

 FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NURTURING TOMORROW'S LEADERS

YMCA OF METUCHEN, EDISON,
WOODBIDGE AND SOUTH AMBOY

Enroll Today!





Re: 25-26 Preschool Provider Budget - YMCA

From MENA : LISSETTE <LISSMENA@paps.net>

Date Mon 2025-04-14 9:25 AM

To Jennice Webb <jennice.webb@ymcaofmewsa.org>

Cc LOCONTE : MICHELLE <MICHLOCONTE@paps.net>; RICHARDSON : JAMIE <jrichardson@paps.net>; LOBRACE : MICHAEL <MICHLOBRACE@paps.net>; Shanae Clarke <shanae.clarke@ymcaofmewsa.org>; Rita Macneill <rita.macneill@ymcaofmewsa.org>

Just sent you an invite. Please let me know if you would like me to add anyone else.

Thank you.

Lisette Mena
Fiscal Specialist, Business Office
Perth Amboy Board of Education
178 Barracks Street
Perth Amboy, NJ 08861
Lissmena@paps.net
732-376-6200 ext. 30125

From: Jennice Webb <jennice.webb@ymcaofmewsa.org>

Sent: Monday, April 14, 2025 9:23 AM

To: MENA : LISSETTE <LISSMENA@paps.net>

Cc: LOCONTE : MICHELLE <MICHLOCONTE@paps.net>; RICHARDSON : JAMIE <jrichardson@paps.net>; LOBRACE : MICHAEL <MICHLOBRACE@paps.net>; Shanae Clarke <shanae.clarke@ymcaofmewsa.org>; Rita Macneill <rita.macneill@ymcaofmewsa.org>

Subject: Re: 25-26 Preschool Provider Budget - YMCA

Yes, that works thank you!

Jennice Webb, Ed.D

VP of Childcare

Association Office

YMCA OF METUCHEN, EDISON, WOODBRIDGE and SOUTH AMBOY

YMCA ASSOCIATION OFFICES

483 Middlesex Avenue

Metuchen, NJ 08840

(P) 732-516-2091 ext 1112

(E) Jennice.Webb@ymcaofmewsa.org

(W) www.ymcaofmewsa.org

Click [HERE](#) to apply today!



From: MENA : LISSETTE <LISSMENA@paps.net>

Sent: Monday, April 14, 2025 9:23:01 AM

To: Jennice Webb <jennice.webb@ymcaofmewsa.org>

Cc: LOCONTE : MICHELLE <MICHLOCONTE@paps.net>; RICHARDSON : JAMIE <jrichardson@paps.net>; LOBRACE : MICHAEL <MICHLOBRACE@paps.net>; Shanae Clarke <shanae.clarke@ymcaofmewsa.org>; Rita Macneill <rita.macneill@ymcaofmewsa.org>

Subject: Re: 25-26 Preschool Provider Budget - YMCA

Absolutely! Does 2pm or 3pm work for you today?

Lisette Mena

Fiscal Specialist, Business Office

Perth Amboy Board of Education

178 Barracks Street

Perth Amboy, NJ 08861

Lissmena@paps.net

732-376-6200 ext. 30125

From: Jennice Webb <jennice.webb@ymcaofmewsa.org>

Sent: Monday, April 14, 2025 9:20 AM

To: MENA : LISSETTE <LISSMENA@paps.net>

Cc: LOCONTE : MICHELLE <MICHLOCONTE@paps.net>; RICHARDSON : JAMIE <jrichardson@paps.net>; LOBRACE : MICHAEL <MICHLOBRACE@paps.net>; Shanae Clarke <shanae.clarke@ymcaofmewsa.org>; Rita Macneill <rita.macneill@ymcaofmewsa.org>

Subject: Re: 25-26 Preschool Provider Budget - YMCA

Good morning Lisette,

Thanks for checking. Are you available today or tomorrow to go over the budgets with me ?

Jennice Webb, Ed.D

VP of Childcare

Association Office

YMCA OF METUCHEN, EDISON, WOODBRIDGE and SOUTH AMBOY

YMCA ASSOCIATION OFFICES

483 Middlesex Avenue

Metuchen, NJ 08840

(P) 732-516-2091 ext 1112

(E) Jennice.Webb@ymcaofmewsa.org

(W) www.ymcaofmewsa.org

Click [HERE](#) to apply today!



