



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

BIRTH THROUGH FIVE PROGRAMS, RESOURCES AND SUPPORTS

- ★ Services for Children and Families
- ◆ Technical Assistance for Child Care Staff
- ▽ Support for Child Care Staff Meeting Education Requirements
- ▼ Professional Development Resource
- ◎ Business Administrative and/or Program Quality Support
- ❖ High School Students Only

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Any questions about the contents of this publication can be directed to:
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INSIDE FRONT COVER

INTRODUCTION

OSSE's Division of Early Learning (DEL) licenses and monitors the child development facilities in the District. DEL provides leadership and coordination to ensure that all District of Columbia children, from birth to kindergarten entrance, have access to high-quality early childhood development programs and are well-prepared for school.

The following guide provides information on the various resources and programs provided by DEL to support children, families and child care providers in licensed child care facilities.

For more information, please visit: <https://osse.dc.gov/service/early-learning>.

For additional information or questions, contact: (202) 727-6436.

ACCESS TO QUALITY GRANT

The goal of the Access to Quality Child Care Expansion Grant is to increase the supply of child care services for infants and toddlers, which may include establishing new or expanding child development facilities serving infants and toddlers. Specifically, this grant seeks to add a total of 1,000 new infant and toddler slots to DC's infant and toddler child care supply by September 2020, with the goal of an average of 300 new seats in 2018, 2019 and 2020.

For more information, please visit: <https://osse.dc.gov/access-quality-child-care-expansion-grant-0> or www.liifund.org.

For additional information or questions, contact: (202) 478-5903 or ecehelpdesk@dc.gov.

**ACCESS TO QUALITY
GRANT** ●

CAPITAL QUALITY

Capital Quality is DC's redesigned Quality Rating and Improvement System (QRIS). Capital Quality provides a research-based approach for assessing the quality of child care in participating child development facilities. Quality designations help families make informed decisions when deciding where to enroll their child, providing them with an opportunity to review and compare the program quality of various child development providers throughout the District. Capital Quality designations are publicly available at www.mychildcaredc.org.

Capital Quality Designations:

Developing: These programs meet children's basic health and safety standards and there is minimal evidence that the program provides a nurturing environment with supportive interactions (e.g., responsive scheduling, warm/positive interactions) that promotes children's cognitive, physical and social-emotional development.

Progressing: These programs meet children's basic health and safety standards and there is adequate evidence that the program provides a nurturing environment with supportive interactions that promotes children's cognitive, physical and social-emotional development.

Quality: These programs meet children's basic health and safety standards and there is good evidence that the program provides a nurturing environment with supportive interactions that promotes children's cognitive, physical and social-emotional development.

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CAPITAL QUALITY *continued*

High-Quality: These programs meet children's basic health and safety standards and there is considerable evidence that the program provides a nurturing environment with supportive interactions that promotes children's cognitive, physical and social-emotional development.

Preliminary: These programs meet children's basic health and safety standards. This is an initial designation provided to programs that have just entered the Capital Quality rating system. These programs are still in the process of being rated to determine their Capital Quality designation of Developing, Progressing, Quality or High-Quality.

For more information, please visit: <https://osse.dc.gov/page/capital-quality-gris> or contact (202) 727-2992.

CHILD & ADULT CARE FOOD PROGRAM (CACFP)

The Child and Adult Care Food Program (CACFP) is managed by the Division of Health and Wellness. CACFP provides a monthly financial subsidy, training, technical assistance, nutrition education and food safety information to child development centers, adult day care centers, sponsored child development homes, afterschool programs and emergency shelters serving nutritious meals and snacks to eligible infants, children and adults. These supports and services are provided to reduce the cost of serving healthy meals and snacks. CACFP meals must meet the Federal guidelines (7CFR Part 226).

For more information, please visit: <https://osse.dc.gov/service/child-and-adult-care-food-program-cacfp>.

For additional information or questions, contact: (202) 727-1839.

CHILD CARE SUBSIDY VOUCHER PROGRAM

For Families

For more information on how to enroll or renew child care vouchers, please visit: <https://dhs.dc.gov/service/child-care-services>

For support with enrollment please contact: (202) 727-0284 or visit:
4049 South Capitol Street SW, Washington, DC 20032.

