



ECHO York County Teacher Aide Program - 2024 GENERAL INFORMATION AND GUIDELINES

Program Timeline:

July 16, 2024 (12:00am) – Applications Open

July 23, 2024 (10:00am) – Virtual Information Session

August 2, 2024 (5:00pm) – Applications Close

August 9, 2024 – Program Participants Announced

August 16, 2024 – First Day of In-Person CDA Course at Community Progress Council (Offered by HACC)

August 27, 2024 – First Day of Virtual Leadership Series (Offered by Ellen B. Kagen, MSW, PCC)

Background:

Every Child Has Opportunities (ECHO) is an early childhood education initiative in York County, Pennsylvania intended to expand access to affordable, high-quality childcare. Led by Community Connections for Children and York County Economic Alliance, ECHO serves as a catalyst for innovation and collaboration and provides a blueprint for addressing the issues that limit opportunities for children, families, and early childhood educators and business owners.

Major funders include J. William Warehime Foundation, Powder Mill Foundation, United Way of York County, and WellSpan Health. Additional funders include The Kinsley Foundation and York County Community Foundation.

This program recognizes the critical role of early childhood education in York County, Pennsylvania.

The Teacher Aide Program is aimed to support early childhood education programs in York County, Pennsylvania with talent attraction and retention. It supports the provider with salary reimbursement for the teacher aide position, provides the teacher aide and paired mentor teacher with stipend pay, and in addition to the in-person CDA class, it offers wrap-around support for both the teacher aide and mentor teacher. