Request for Qualifications

Vendor to Assist in the Customer Service and Data Management System for the Denver Preschool Program

Issued: February 2, 2012

Section I – General Information

RFQ Summary

The Denver Preschool Program (DPP) is issuing a Request for Qualifications (RFQ) for management of its customer service and data management contract. Accordingly, the Denver Preschool Program is inviting organizations to respond to this RFQ. Included in this document is a draft scope of services and other information describing this potential opportunity.

All questions pertaining to this RFQ shall be directed in writing to Eileen Piper, CEO of the Denver Preschool Program, at Eileen@dpp.org. **The due date and time for this RFQ is Wednesday, February 29, 2012, at 2:00 PM local time.**

Background

The Denver Preschool Program, approved by voters in November, 2006, provides Denver residents with a tuition credit for preschool at more than 150 approved preschool programs and more than 550 classrooms across Metro Denver. Denver Preschool Program participants receive tuition credits on a sliding scale that is related to family income, household size and the quality rating of the chosen provider. The program is open and voluntary for all Denver students in their last year of preschool prior to kindergarten and includes all licensed preschool providers who agree to participate in a quality improvement system. To date, the Denver Preschool Program has managed over $60 million in tuition credits and quality improvement funds to providers and families, has enrolled more than 20,000 children, and currently serves over 5,000 children through more than 150 preschool providers.

The program is administered by the Denver Preschool Program, Inc., an independent 501(c)(3) created for the sole purpose of managing the Denver Preschool Program. The organization is governed by a seven-member Board of Directors that is comprised of citizens with experience managing businesses, non-profits and public programs. The Program also provides for a twenty-five person Board of Advisors to make non-binding recommendations to the Board on policy issues regarding early childhood education in general and the Denver Preschool Program in particular. The Board of Advisors includes preschool providers, parents and leaders from the education, non-profit, foundation and business communities. With the exception of one board member appointed by City Council, members of both boards are appointed by the Mayor and approved by City Council.

The Denver Preschool Program values flexibility, collaboration, and entrepreneurial thinking. As a steward of cutting-edge data on preschool outcomes and quality indicators, the Denver Preschool Program envisions building a web-based platform for all parent, provider and quality evaluation users. The goal will be to improve efficiency, allow for integration of independent databases, and generate outcomes data. Denver Preschool Program desires a vendor who can work with this effort in a manner that supports and aligns with our organizational values, as well as a partner willing to take the initiative. We seek a partner who not only gathers data but reviews it, identifies trends, and proactively presents insights and potential solutions to Program staff.

Contract Duration

The term of this Contract is for a period of three (3) years commencing on October 1, 2012. The Denver Preschool Program, at its sole option, shall have the unilateral right to extend the contract for up to two (2) additional, successive one-year terms.

Schedule

RFQ issued:	February 2, 2012
Deadline for submission of questions:	by 5 PM, February 14, 2012
Distribution of question responses:	February 21, 2012
RFQ due:	by 2 PM, February 29, 2012
RFP invitations extended:	March 19, 2012
Contract awarded:	June 1, 2012
Service launch:	October 1, 2012

Questions

In order to maintain a transparent and equitable proposal process, questions regarding this RFQ will only be accepted through e-mail. **Questions should be sent to Eileen Piper at Eileen@dpp.org, no later than 5 PM local time, Tuesday, February 14, 2012**. Answers to questions submitted by the deadline will be distributed by email on February 21.

Section II – Scope of Work

Scope of Work - Minimum Requirements

The Denver Preschool Program is interested in proposals for a service provider to manage all client transactions, track data and provide the highest customer service to the families we serve, the preschools with whom we collaborate, as well as our internal staff and Board. The successful candidate must be able to demonstrate superior client service skills at the following:

