



Invitation Letter/Request for Qualification for Family Child Care Provider RFQ NO. 25-006

Opportunity to become a Contracted partner for Mexican American Opportunity Foundation

Mexican American Opportunity Foundation (MAOF) is offering Family Child Care Providers the opportunity to apply and participate in the screening process to become a contractor to serve children birth to five years in their home.

About MAOF

MAOF is a non-profit, community-based organization that was established in 1963 in order to serve disadvantaged individuals and families in the Los Angeles area. MAOF operates over 16 Head Start and Early Head Start sites throughout Los Angeles County, providing services to over 1300 low-income pregnant mothers; children from birth to 5 years of age and their families using the home based, center based, and family childcare options.

About the Contract and services sought from contracted partners:

The selected providers will be expected to deliver quality early childhood and education services in safe and healthy environments that support children's growth and development. Providers will also be required to attend meetings and training provided by MAOF and complete no less than 40 hours of professional development per year. Providers who are interested in this contract must be willing to allow coaching and monitoring visits from MAOF staff, when/as applicable, the Office of Head Start. Providers will also be expected to implement MAOF's policies and procedures and complete any necessary improvements to their program and/or home environment in accordance with Office of Head Start/Head Start/Early Head Start regulations, Title 22, and MAOF requirements.

General Responsibilities:

The CONTRACTOR and his/her staff must:

- CONTRACTOR, and his/her staff and volunteers must abide with the policies and contract set forth by MAOF.
- Abide by the community care licensing regulations.
- Comply with the California Department of Children and Family Services (DCFS) requirements.
- Agree to reserve a number of slots the in her/his FCC setting. Such number will be negotiated at the time the agency offers the provider a contract.
- Ensure compliance with adult-child ratios and group sizes as required by the MAOF contract or the Child Care Licensing (CCLD) requirements,- whichever requirements are more stringent, at all times and; provide additional staffing to ensure ratios are maintained throughout the full-working day while minimizing the number of transitions and maximizing the consistency and stability of relationships for very young children.
- Conduct the ongoing assessment and developmental screens on all children in accordance with MAOF timelines. Use the screening and assessment results to individualize the instruction and learning for each child
- Communicate and submit to MAOF referrals for children who may benefit for further evaluations and assessments. This includes children whose developmental screens may indicate the need for further assessment and/or children whose parents have communicated a possible developmental or behavioral concern.
- Implement the selected evidence-based curriculum that is developmentally appropriate for children

- Implement activities that support MAOF' School Readiness Goals and Objectives which are aligned with the Head Start Early Learning Outcomes Framework (HSELOF) and the California Early Learning Foundations
- Ensure the FCC provider and its staff meet the educational requirements outlined on the MAOF contract
- Engage parents in the full range of child development services and provide opportunities for parents to observe and/or participate in their child's development and educational activities.
- Participate in the Parent-Teacher Conferences and home visits.
- Not dis-enroll any child and not suspend or expel children
- Not to charge parents any fees except for those allowed by the subsidy programs.
- Provide meals and snacks that meet the USDA/CACFP requirements and meal patterns
- Implement confidentiality policies and procedures that meet or exceed HIPAA, IDEA, FERPA as applicable and ensure the personal identifiable information (PII) of children and families is protected at all times
- Work with the MAOF team assigned to the FCC to plan comprehensive services for the child and the family which include child and family health, nutrition, family services, disabilities, mental health and parent involvement on all aspects of the program.
- Participate on the professional development opportunities and the coaching sessions
- Follow Standards of Conduct and the Positive Behavior and Support Policies and Procedures
- Will provide the hours and days of service as stipulated in the contract.

Screening, selection and contracting process:

Providers will be required to attend a contract information session. Also, as part of the screening process, MAOF will conduct visits to the Family Child Care Provider home, conduct a health and safety inspection and assess the learning environment for adequacy of materials, supplies, furniture and improvements needed to the environment. Interested providers must complete an Application (Exhibit - A) for Contract and submit copies of the Family Child Care license, the provider's and assistant's educational degree/permits; immunizations; insurance and personnel roster with the proper clearances. Additional documents will be requested if the provider is selected as a contractor.

Contact Information:

Via Email: Procurement@maof.org

or

Mail: 401 N. Garfield Avenue

Montebello, CA 90640

Attn: Procurement Department

Ref: FCC Bidding

For additional information about the Early Head Start program, visit:

MAOF Head Start and Early Head Start <http://www.maof.org/head-start/>

Los Angeles County Office of Education <http://prekkid.org/our-programs/>

Office of Head Start: <https://ijecclkc.ohs.acf.hhs.gov>

Exhibit - A

Family Child Care Provider Application for Contract

CONTRACTOR INFORMATION			
Name (Last, First, M):			Date:
Street Address:			
City, State, Zip Code:			
Work/Home Phone:			
Cell Phone:		E-mail Address:	
List all residents over 18 years of age (name, age):			
Type of services you are currently contracting to do: (check all that apply and identify agency name):			
FCCHEN Network	Head Start/Early Head Start	Other:	
Food Program	Child Care Subsidy		
EDUCATION			
Do you have a High School diploma or GED? Yes No			
Do you have a college degree? Yes No			
Degree/Major: AA _____ BA _____ MA _____			
Number of ECE/Child Development Units:			
Do you have a Child Development Permit? Yes No			
If yes, what permit level do you have?			
Assistant	Associate	Teacher	Master Teacher Site Supervisor Program Director
CHILD CARE PROGRAM			
Family Child Care License Number: Year Issued:			