



**State of New Jersey**  
DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

DAVID C. HESPE  
*Commissioner*

TO: Public School District Superintendents and Early Childhood Education Supervisors required to use a State-approved Preschool Education Program Contract for Private Providers

DATE: April 25, 2016

FROM: Ellen Wolock, Ed.D., Director,  
Division of Early Childhood Education

A handwritten signature in blue ink, appearing to read "Ellen Wolock".

SUBJECT: 2016-2017 Preschool Education Program Contract

School districts that are required to use a Preschool Education Program Contract when contracting with a Department of Children and Families licensed child care provider for the 2016-2017 school year must use either the standard State-approved Preschool Education Program Contract provided by the Department of Education (DOE), or a locally developed contract approved by DOE. Attached is a copy of the standard State-approved Preschool Education Program Contract for the 2016-2017 school year. The contract will also be posted to the department's website at <http://www.state.nj.us/education/ece/provider/>

**For school districts using the standard state-approved Preschool Education Program contract without modifications:**

- All fully executed contracts must be received by the department within 60 days of the school district's receipt of this memo.

**For school districts using a locally developed contract or requesting modifications to the standard State-approved Preschool Education Program Contract:**

- Districts must seek and receive approval from the department prior to executing the contract.
- The department will not accept modifications that repeat language or citations contained in N.J.A.C. 6A:13A.
- Modifications to the standard State-approved Preschool Education Program Contract or your locally developed contract must be submitted to the Division of Early Childhood Education by **June 1, 2016** for approval. Requests for modifications submitted after this date will not be considered. All contract modification requests will be reviewed and approved as they are received. The department must approve all modified State-approved Preschool Education

Program Contracts or locally developed contracts prior to discussion and/or dissemination to providers.

- **Modification requests must be submitted on the standard contract template. Additions must be indicated by underlining and **highlighting**. Deletions must be indicated with a ~~strike-through~~.**
- Fully executed contracts must be received by the department within 60 days of the school district's receipt of contract modification approval.

If you have any questions, please contact Tonya Coston, manager, Division of Early Childhood Education at (609) 777-2074.

Attachment

c: Tonya Coston  
Pam Castellanos