- Staff Denver Preschool Program's main telephone line and provide bilingual (English and Spanish) support to family questions in regard to the program or in regard to the application process, with key performance measurements in place to include but not limited to:
    - Number of incoming calls
    - Average wait time
    - Number of abandoned calls
    - Average call time
    - Number of callers served in English
    - Number of callers served in Spanish
- Administer the Program's P.O. Box and respond appropriately to family and provider correspondence.
- In a timely manner and with key performance metrics in place, accept and qualify Denver family applications for Denver Preschool Program tuition credits by:
    - ensuring that the child is a Denver resident,
    - ensuring that the child is the appropriate age as defined by the Program's Ordinance,
    - validating family income and size, and
    - ensuring that the selected preschool is approved by Denver Preschool Program.
- With appropriate checks and balances in place, accurately calculate a family's tuition credit through a defined process that includes:
    - the child's preschool schedule (part-day, full day, or extended day)
    - the family's income and size, and
    - the quality rating of the selected preschool.
- Notify families of their tuition award within five business days via the families' preferred communication method (letter, email or text).
- Create a searchable database to manage child-level information over time.
- Migrate historical data into new data management system for ongoing management and integration into ongoing reporting (see next section).
- Collaborate with Denver Public Schools to assign all Denver Preschool Program-enrolled children with a Denver Public Schools (DPS) student identification number.
- Provide bilingual (English and Spanish) support to questions from preschools about family enrollment, attendance compensation, and tuition calculation.
- Work with the Denver Preschool Program to develop and implement a plan for annual application distribution to preschool provider and other locations; respond in a timely fashion to parent and provider application material requests.
- On an ongoing basis, accept and process preschool reports that detail child-level attendance data.
- Twice per month complete calculations that detail tuition payments to be made by Denver Preschool Program per child, as well as per preschool, based on defined criteria including the child's preschool schedule, the family's income and size, the quality rating of the preschool, and

the child's attendance. Deliver activity and outcomes reports to Program staff to include (but not limited to):
    - Total current enrollment stratified by income tier and provider type
    - Total current enrollment trends as compared to historical
    - Application processing statistics including number completed, in process, and average processing time
    - Call Center statistics (cited above)
    - Reports listed above available in weekly, monthly, and annual formats
- Review and assess data and reports on an ongoing basis and proactively highlight trends, insights, and potential solutions to Program staff; work with Program staff to implement solutions.
- Respond to ad hoc report requests from Program staff.
- Manage ongoing plan for continuous improvement of processes and services.
- Support or lead Denver Preschool Program's effort to move to a secure and fully integrated, web-based platform for all parent communication and data collection (see next section).
- Create and manage secure electronic storage for application and service-related documents, accessible to authorized users.
- Track all family and preschool communication/contacts -- whether online or via phone -- and tie communication back to student application.
- Assist the Denver Preschool Program in periodic parent and provider mailing efforts distinct from the enrollment process.
- Track and maintain relevant program policies.

For the past four program years, the Denver Preschool Program has consistently enrolled between 5,000 and 6,000 children each year. Even as the program indicates stable and relatively predictable enrollment, the Offeror must prove that it maintains robust systems to effectively handle up to a 20% increase or decrease in annual applications.

Within the application process, families must submit sensitive information to the Denver Preschool Program and its subcontractors. As such, the successful vendor will prove to the Denver Preschool Program that they are able to receive and manage all Program-related conversations and materials in a secure location, separate from other business functions within the organization. The Offeror also must have a minimum of two dedicated staff (at least one of which is bilingual in English and Spanish) providing customer service support to Denver Preschool Program families and preschools on an ongoing basis.

Denver Preschool Program customer service hours of operation are Monday through Friday, from 8:00 AM until 5:00 PM. Offices may close on federal holidays.

The Offeror will deliver services in an efficient and effective manner. As a manager of a City contract, the Denver Preschool Program operates within a culture of financial accountability, and will hold the Offeror to similar standards.

The current Denver Preschool Program application is included in the Appendix of this RFQ.

Scope of Work - Desired Elements

In addition to the Minimum Scope of Work Requirements, the Denver Preschool Program is interested in entertaining bids to develop a comprehensive information management system that accomplishes any or all of the following:

- Develop a web-based data management system to become the central repository of information for children enrolled both currently and historically, preschool provider information with historical detail, and evaluation data captured through the Program's research partners.
- Allow remote access by staff at Qualistar Colorado to input and maintain preschool provider database. A list of information requirements for preschool providers is included in the Appendix of this RFQ.
- Allow remote access by Preschool Providers, including Denver Public Schools, to enter or import child-level enrollment or attendance information.
- Allow remote access by Denver Preschool Program's evaluation partners to enter or import and maintain child outcomes data.
- Link child-, provider-, and evaluation-level data to allow more robust reporting.
- Deliver web-based, on demand activity and outcomes reports to Program staff to include (but not limited to):
    - Total current enrollment stratified by income tier and provider type
    - Total current enrollment trends as compared to historical
    - Application processing statistics including number completed, in process, and average processing time
    - Call Center statistics (cited above)
    - Reports listed above available in weekly, monthly, and annual formats
- Allow remote access by Denver Preschool Program staff for ad hoc reporting purposes.
- Create standard tools to communicate with families, preschools, Denver Preschool Program staff and other users that rely on paper, email, or text as communication vehicles.
- Develop web-based systems to support:
    - Child application process
    - Preschool attendance reporting process
- Ability to import and export data sets with the following systems at a minimum:
    - Denver Public Schools
    - Evaluation partners (who currently rely on Access, SAS, and SPSS)
    - Quality ratings partners (who currently rely on Access)
- Create and manage secure electronic document storage, accessible to authorized users in various locations.
- Create and manage a centralized family and preschool communication/contact tracking system, accessible to authorized users in various locations.