Office hours for walk-in visits are available on Monday, Tuesday and Wednesday, from 8:15 a.m.-3:30 p.m. Applicants are encouraged to call to schedule an appointment, Monday-Friday from 8:15 a.m. to 3:30 p.m.

Services are also provided by appointment only, Monday-Friday, from 7:30 a.m.-3:30 p.m. at Taylor Street Service Center at 1207 Taylor Street, NW, Washington, DC 20011. You may call them at (202) 704-2345.

For Child Care Providers

Providers must sign an agreement with the Division of Early Learning to participate in the Child Care Subsidy Program. The five types of Child Care Providers are described below.

- 1. Level I Child Development Center-Based Provider:** Accepts children who are referred for subsidized care after eligibility determination and intake at the Department of Human Services (DHS), Child Care Services Division.
- 2. Level II Child Development Center-Based Provider:** Conducts child care eligibility determination as well as intake on behalf of OSSE using OSSE eligibility requirements. Level II Center-Based Providers are located throughout the District.

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CHILD CARE SUBSIDY  
VOUCHER PROGRAM 

CHILD CARE SUBSIDY VOUCHER PROGRAM *continued*

3. **Child Development Home-Based Provider:** Accepts children who are referred for subsidized child care after eligibility determination and intake at the DHS.
4. **Relative Care Provider:** Parent or guardian selects the relative to provide care in the relative's home. Eligibility determination and intake must be performed by the DHS.
5. **In-Home Care Provider:** Parent or guardian selects the provider to care for the child in the child's home. Eligibility determination and intake must be performed by the DHS.

For more information, please visit: <https://osse.dc.gov/service/child-care-subsidyvoucher-program>.

For more information on joining the subsidy program, contact: (202) 727-8149.

For support around payment, eligibility and attendance, contact: (202) 727-8137.

Child Care Subsidy Admissions Forms can be sent to childcare.admissions@dc.gov.

General Questions and Support

- For additional information or questions, contact: (202) 727-8149.
 - To submit attendance reports, email: OSSE.attendancereportsubmission@dc.gov or fax 1 (800) 856-3106.
 - To submit error reports, email OSSE.ErrorReportssubmission@dc.gov or fax 1 (800) 521-8385.
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CHILD DEVELOPMENT ASSOCIATE (CDA) GRANT

The Office of the State Superintendent of Education (OSSE) awarded the CDA Training Scholarship and Promotion Program grant to two organizations to implement the program. The CDA provides a foundation for building the essential competencies needed by entry-level early childhood professionals. The CDA process can take about three to six months to complete.

Both grantees offer hybrid model cohorts that have course instruction in a combined format of face-to-face meetings and virtual (online) learning. Some cohorts meet on Saturdays to accommodate educators' schedules, especially home providers.

- Classes throughout the year in English, Spanish and Amharic
- Instruction on the six essential CDA Competency Goals
- Ongoing support in completing each step of the credential process
- Assistance with portfolio development, coordination of needed observation and exam preparation support
- Scholarships to pay the application fee

For more information, please visit: <https://osse.dc.gov/cdaprogram>.

For additional information or questions, contact: (202) 478-5903 or ECEHelpdesk@dc.gov.

DC CHILD CARE CONNECTIONS

DC Child Care Connections (DC CCC) is the District's Child Care Resource and Referral (CCR&R) program. DC CCC is an integrated and effective system of responsive services and evidence-based supports for District families and child care providers that promotes high-quality early care and education. These services and supports include, but are not limited to:

- **Connecting families** with early care and education opportunities including educational and financial resources;
- **Connecting early childhood education professionals** to an array of professional development opportunities including professional memberships and continuing education;
- **Providing technical assistance, consultation and coaching** to early childhood education professionals in child development facilities;
- **Providing access to a resource-rich CCR&R lending library** that allows families and early childhood educators to borrow quality literature and books, digital resources and
- **Creating and maintaining collaborative relationships** with agencies within the District government.

For more information, please visit: <http://dcchildcareconnections.org/>.

For additional information or questions, contact: (202) 829-2500, (202) 678-0027 or osse.dcchildcareconnections@dc.gov.