From: MENA : LISSETTE <LISSMENA@paps.net>

Sent: Monday, April 14, 2025 9:18:28 AM

To: Jennice Webb <jennice.webb@ymcaofmewsa.org>

Cc: LOCONTE : MICHELLE <MICHLOCONTE@paps.net>; RICHARDSON : JAMIE <jrichardson@paps.net>; LOBRACE : MICHAEL <MICHLOBRACE@paps.net>; Shanae Clarke <shanae.clarke@ymcaofmewsa.org>; Rita Macneill <rita.macneill@ymcaofmewsa.org>

Subject: Re: 25-26 Preschool Provider Budget - YMCA

Hi Jennice,

I hope you had a great weekend! Please be advised our NJDOE Liaison has reached back out to us and advised that unfortunately there are no additional funds available for the 25-26 SY.

Please let me know if I could be of further assistance.

Thank you.

Lissette Mena
Fiscal Specialist, Business Office
Perth Amboy Board of Education
178 Barracks Street
Perth Amboy, NJ 08861
Lissmena@paps.net
732-376-6200 ext. 30125

From: MENA : LISSETTE <LISSMENA@paps.net>

Sent: Friday, April 11, 2025 3:17 PM

To: Jennice Webb <jennice.webb@ymcaofmewsa.org>

Cc: LOCONTE : MICHELLE <MICHLOCONTE@paps.net>; RICHARDSON : JAMIE <jrichardson@paps.net>; LOBRACE : MICHAEL <MICHLOBRACE@paps.net>; Shanae Clarke <shanae.clarke@ymcaofmewsa.org>; Rita Macneill <rita.macneill@ymcaofmewsa.org>

Subject: Re: 25-26 Preschool Provider Budget - YMCA

I'm so sorry to hear about this situation. We will reach out to our DOE liaison **today** to see if there is anything further we can do to support you.

Stay tuned.

Lissette Mena
Fiscal Specialist, Business Office
Perth Amboy Board of Education
178 Barracks Street
Perth Amboy, NJ 08861
Lissmena@paps.net
732-376-6200 ext. 30125

From: Jennice Webb <jennice.webb@ymcaofmewsa.org>
Sent: Friday, April 11, 2025 2:13 PM
To: MENA : LISSETTE <LISSMENA@paps.net>
Cc: LOCONTE : MICHELLE <MICHLOCONTE@paps.net>; RICHARDSON : JAMIE <jrichardson@paps.net>; LOBRACE : MICHAEL <MICHLOBRACE@paps.net>; Shanae Clarke <shanae.clarke@ymcaofmewsa.org>; Rita Macneill <rita.macneill@ymcaofmewsa.org>
Subject: RE: 25-26 Preschool Provider Budget - YMCA

Hi Lissette,

Thank you. We're currently facing a difficult decision—either raise staff salaries and have little to no funding available for indirect costs, or keep salaries flat in order to preserve the funding needed to operate the program effectively.

With the church significantly increasing the rent, we're in a position where maintaining program quality becomes increasingly difficult. Even reallocating from indirect costs to cover the rent still leaves us over budget if we implement any salary adjustments.

We're doing our best to find a workable solution, but the current funding structure places us in a very limited position. Would it be possible to connect with someone at DOE or schedule a meeting to explore options and discuss how situations like this might be addressed? We'd also be happy to jump on a call with you early next week to discuss this further.

Kind Regards,

Jennice Webb, Ed.D
VP of Childcare
Association Office
YMCA OF METUCHEN, EDISON, WOODBRIDGE and SOUTH AMBOY
YMCA ASSOCIATION OFFICES
483 Middlesex Avenue
Metuchen, NJ 08840
(P) 732-516-2091 ext 1112
(E) Jennice.Webb@ymcaofmewsa.org
(W) www.ymcaofmewsa.org



**NURTURING
TOMORROW'S
LEADERS**

YMCA OF METUCHEN, EDISON,
WOODBRIDGE AND SOUTH AMBOY

Enroll Today!