Should a subcontracting organization be utilized for any component of this RFQ, the roles and capabilities of that partner organization should be fully defined within your organization's submission.

Section III – Submission Format

RFQ submissions shall not exceed 15 pages. Please provide one original document plus seven (7) copies. Submissions should include:

1. **Introductory Letter** on your firm's letterhead.
2. **Experience of the Firm**: Provide a description of your firm's prior experience and qualifications in administering an enrollment and processing center. Provide specific examples of scope of services offered to previous clients. Describe the infrastructure in place to infuse a customer service culture throughout your organization. If you are working with a subcontracting organization, please be clear as to the roles and expertise that each firm would bring to this contract.
3. **Technical Capability** *If you plan to respond to Desired Scope of Work elements, present the following information:* Provide a general overview of your firm's technical expertise and approach in developing data management systems. Present your firm's experience in developing secure web-based information management systems. If you are working with a subcontracting organization, please be clear as to the roles and expertise that each firm would bring to this contract.
4. **Staffing Team**: Present your organization's experience and proposed staffing to include biographies of organization leadership, the staff lead for this contract, and the staff members who would interface regularly with Denver Preschool Program staff, families, and preschool providers. Roles of staff and organizations (if subcontracting any component) should be clearly identified.
5. **References**: Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm that is similar in nature as that contained in this document's scope of work. Same information should be presented for any subcontracting firm.
6. **Project Understanding**: Provide your general understanding of this scope of work. Identify any potential challenges or special concerns that may be encountered.

Criteria for Review of Statement of Qualifications

The following criteria will be used in screening, ranking and selection of the successful firm. Input from references will be incorporated into items one through three:

1. **Qualifications of the Firm** (25 points): Preference shall be given to those firms with experience in administering an enrollment processing center, managing information management systems, and with a track record of excellence in customer service.
2. **Technical Capability** (25 points): Preference shall be given to those firms which demonstrate technical expertise and experience in delivering web-based, secure data-driven solutions, including integration with external systems.
3. **Qualifications of the Staffing Team** (25 points): Preference shall be given to those with key staff experience in items listed in the defined scope of work.
4. **Project Understanding** (25 points): Preference shall be given to those firms which have a comprehensive understanding of the project requirements and environment.

Submission of Qualifications

In order for your agency to be considered, one original document plus seven (7) copies must be submitted by **2:00 PM local time on Wednesday, February 29, 2012**, to:

Eileen Piper, CEO
Denver Preschool Program
305 Park Ave W Ste B
Denver, CO 80205

No email submissions will be accepted. Materials received after the stated date and time will not be considered.

Appendix

1. Preschool Provider File Information – Data collected and managed for every Denver Preschool Program preschool provider
2. Current Denver Preschool Program Application

1. Preschool Provider File Information (Page 1 of 2)

Documents

- Signed Provider Application/ Provider Agreement Renewal
    - Tuition schedule
    - Vehicle Insurance Waiver (if applicable)
    - W9 form
- Certificate of Insurance
    - General Liability
    - Auto Liability (if applicable)
    - Workers' Compensation (if applicable)
- Quality Improvement MOU (sent to DECC)
- Quality Rating Report
- Quality Improvement Plan

Data

- Provider number
- Site number
- DPP approval date
- Program name
- Program contact
    - Name, email, phone number, fax number
- Financial contact
    - Name, email
- Program type (center or home)
- Address, City, County, State, Zip Code
- Website
- Program Length (9 or 12 months)
- Religious Instruction? (yes or no)
- Spanish-speaking only? (yes or no)
- License number
- Qualistar Rating, current and historical
- Rating expiration date
- Accreditation status (yes or no)
- # of DPP classrooms
- # of total classrooms
- # of affected classrooms
- Funding source (DPP, 1238, FFS, ARRA, Pilot, DPP/FFS, DPP/ELF, DPP/MHUW, DPP/ARRA)
- Qualistar Rating cycle date
- Type of rating (full, partial, or accredited)
- Notes
- Date of updating provider file; person who updated it; reason for update
- Program status (approved or inactive)
- Name of Coach
- W9 on file? (yes or no)
- City Council representative