EARLY CHILDHOOD EDUCATION HELP DESK

The ECE Help Desk provides individualized support and addresses specific questions about programs, as well as the minimum education requirements. By the end of its first year, the Help Desk had more than 2,000 interactions of providing direct support to the District's ECE workforce.

ECE Help Desk can assist with...

- Clarification about the minimum education requirements and professional development.
- Information about continuing education programs in the DC area.
- Assistance with applying to scholarships and higher education programs.
- Development of an individualized plan for staff to meet the minimum education requirements.
- Information regarding waivers for center directors and center teachers with 10 or more years of continuous service.
- Connections to other OSSE teams or programs that can better assist child development staff's individual professional needs.
- Information about the Capital Quality program.
- Technical assistance with the Professional Development Information System (PDIS) and Quorum.
- Initial intake for providers interested in the Access to Quality Grant.

For more information, please visit: www.osse.dc.gov/ecehelpdesk.

For additional information or questions, contact: (202) 478-5903 or ECEHelpDesk@dc.gov.



EARLY INTERVENTION SERVICES

Strong Start (birth through 3 years old)

Strong Start DC Early Intervention Program is a statewide, comprehensive, coordinated and multidisciplinary system that provides early intervention therapeutic and other services for infants and toddlers with disabilities and developmental delays and their families. The federal Individuals with Disabilities Education Act (IDEA), Part C, along with the District of Columbia Public Law 1-2-119 mandate that infants and toddlers with disabilities and their families receive coordinated services early enough to make a difference. These services must be flexible, culturally responsive and most importantly, meet the needs of the child and the family.

The Strong Start DC Early Intervention Program serves as the single point of entry for infants and toddlers in Washington DC whose families have concerns about their child's development.

For more information, please visit: <https://osse.dc.gov/service/strong-start-dc-early-intervention-program-dc-eip>.

For additional information or questions, contact: (202) 727-3665.

Early Stages (2 years 8 months through 5 years 10 months)

Early Stages is an evaluation center for children between the ages of 2 years 8 months and 5 years 10 months. Early Stages helps identify any delays that a child may have and arranges services to address them, if needed.

Early Stages is a program of DC Public Schools and can serve any child who goes to a DC public school, is home-schooled, or has not yet entered the school system. They are also able to assist children who attend a DC private

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EARLY INTERVENTION SERVICES *continued*

school or child development facility – even if they live outside of DC. All of Early Stages' services are free.

Visit www.earlystagesdc.org for more information.

For questions or to make a referral, contact: (202) 698-8037 or referral@earlystagesdc.org.

FIRST STEP CDA PROGRAM

This program allows high school students to earn the nationally recognized CDA while simultaneously completing their high school diploma. OSSE recognizes the CDA credential as an attainable, stackable credential that serves as a gateway to higher education and employment in the field of early childhood education. The program name reflects the truism that attaining a CDA is the best first step that a student can take on the early childhood education career pathway.

Specifically designed for high school students with interest in education careers, First Step provides students with the following:

- Competency-based education in early childhood growth and development;
- Practicum experience working with young children enrolled in licensed high-quality child development centers;
- Paid summer employment at these centers through the District of Columbia's summer youth employment program;
- Individualized college and career counseling;
- Preparation for the CDA requirements, including site observation and examination preparation;
- Fully paid application and examination fees; and
- Access to financial aid for college through specialized scholarships, such as the Teacher Education and Compensation Helps (T.E.A.C.H.) Early Childhood® Project, DC Tuition Assistance Grant (DCTAG) and Mayor's Scholars, if eligible.

For more information, please visit: <https://osse.dc.gov/firststep>.

For additional information or questions, contact: (202) 727-0969.

HEALTHY TOTS

The Healthy Tots program is managed by the Division of Health and Wellness and provides funding and resources to support child care facilities' ability to offer high-quality wellness programming through resource grants, supplemental meal funding and wellness standards. Healthy Tots supports nutrition education, physical education, gardening, teacher professional development and wellness and family engagement.

For more information, please visit: <https://osse.dc.gov/page/healthy-tots-act>.

For additional information or questions, contact: (202) 727-1839.