From: MENA : LISSETTE <LISSMENA@paps.net>
Sent: Friday, April 11, 2025 11:27 AM

To: Jennice Webb <jennice.webb@ymcaofmewsa.org>

Cc: LOCONTE : MICHELLE <MICHLOCONTE@paps.net>; RICHARDSON : JAMIE <jrichardson@paps.net>; LOBRACE : MICHAEL <MICHLOBRACE@paps.net>; Shanae Clarke <shanae.clarke@ymcaofmewsa.org>; Rita Macneill <rita.macneill@ymcaofmewsa.org>

Subject: Re: 25-26 Preschool Provider Budget - YMCA

Hi Jennice,

Unfortunately, there is no additional funding that could be provided for next school year. If NJDOE reaches out with any new funding opportunities, we will be sure to let you know right away. Moreover, we would not be able to approve budgets submitted that exceed the funding amount provided as they would be kicked back by NJDOE, however I can push the submission deadline to April 16th for Harborview and Grace, per your request. We will be out of the office starting April 17th through April 28th.

With regard to the family worker and clerical questions you had, I'm still awaiting further guidance on that. I am hopeful we will have an answer today.

If I could be of further assistance please do not hesitate to reach out.

Thank you.

Lissette Mena

Fiscal Specialist, Business Office

Perth Amboy Board of Education

178 Barracks Street

Perth Amboy, NJ 08861

Lissmena@paps.net

732-376-6200 ext. 30125

From: Jennice Webb <jennice.webb@ymcaofmewsa.org>

Sent: Friday, April 11, 2025 10:14 AM

To: MENA : LISSETTE <LISSMENA@paps.net>

Cc: LOCONTE : MICHELLE <MICHLOCONTE@paps.net>; RICHARDSON : JAMIE <jrichardson@paps.net>; LOBRACE : MICHAEL <MICHLOBRACE@paps.net>; Shanae Clarke <shanae.clarke@ymcaofmewsa.org>; Rita Macneill <rita.macneill@ymcaofmewsa.org>

Subject: RE: 25-26 Preschool Provider Budget - YMCA

Hi Lissette,

I hope you're doing well. I wanted to provide an update on where we are with the budgets. Rita [REDACTED] today, and we still need time to review her site's budget together before finalizing. We are working through proposed salary increases for both sites in an effort to retain staff and offer competitive wages. However, these adjustments are pushing us over the current budget.

Would you advise submitting the budgets with the proposed salary increases, even if they exceed the allocated amount? Alternatively, are there any adjustments that could be made on your end to help accommodate the increases?

We're also considering a different structure for the Family Worker role but would appreciate some guidance on what an appropriate salary range might be for that position.

Would it be possible to extend our submission deadline to April 17th? That would give us the time needed to ensure we're putting forth a thoughtful and realistic plan.

Thanks so much for your understanding and support.

Kind Regards,

Jennice Webb, Ed.D

VP of Childcare

Association Office

YMCA OF METUCHEN, EDISON, WOODBRIDGE and SOUTH AMBOY

YMCA ASSOCIATION OFFICES

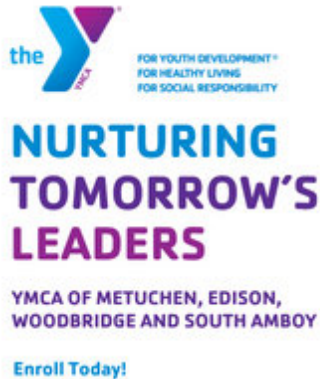
483 Middlesex Avenue

Metuchen, NJ 08840

(P) 732 516 2091 ext 1112

(E) Jennice.Webb@ymcaofmewsa.org

(W) www.ymcaofmewsa.org



From: MENA : LISSETTE <LISSMENA@paps.net>

Sent: Wednesday, April 9, 2025 1:57 PM

To: Shanae Clarke <shanae.clarke@ymcaofmewsa.org>; Jennice Webb <jennice.webb@ymcaofmewsa.org>

Cc: LOCONTE : MICHELLE <MICHLOCONTE@paps.net>; RICHARDSON : JAMIE <jrichardson@paps.net>; LOBRACE : MICHAEL <MICHLOBRACE@paps.net>

Subject: Re: 25-26 Preschool Provider Budget - Grace

Hi Shanae,

I'm out of the office for Jury Duty selection. Let me see how the rest of the day pans out. I will reach out as soon as I know if I am chosen as a juror or not. If I am not, I should be able to schedule a meeting tomorrow.

Stay tuned.