Preschool Provider File Information (page 2 of 2)

- DPS School Board representative
- State House representative
- State Senate representative
- Denver Neighborhood
- Your Hub Neighborhood
- Insurance Agency (General Liability)
    - Name, Address, City, State, Zip Code, Phone number, Fax number, Email
- Insurance Expiration Dates
    - General Liability
    - Auto Liability
    - Workers' Compensation
- Insurance Policy Numbers
    - General Liability
    - Auto Liability
    - Workers' Compensation
- Insurance notes; date of updating insurance information; person who updated it

DENVER PRESCHOOL PROGRAM

Denver Preschool Program Application

Checklist

Please review the checklist below and provide the following required documentation for this application. Missing documents may delay the processing of your application.

1 ☐ Verification of child's age may include: copy of the child's Birth Certificate, baptismal record, or hospital record showing birth.

2 ☐ Verification of home address may include: copy of current lease, or proof of home ownership, or utility bill such as your bill for gas, electric, water, or cable.

3 ☐ Verification of one month's income may include: most current check stub, wage statement or earnings, tax return or other work documents for each parent/ guardian's income. If none of these documents are available, you may provide an income affidavit by contacting (303) 595-4DPP.

Welcome and thank you

for your interest in the Denver Preschool Program!

Denver voters passed the Denver Preschool Program (DPP) to help all Denver children go to preschool. DPP also invests dollars to improve the overall quality of Denver's preschool programs. DPP enrollment is open to all families living in Denver with a child in the last year of preschool before kindergarten.

DPP bases tuition credits on family income, the number of people living at home, and the quality of the preschool attended. Families may choose part-day, full-day or extended-day preschool programs, as well as preschools outside of Denver, provided that the preschool is enrolled in DPP. Once your preschool is enrolled in DPP and your application is approved, you can begin to receive tuition credits. If your preschool is not enrolled, we can provide them information on participating in DPP. For an estimated tuition credit please visit **www.dpp.org**.

To apply, parents or guardians need to:

- Complete an application.
- Give proof of child's age, home address, and family income for the most recent month.

Once you have completed your application, please submit it to the Denver Preschool Program by mail, fax, or email:

- By mail:
  Denver Preschool Program
  P.O. Box 40037
  Denver, CO 80204-0037
- By fax: (303) 295-1750
- By email: application@dpp.org

Once your application is complete and approved, DPP will send you a letter informing you of the tuition credit for your child. The tuition credit will be paid directly to your child's preschool and deducted from your tuition. Let us know if your family circumstances change after you apply.

We are happy to have you join the DPP. If you have any questions about your application, tuition credit or enrollment process, please call (303) 595-4DPP or visit our website at **www.dpp.org**.

The Denver Preschool Program does not discriminate against any person on the basis of race, color, religion, national origin, gender, age (except as to the age of the children qualifying for tuition credits), military status, sexual orientation, gender variance, marital status, or physical or mental disability.

Section I. Family Information

CHILD'S FULL LEGAL NAME:

Last Name: _____

First Name: _____

Middle Name: _____

SEX: ☐ Male ☐ Female

DATE OF BIRTH:

HOUSEHOLD TELEPHONE: _____

CHILD'S HOME ADDRESS:

Street Address/Apt: _____

_____

City, State, Zip: _____

ADDRESS OF PERSON APPLYING:
(If different from child's) ☐ Parent ☐ Guardian

Street Address/Apt: _____

_____

City, State, Zip: _____

Parent/Guardian Residing in the Household
FULL NAME OF PERSON(S) APPLYING FOR CHILD:

Parent/Guardian #1: ☐ Parent ☐ Guardian

Last Name: _____

First Name: _____

Middle Name: _____

Work Telephone: _____ Ext. _____

Cell Telephone: _____

Pager: _____

Email: _____

Parent/Guardian #2: ☐ Parent ☐ Guardian

Last Name: _____

First Name: _____

Middle Name: _____

Work Telephone: _____ Ext. _____

Cell Telephone: _____

Pager: _____

Email: _____

Child's Race/Ethnicity: (please check one)
- ☐ American Indian/Alaskan Native
- ☐ Black (Not of Hispanic Origin)
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☐ White (Not of Hispanic Origin)
- ☐ Other—please specify:

_____

_____

Child's Language:
What is your child's primary language?
- ☐ English
- ☐ Spanish
- ☐ Vietnamese
- ☐ Arabic
- ☐ Russian
- ☐ Other—please specify:

_____

_____

What is the language spoken at home?
- ☐ English
- ☐ Spanish
- ☐ Vietnamese
- ☐ Arabic
- ☐ Russian
- ☐ Other—please specify:

_____

_____

What is the total number of members in your household? _____

Section II. Research Study Participation

DPP is partnering with consultants to conduct an in-depth research study of the DPP to measure the difference preschool makes for children and their families.

