

**KENTUCKY DEPARTMENT OF EDUCATION  
APPLICATION FOR APPROVAL TO CONTRACT  
TO PROVIDE PRESCHOOL EDUCATION SERVICES  
FOR 2017-18 SCHOOL YEAR**

**NO**  **REAPPLICATION? YES**

**APPLICATION AGENCY IDENTIFICATION**

**SUBMISSION DATE:** June 14, 2017

Director's Name: Karen Underwood

Agency Name (As it appears on Child Day Care License): Family Care Center

Agency Address: 1135 Harry Sykes Way  
Lexington, KY 40504

Agency STARS Rating and Expiration Date: Five Stars 01/31/2020

Currently, agencies must obtain three stars in the Stars for KIDS NOW system or KY All STARS.

Agency Telephone Number (include area code): 859-288-4040

Email Address: karengi@lexingtonky.gov

Names, titles and phone numbers of program contact person(s), other than the director, who have administrative/supervisory responsibility for the education program.

Name	Title	Phone Number
Joanna Rodes	Director Division of Family Services	859-288-4050

Names and credentials of lead teachers who will have state-funded children in their class(es):

Teacher's Name	Certification	Ratio or teachers: children
Patricia Thompson	IECE	15:2

Names of local school districts with which the agency may contract:

Fayette County Schools		
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**SERVICES AVAILABLE FOR CONTRACTING**

**FOR YOUR AGENCY – CHECK ALL THAT APPLY:**

- Operation of the Preschool Education Program (704 KAR 3:410)  
Attach a description of the educational services available for contracting addressing facilities, personnel, hours and curriculum. Must meet:
1. Preschool Facilities Guidelines (905 KAR 2:010; (child care licensure is accepted as substitute)
  2. Preschool Personnel Standards (704 KAR 3:410 Section 6) **no need to attach IECE certificate**
  3. Instructional Hours of Operation (704 KAR 3:410 Section 5)
  4. Preschool Curriculum (704 KAR 3:410 Section 5)
- STARS for KIDS NOW or KY All STARS  
Scan and attach a copy of the certificate with at least three (3) stars
- Parent Outreach (704 KAR 3:410)  
Attach a description of services available. Services must meet preschool requirements (704 KAR 3:410 Section 5).
- Related Services by Licensed Professionals for Children with Disabilities  
Attach a description of services available. Check off specific services to be offered. Service providers must meet licensure requirements set by the profession. **Attach a copy of the appropriate license.**
- Speech therapy
  - Occupational therapy
  - Physical therapy
  - Other
- Transportation (702 KAR Chapter 5)  
Attach a description of services available. If the program is transporting children, the following regulations must be met:
1. School vehicle requirements (702 KAR 5:060)
  2. School bus driver requirements (702 KAR 5:080)
  3. School bus monitor requirements (702) KAR 5:150)
- Food Services (702 KAR Chapter 6)  
Attach a description of services available. Food services must meet the following regulations:
1. School food preparation requirements (702 KAR Chapter 6) OR
  2. Child care food preparation requirements (905 KAR 2:010)

\*All required attachments must be submitted upon initial application. Reapplications must contain attachments that are relevant to any programmatic changes within the agency.

## PROGRAM ASSURANCE

The Family Care Center agency or program provides the following assurances regarding compliance with federal, state and local regulations in order to be approved to contract with local school districts to provide preschool education services.

### General Operations

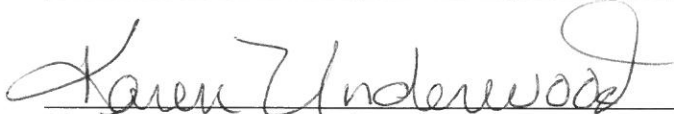
1. The agency is separately incorporated from any religious institutions and maintains a non-sectarian board of directors; all proceeds and debts are the property of the corporation; no part of the program's curriculum is religious in nature; if housed on grounds of a religious institution, only reasonable rent is paid for such space and all religious symbols or materials have been removed from the area used by the preschool program.
2. The agency complies with applicable state and federal education requirements regarding nondiscrimination on the basis of race, creed, color, national origin, sex, disability or age.
3. Establishment and maintenance of all preschool records will be in compliance with state and federal regulations that are applicable to financial and programmatic records, supporting documents, statistical and other records. (34 CFR 80.37 – 8.40).
4. The agency will submit reports to the local school district as required in the contract, will make records and visits available to the district to conduct its oversight responsibility, and will make requested information available to the Kentucky Department of Education for the purpose of monitoring state and federal education laws and regulations.
5. Personally identifiable information on all children is maintained in a manner consistent with confidentiality requirements of the Family Education Rights and Privacy Act (FERPA).
6. If the agency receives federal funds, the agency does not appear on the current list of agencies debarred from accepting federal funds.