LICENSING & COMPLIANCE

All child care programs that provide care, education and other services, supervision and guidance for more than two infants, toddlers and children that are not related, on a regular basis in the District of Columbia must comply with the established child care regulations (5A DCMR, Chapter 1). Child care licensing requirements that are checked in a program's compliance history include:

- Ownership, organization and administration
- Supervision of children
- Condition of equipment and materials
- Discipline practices
- Child/staff ratios
- Environment indoor and outdoor
- Staff qualification and training development
- Children's records
- Menus and food served

To make a complaint about child care services, call the Complaint Hotline at (202) 727-2993 or send an email to OSSE.ChildcareComplaints@dc.gov. Complaints may also be faxed to the Licensing and Compliance Unit at (202) 727-7295.

For more information, visit: www.osse.dc.gov/service/licensing-and-compliance.

MY CHILD CARE DC

My Child Care DC is a place for parents to access meaningful information about child care in the District at their fingertips. Families can search for licensed child care, browse and compare child care options and learn about helpful early learning and family resources.

For more information, or to find a child development facility, please visit:
<https://dcchildcareconnections.org>.

If you need assistance with My Child Care DC or with locating child care, please contact: DC Child Care Connections, DC's Child Care Resource and Referral (CCR&R) program, at (202) 829-2500 or OSSE.DCchildcareconnections@dc.gov.

MY SCHOOL DC AND EdFEST

My School DC is an online resource for researching which public school options would be the best fit for your child and family. You can also apply for the school lottery through My School DC for public school enrollment for pre-k 3 through grade 12.

For information about school options, please visit: www.myschooldc.org.

For questions and additional support, contact: info.myschooldc@dc.gov or by calling 202-888-6336.

The My School DC Hotline provides direct support to non-English speakers by way of bilingual staff and interpreters. Call (202) 888-6336 for assistance in your language.

EdFEST

EdFEST is an annual event that allows families to explore the city's public school options (pre-k 3-12) for their children. Representatives from DC Public Schools (DCPS) and public charter schools will showcase their programs. EdFEST is an event to help families make informed school selections.

For information about the EdFEST, including the next event, please visit: www.myschooldc.org/events/edfest.

PRE-K ENHANCEMENT GRANT

The Pre-K Enhancement and Expansion Program, funded by the Office of the State Superintendent of Education (OSSE), offers a free pre-K option for families through participating community-based organizations (CBOs) in the District. District residents are able to choose a variety of programs from DC Public Schools, DC public charter schools and participating CBOs.

To be eligible, children must turn 3 years old by Sept. 30 and must be DC residents. Applications are accepted on a first-come, first-served basis by participating organizations. Parents must contact these organizations directly to inquire about enrollment.

For more information, please visit: <https://osse.dc.gov/page/how-find-pre-kindergarten-program> or contact (202) 478-5903.

PROFESSIONAL DEVELOPMENT INFO SYSTEM (PDIS)

The PDIS is an online system that allows early childhood staff to access training and professional development offered by the Office of the State Superintendent of Education (OSSE) and its partners.

The PDIS is user friendly, easy to navigate, and built for all of child development staff's professional development needs. The PDIS is beneficial for educators, center directors and home caregivers in licensed child development facilities.

Professionals can:

- Quickly search and register for professional development opportunities.
- Receive and store child development staff's training certificates in individualized PDIS account.
- Securely save and store copies of child development staff's important educational documents (e.g., high school transcript).
- Build a printable, ready-to-use resume.
- Access resources such as Child Development Associate (CDA) credential supports, associate degree and bachelor's degree programs, current research and additional training opportunities.

For more information or to register for an account, please visit: <https://dcpdis.org> or contact (202) 478-5903 or DCPDIS@dc.gov.

QUALITY IMPROVEMENT NETWORK (QIN)

The Quality Improvement Network (QIN) is the first step toward a multi-year effort to build capacity, increase access and enhance the quality of infant and toddler care in the District of Columbia. This initiative results in an increased number of children and families benefiting from early, continuous, intensive and comprehensive child development and family support services, including educational, health, nutritional, behavioral and family support services which enhance the physical, social, emotional and intellectual development of participating children.

Benefits for children, families and child development staff:

- Children receive nurturing and responsive caregiving;
- Children receive access to comprehensive services;
- Families have access to family engagement specialists who support them in achieving their personal and professional goals;
- Teachers receive coaching and additional supports to advance their learning; and
- Parents serve as leaders in the program.