- Any family that participates in the DPP can volunteer to be a part of the research study.
- If you are selected for the research study, your child will be assessed by a trained early childhood professional using a 20-30 minute standardized test at preschool in the fall and spring.
- You can receive your child's assessment results.
- You will also be asked to complete a short survey in the spring.
- Analysis will be of group data, and no one will be identified individually.
- You will be compensated for your participation.

Are you willing to have someone contact you about the research study? ☐ **Yes** ☐ **No**

Section III. Preschool Information

Have you selected or enrolled your child in a preschool program? ☐ Yes ☐ No

If yes, list name of preschool below:

Name of Preschool Program: _____

Street Address/Apt: _____

City, State, Zip: _____

Preschool Day: (check one please)

- ☐ Part-Day (at least 5 hours per week AND at least 2.5 hours per day on the days of attendance)
- ☐ Full-Day (at least 25 hours per week AND at least 5 hours per day on the days of attendance)
- ☐ Extended-Day (at least 33 hours per week AND at least 8 hours per day on the days of attendance)

If your child is enrolled in more than one preschool, please provide that information:

Name of Preschool Program: _____

Street Address/Apt: _____

City, State, Zip: _____

Preschool Day: (check one please)

- ☐ Part-Day
- ☐ Full-Day
- ☐ Extended-Day

If no, would you like for us to assist you in finding a preschool program?

- ☐ Near my home
- ☐ Near my work
- ☐ Other preferences:

_____

Section IV. Income Information

Household Gross Monthly Income – Please fill in the chart below with work and non-work income information for each parent/guardian in your household and attach documentation for work income. Accepted documents are listed on the front of this application. Information needs to be in monthly totals.

- Work income includes wages/earnings or income from self employment.
- If you are self-employed or do not have proof of income, you may complete an income affidavit by contacting (303) 595-4DPP.
- Non-work income includes TANF, child support/alimony, trust income, Colorado Child Care Assistance Program, etc. (List all non-work income below)
- If you do not wish to provide proof of income and are choosing the minimum level of financial assistance, please check here and skip to next page. ☐

Name of Parent/Guardian Last Name First Name	WORK INCOME Most Recent Gross Monthly Income/Salary/Wages	NON-WORK INCOME TANF, Child Support, Trust Income, etc.	TOTAL All Work and Non-Work Income
	GROSS MONTHLY WORK INCOME TOTAL:	NON-WORK MONTHLY INCOME TOTAL:	TOTAL MONTHLY INCOME:

Are any of the children you are applying for participating in:

- ☐ Colorado Child Care Assistance Program
- ☐ Head Start
- ☐ Colorado Preschool Program

Section V. Release of Information

All parents/guardians need to read and sign below:

I authorize the Denver Preschool Program (DPP) to release any information in the Application to DPP partner agencies including the Colorado Child Care Assistance Program, Denver Department of Human Services, Colorado Preschool Program (CPP), Head Start, and Denver Public Schools for the purpose of record keeping and audits. I release Denver Preschool Program from any and all liability arising from the release, review or copying of such information. DPP may require other information in the event of an audit. I declare that the information reported is true, correct, and complete. I agree to provide, if requested, any necessary documentation to support the information reported.

This Agreement is entered into by the Denver Preschool Program, Inc ("DPP") and the following-named parent or guardian ("Parent") in accordance with the application filled out by the parent/guardian on _____(Date). The following are the basic terms of the Agreement:

- Parent agrees to participate and to allow their DPP enrolled child to participate in the DPP evaluation. The program evaluation will provide information on how the program is working through interviews, observations and small groups. The information will only be shared with DPP consultants unless DPP and the Parent give approval for sharing information with others.
- Parent understands the importance of the child being in attendance in preschool whenever the preschool is in session and agrees to notify the provider if the child is going to be absent and the reason for the absence when appropriate.
- It is the responsibility of the Parent to comply with the rules and regulations of the provider and DPP, including those relating to absences. Parent understands that DPP can terminate the tuition credit if the Parent or child fails to comply with these rules and regulations.
- Parent understands that the tuition credit is determined in accordance with a DPP approved formula that takes into account parental/guardian income, family size, and the quality rating of the provider - and is dependent upon the annual funding to DPP by the City and County of Denver.
- If Parent has questions about the tuition credit or other issues related to this agreement, Parent should contact DPP (303) 595-4DPP or visit www.dpp.org.