### Contracted Services

7. Any agreement and/or contract between the local school district and the agency's preschool program is in writing and has been reviewed and approved by the authorized administrator of each agency.
8. Program services provided by a contract or agreement with a local school district are provided in conformance with preschool and school regulations promulgated by the Kentucky Board of Education.
9. The agency carries current insurance for the services operated.
10. Agency personnel who provide preschool services under an agreement or contract with a local school district meet the personnel requirements of the Kentucky Board of Education and the Education Professional Standards Board.
11. If the agency is providing transportation or space for program services through a contract or agreement with a local school district, the agency's vehicles and physical plant have been reviewed by the local school district for adherence to school requirements for vehicles, buildings, grounds and health.
12. If the agency provides services to children with disabilities under a contract or cooperative agreement with a local school district, the agency complies with responsibilities outlined in Kentucky Administrative Regulations (707 KAR Chapter 1) for the provision of special education and related services.

This application has been approved by the applicant's Administrative Board as recorded in the minutes of the meeting held on:

\_\_\_\_\_, 20 .

  
\_\_\_\_\_  
Signature of Program Director

  
\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Authorized Signature for Administrative Board

\_\_\_\_\_  
Date Signed

Family Care Center  
1135 Harry Sykes Way  
Lexington, Kentucky 40504

### **Operation of the Preschool Education Program**

The Family Care Center provides early childhood services for children ranging in age from six weeks to five years. Fayette County Schools and Family Care Center combine efforts to provide public preschool services serving two groups of children by utilizing double sessions in one classroom. (Session 1: 7:00AM to 9:55AM; Session 2: 10:50AM-1:45PM) Fayette County Public Schools assigns and provides supervision for the lead teacher for the classes as well as a para educator. Child Care services are available for families requiring before and/or after Early Start hours as well as days FCPS Preschool is not in session.

*FCPS teacher qualifications: I.E.C.E.*

*Child Care Director: MS Early Childhood Education; Kentucky Director's Credential*

*Hours of operation: Child Care 6:30AM-5:30PM FCPS Preschool hours: 7:00AM-9:55AM; 10:50AM-1:45PM*

Preschool Curriculum: AEPS

### **Parent Outreach**

Family Care Center partners with Fayette County Public Schools to provide high school classes for teenage mothers. Mothers that attend the program are eligible for parenting classes, and reading-to-children activities in addition to their classroom studies.

All parents utilizing early childhood services are invited to attend month Big Room events. All classrooms conduct parent/teacher conferences at least twice per year. The FCPS Preschool program conducts Family Story Hour activities in accordance with the FCPS Preschool calendar as well as home visits. Newsletters are sent to parents informing them of activities and upcoming events.

### **Related Services by Licensed Professionals for Children with Disabilities**

Fayette County Public Schools provides speech therapy, occupational therapy, physical therapy for eligible children. The FCPS therapists work with classroom staff to meet the IEP goals. First Steps referrals are made for children who are not yet three years of age.

### **Transportation**

Transportation is provided by Fayette County Public Schools.

### **Food Services**

The Family Care Center participates in the Kentucky Department of Education Division of Nutrition & Health Services Child & Adult Care Food Program. Children attending full day child care are provided breakfast, lunch and PM snack. Children attending only during FCPS Preschool receive one meal; breakfast or lunch depending on the session. Food is provided by a catering service and meets USDA guidelines.

The Cabinet for Health and Family Services,  
Department for Community Based Services,  
Division of Child Care

and

the Kentucky Department of Education certify that:

**Family Care Center**

**has earned a 5 STAR RATING**



by meeting the standards for **Level Five** in the  
Kentucky All Stars Tiered Quality Rating and Improvement System

Date Issued: **01/11/2017** License/Certificate/School Number:**L350165**

Valid Through: 01/31/2020