

**WESTCOP PK4**  
**PERFORMANCE BASED CONTRACT GUIDELINES**

**1. WHAT IS THE PURPOSE OF THE SERVICE?**

(Describe in detail any services to be provided or materials to be purchased)

To provide pre-k services to 4 year olds from the City of Yonkers.

**2. AMOUNT OF SERVICE**

(Set forth all quantities and/or amounts of time required to be devoted to the contract and describe where services are to be provided as specified in Schedule "B")

Services will be provided at the following location:

Yonkers Children's Place

10 St. Joseph's Avenue, Yonkers, NY

Services will be provided for a minimum of 2.5 hours per day, 180 days per year.

**3. WHO IS SERVED?**

(Describe whether services are to be provided directly to students, to staff, etc.)

Services will be provided to thirty-two (32) 4 year olds who are residents of Yonkers.

**4. WHO WILL PROVIDE SERVICES?**

(If individual providers are contemplated, set forth the names and qualifications of the service providers)

Services will be provided by Westchester Community Opportunity Program, Inc.

2 Westchester Plaza, Elmsford, NY at the Yonkers Children's Place

**5. WHAT WILL BE COMMUNICATED TO DISTRICT PERSONNEL, PARENTS, OTHERS ABOUT PROGRESS AND RESULTS OF THE SERVICES?**

(How specifically will the contractor report to the School District (or parents, if applicable) about their progress towards achieving the goals of the contract?)

Children will be assessed 3 times a year using Creative Curriculum **Teaching Strategies Gold assessment**. Children will be screened using the Brigance Early Childhood. In addition, there will be two parent teacher conferences and two home visits.

**6. HOW WILL THE QUALITY BE JUDGED?**

(Set forth the method which will be used to evaluate contractor's performance)

The Quality of the program will be determined based on the Teaching Strategies Gold Evaluations.

**7. PERSONS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.**

(There must be a single Board administrative employee identified as the person responsible. This person will also be responsible for signing off on contract payments)

**CONTRACTOR'S NAME, ADDRESS & CONTACT INFORMATION:**

Westchester Community Opportunity Program, Inc.  
2 Westchester Plaza  
Elmsford, NY 10523

The person responsible for administering the contract on behalf of WestCOP is:  
Donnovan Beckford, CEO

**CONTRACTOR'S FEDERAL IDENTIFICATION NUMBER:** 13-524-7122

**CONTRACTOR'S STATUS:** (e.g., corporation, individual, unincorporated, etc. and where)

Private not for profit corporation.

**8. ARE THE SERVICES PURSUANT TO A GRANT AGREEMENT? IF YES, WHAT IS THE GRANT AND WHAT ARE THE GRANT REQUIREMENTS RELATED TO THIS AGREEMENT?**

Yes, services will be provided in accordance with the grant requirements.

**9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.**

Yes, Yonkers School District shares their data on pre-k screenings with us so that we may analyze our school readiness progress and children's gains.

**10. WILL THE STUDENT DATA BE USED FOR THE PURPOSE OF DEVELOPING, VALIDATING, ADMINISTERING STUDENT AID PROGRAMS, OR IMPROVING INSTRUCTION? IF YES, PLEASE SPECIFICALLY DESCRIBE.**

Yes, the data is used for the purposes of conducting a program self-assessment, which in turn allows us to make program improvements and analyze progress toward preparing children for kindergarten. We use the data we receive to assess improvement and report on the data to our Head Start grantee in our annual report.