Signature of Parent/Guardian	Preparer's Signature (If different than parent or guardian)
Parent/Guardian's Printed Name	Preparer's Printed Name (If different than parent or guardian)
Date (mm-dd-yyyy)	Date (mm-dd-yyyy)

DENVER PRESCHOOL PROGRAM

Programa de Preescolar de Denver Aplicación para padres

Lista de documentos

Por favor revise la lista que aparece a continuación y proporcione los documentos requeridos para esta aplicación. De no enviar todos los documentos, el proceso de aplicación podría retrasarse.

1 ☐ Documento de verificación de la **edad del niño**: copia del Acta de Nacimiento del niño, acta bautismal, o registro del hospital que demuestre su nacimiento.

2 ☐ Documento de verificación de **domicilio**: copia del contrato actual de renta o de compra de su casa/vivienda, recibos de servicios públicos tales como factura de gas, electricidad, agua, o cable.

3 ☐ Documento de verificación de los **ingresos de un mes**: último talón de cheques, declaración o registro de salarios o ingresos, copia de la declaración de impuestos u otro tipo de documentos de ingreso laboral para cada padre/guardián. Si no tiene ninguno de estos documentos, puede darnos una declaración jurada de ingresos (affidavit) poniéndose en contacto con (303) 595-4DPP.

¡Bienvenido y gracias

por su interés en el Programa de Preescolar de Denver!

Los votantes de Denver aprobaron la existencia del Programa de Preescolar de Denver para que todos los niños de Denver puedan asistir al preescolar. DPP también invierte en mejorar la calidad de los programas de preescolar de la ciudad de Denver. La inscripción para DPP está abierta a toda familia que viva en Denver con niños que cursen el último año preescolar antes del kínder.

DPP basa la ayuda financiera en el ingreso familiar, el número de personas que viven en el hogar, y la calidad del programa preescolar seleccionado por el padre/guardián. Las familias pueden escoger programas de medio tiempo, tiempo completo, o tiempo extendido, al igual que programas preescolares fuera de la ciudad de Denver, siempre y cuando el programa esté inscrito en DPP. Una vez que el programa de preescolar de su elección esté inscrito en DPP y se haya aprobado su aplicación, usted empezar a recibir la ayuda financiera. Si el programa preescolar de su elección no está inscrito, le podemos ofrecer la información correspondiente para que comiencen a participar en DPP. Para obtener un estimado del monto de la ayuda financiera que podría recibir mensualmente por favor acuda al sitio de internet **www.dpp.org**.

Para aplicar, los padres o guardianes necesitan:

- Completar esta aplicación.
- Presentar comprobantes de la edad del niño, de que vive en Denver, y certificación del ingreso de la familia del último mes.

Una vez que haya completado su aplicación, favor envíela al Programa de Preescolar de Denver por correo , fax, o correo electrónico:

Correo:
Denver Preschool Program
P.O. Box 40037
Denver, CO 80204-0037

Fax: (303) 295-1750

Correo Electrónico: application@dpp.org

Una vez que la aplicación esté completa y aprobada, DPP le enviará una carta informándole el monto de ayuda financiera mensual para la educación de su niño. La ayuda financiera será pagada directamente al preescolar de su hijo y se le descontará del monto total mensual que Ud. debe pagar al preescolar. Por favor déjenos saber si las circunstancias de su familia llegan a cambiar después de que haya aplicado al DPP.

¡Nos alegramos de tenerlo en DPP! Si tiene cualquier pregunta sobre su aplicación, su ayuda financiera o sobre el proceso de inscripción, por favor llame al (303) 595-4DPP o visite nuestro sitio en internet al **www.dpp.org**.

El Programa de Preescolar de Denver no discrimina contra persona alguna basándose en raza, color, religión, país de origen, género o edad (excepto en cuanto a la edad de los niños que califican para ayuda financiera), estado militar, orientación sexual, variación en género, estado civil, o incapacidad física o mental.