For more information, please visit: <https://osse.dc.gov/QIN> or contact (202) 727-8577.

QUORUM (E-LEARNING PLATFORM)

Quorum is an online platform allows child development staff to have unlimited 24/7 access to a catalogue of engaging and interactive training courses.

As part of OSSE's support to child development staff in meeting the licensing requirements related to training, OSSE provides free memberships for all child development staff in DC to have access to more than 130 hours of training through Quorum on a yearly basis.

- Through OSSE membership, child development staff can take any of the 120 hours of training offered in the Quorum catalogue.
- Certificates of completion are provided to child development staff.
- Quorum courses are available in English and Spanish.
- Courses are two to five hours long and can be taken all at once or in smaller increments.
- Courses can be taken on a computer, iPad or tablet.

For more information, please visit: www.quorumlearning.com or contact (202) 478-5903 or ECEHelpDesk@dc.gov.

SHARED SERVICES BUSINESS ALLIANCE GRANT

The Office of the State Superintendent of Education (OSSE) awarded a Shared Services Business Alliance Grant (“the Alliance”) to provide administrative and business support functions to child development homes that are interested in joining the Alliance.

The services available through the Alliance are designed to have the following short-term and long-term benefits

Short-Term Benefits	Long-Term Benefits
<ul style="list-style-type: none">• Improved business operations and bookkeeping (e.g., billing and invoices).• Sponsorship for the Child and Adult Care Food Program (CACFP).• Easy access to professional development, training opportunities and technical assistance through calls and site visits.• Assistance with meeting minimum education and annual professional development licensing requirements.	<ul style="list-style-type: none">• Enhanced revenues through a partnership around operational tasks such as enrollment and recruitment of families.• Marketing to help grow and sustain the home provider’s business.• Access to specialized expertise and technologies.• Increased time to focus on providing high-quality care and education.

For more information, please visit: <https://osse.dc.gov/sharedservices> or contact (202) 741-7623.

TEACHER EDUCATION AND COMPENSATION HELPS (T.E.A.C.H.) EARLY CHILDHOOD® PROJECT

There are numerous scholarship and grant opportunities to help child care professionals access programs at little or no cost to them. OSSE invests in the Teacher Education and Compensation Helps (T.E.A.C.H.) Early Childhood® Project. T.E.A.C.H. is a scholarship program for teachers working toward an associate and/or bachelor's degree that includes bonuses, increased compensation and one-on-one career advisors.

In order to receive a scholarship, candidates must:

- Be an early childhood educator.
- Work in a licensed center or child development home, Head Start or Pre-K program in the District of Columbia.
- Have a high school diploma or GED.
- Work a minimum of 25 hours per week.
- Receive a participation agreement from employer.

For more information, please visit: <https://osse.dc.gov/teachscholarship> or contact (202) 478-5903 or ecehelpdesk@dc.gov.

DIVISION OF EARLY LEARNING DIRECTORY

Staff Position	Phone Number
Assistant Superintendent of Early Learning	(202) 727-2814
Deputy Assistant Superintendent of Early Learning	(202) 481-3765
Director of Early Intervention	(202) 727-5853
Manager of Quality Assurance	(202) 698-5372
Program Manager of Service Coordination Units	(202) 727-6538
Clinical Manager	(202) 741-8715
Director of Operations and Management	(202) 727-5045
Program Manager of Grants and Financial Services	(202) 741-7637
Program Manager of Child Care Subsidy Eligibility	(202) 727-8137
Program Manager of Child Care Subsidy Program	(202) 545-7214
Director of Licensing and Compliance	(202) 741-5942
Program Manager of Licensing	(202) 442-4733
Program Manager of Compliance	(202) 727-8140
Director of Policy, Planning and Research	(202) 741-0791
Education Policy Officer	(202) 442-4716
Director of Quality Initiatives	(202) 481-3763
Program Manager of Capital Quality	(202) 545-7221
Program Manager of Quality Improvement Network (QIN)	(202) 545-7216
Program Manager of Quality Initiatives (Workforce)	(202) 727-8123

For additional information or questions, contact: (202) 478-5903 or ECEHelpDesk@dc.gov.

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