Sección I. Información Familiar

NOMBRE LEGAL COMPLETO DEL NIÑO:

Apellido: _____

Primer Nombre: _____

Segundo Nombre: _____

GÉNERO: ☐ Masculino ☐ Femenino

FECHA DE NACIMIENTO:

TELÉFONO DE LA CASA: _____

DOMICILIO DEL NIÑO:

Dirección Completa (calle, # de casa o apto.):_____
_____
_____

Ciudad, Estado, Código Postal: _____

DIRECCIÓN DE LA PERSONA QUE APLICA POR EL NIÑO:

(Si difiere de la del niño) ☐ Padre ☐ Guardián

Dirección Completa (calle, # de casa o apto.):_____
_____
_____

Ciudad, Estado, Código Postal: _____

Padre/Guardián que Vive en el Hogar con el Niño
NOMBRE COMPLETO DE LA(S) PERSONA(S) QUE APLICA(N) POR EL NIÑO:

Padre/Guardián #1: ☐ Padre ☐ Guardián

Apellido: _____

Primer Nombre: _____

Segundo Nombre: _____

Tel. de Trabajo:_____ Ext._____

Tel. Celular: _____

Buscapersonas: _____

Correo Electrónico: _____

Padre/Guardián #2: ☐ Padre ☐ Guardián

Apellido: _____

Primer Nombre: _____

Segundo Nombre: _____

Tel. de Trabajo:_____ Ext._____

Tel. Celular: _____

Buscapersonas: _____

Correo Electrónico: _____

Raza/Etnicidad del Niño (sólo marque uno):

- ☐ Indio Americano/Nativo de Alaska
- ☐ Negro (No de Origen Hispano)
- ☐ Asiático o Isleño del Pacífico
- ☐ Hispano
- ☐ Blanco (No de Origen Hispano)
- ☐ Otro—favor especificar:

_____

Lenguaje del Niño:

¿Cuál es el idioma materno de su niño?

- ☐ Inglés
- ☐ Español
- ☐ Vietnamita
- ☐ Árabe
- ☐ Ruso
- ☐ Otro—favor especificar:

_____

¿Cuál idioma se habla en el hogar?

- ☐ Inglés
- ☐ Español
- ☐ Vietnamita
- ☐ Árabe
- ☐ Ruso
- ☐ Otro—favor especificar:

_____

¿Cuántas personas viven en su casa? _____

Sección II. Participación en una Investigación

DPP trabaja conjuntamente con consultores para realizar una investigación de mercado sobre DPP con el objetivo de medir el efecto de un programa preescolar de calidad en los niños y sus familias.

- Cualquier familia que participe en DPP puede ofrecerse como voluntaria para participar en la investigación.
- De ser seleccionado para la investigación, su niño será evaluado dos veces al año en su propio preescolar por un profesional especializado en educación temprana usando una prueba de 20-30 minutos. Las pruebas serán administradas en el otoño y en la primavera.
- Usted puede recibir los resultados de su niño.
- También se le pedirá que complete una pequeña encuesta en la primavera.
- El análisis mostrará los datos del grupo entero y nadie será identificado individualmente.
- Recibirá compensación por su participación.

¿Está dispuesto a que se le contacte sobre esta investigación? ☐ **Sí** ☐ **No**

Sección III. Información del Preescolar

¿Ha seleccionado o inscrito ya a su niño en un programa preescolar? ☐ Sí ☐ No

De ser así, liste el nombre del programa:

Nombre del Programa Preescolar: _____

Dirección Completa (# de casa y calle): _____

Ciudad, Estado, Código Postal: _____

Horario Preescolar (sólo marque uno):
☐ Medio día (mínimo de 5 horas por semana Y TAMBIEN mínimo de 2.5 horas por cada dia programado)
☐ Día completo (mínimo de 25 horas por semana Y TAMBIEN mínimo de 5 horas por cada dia programado)
☐ Día extendido (mínimo de 33 horas por semana Y TAMBIEN mínimo de 8 horas por cada dia programado)

Si su niño está inscrito en más de un programa preescolar, favor proporcione la información:

Nombre del Programa Preescolar: _____

Dirección Completa (# de casa y calle): _____

Ciudad, Estado, Código Postal: _____

Horario Preescolar (sólo marque uno):
☐ Medio día
☐ Día completo
☐ Día extendido

Si no, ¿le gustaría que le ayudáramos a encontrar un programa preescolar para su hijo?
☐ Cerca de mi casa
☐ Cerca de mi trabajo
☐ Otras preferencias:

_____

Sección IV: Información de Ingresos

Ingreso Completo Mensual – Favor llenar las siguientes secciones con información de su ingreso laboral así como cualquier otro ingreso no-laboral de cada padre/guardián y adjunte la debida documentación. Los documentos aceptados se enumeran en la página 1 de esta aplicación. Se necesita que la información sea dada en totales mensuales.

- Ingreso laboral incluye salarios/ganancias o ingresos de empleo por cuenta propia.
- Si trabaja por cuenta propia o no tiene comprobantes de ingreso, puede completar una declaración jurada de ingresos (affidavit) contactándonos al (303) 595-4DPP.
- Ingresos no laborales incluyen TANF, pagos de soporte infantil/pensiones, pagos de fideicomisos, asistencia del Colorado Child Care Assistance Program, etc. (favor liste todos sus ingresos no laborales en la tabla de abajo).
- Si usted no desea presentar comprobantes de ingreso y escoge recibir el nivel mínimo de ayuda financiera, favor marque aquí y pase a la siguiente página. ☐

Nombre del Padre-Guardián Apellido - Primer Nombre	**INGRESO LABORAL** Ingreso/Salario/Ganancias Más Recientes	**INGRESO NO LABORAL** Ingresos de TANF, soporte infantil, pensiones, etc.	**TOTAL** de Todos los Ingresos—Laboral y No Laboral
	TOTAL DE INGRESO MENSUAL LABORAL ANTES DE DEDUCCIONES:	**TOTAL DE INGRESO MENSUAL NO LABORAL:**	**INGRESO MENSUAL TOTAL:**

Alguno de los niños por los cuales usted está aplicando participa en:
☐ Colorado Child Care Assistance Program (CCCAP - el cual es el programa de guarderías del Depto. de Servicios Humanos de Denver)
☐ Head Start
☐ Colorado Preschool Program (CPP)

Sección V. Divulgación de Información Y Acuerdo de Padres

Todos los padres/guardianes tienen que leer y firmar lo siguiente:

Autorizo al Programa de Preescolar de Denver (DPP) a revelar cualquier información de esta aplicación a las agencias asociadas con DPP incluyendo el Colorado Child Care Assistance Program, Departamento de Servicios Humanos de Denver, Colorado Preschool Program, Head Start y/o las Escuelas Públicas de Denver con el objetivo de archivar la información y en caso de que ocurriese una auditoría. Se libera al Programa de Preescolar de Denver de cualquier y toda responsabilidad consecuente de la divulgación, revisión o duplicación de esta información. En caso de una auditoría, pueda que DPP requiera de información adicional. Declaro que la información reportada es verdadera, correcta y completa. Me comprometo a proveer, si fuera pedido, cualquier otra documentación necesaria para confirmar la información reportada.

Este Acuerdo es suscrito entre Denver Preschool Program, Inc ("DPP") y el padre/guardián ("Padre") que se identifica a continuación en disposición a la aplicación llenada por el padre/guardián el _____ (fecha). Lo siguiente comprende los términos básicos del Acuerdo:

- El Padre se compromete a participar y a permitir que su niño inscrito en DPP participe en la evaluación de DPP. La evaluación del programa dará información sobre cómo está funcionando el programa por medio de entrevistas, observaciones y grupos pequeños. La información solamente se compartirá con consultores de DPP a menos que DPP y el Padre den autorización para compartir la información con otros.
- El Padre entiende la importancia de que el niño asista al programa preescolar todas las veces que la escuela está en sesión. También se compromete a notificar al proveedor si el niño va a faltar a clases e indicará la razón de su ausencia cuando sea apropiado.
- Es la responsabilidad del Padre de cumplir con las reglas y normas del proveedor de preescolar y de DPP, incluyendo aquellas referentes a las ausencias. El Padre entiende que DPP puede terminar la ayuda financiera si tanto el Padre como el niño dejan de cumplir con estas reglas y normas.
- El Padre entiende que la ayuda financiera se determina de acuerdo con la fórmula aprobada por DPP la cual toma en cuenta el ingreso de los padres/guardianes, el tamaño de la familia, y la calificación de calidad del proveedor. De igual manera entiende que la ayuda financiera depende de la recepción de fondos anuales a DPP por parte de la Ciudad y el Condado de Denver.
- Si el Padre tiene preguntas sobre la ayuda financiera u otros asuntos relacionados a este acuerdo, el Padre podrá ponerse en contacto con DPP llamando al (303) 595-4DPP o visitando www.dpp.org.

Firma del Padre/Guardián	Firma del Preparador (Si difiere del padre o guardián)
Parent/Guardian's Printed Name	Nombre del Preparador en Letra Impresa (Si difiere del padre o guardián)
Fecha (mes-día-año)	Fecha (mes-día-año)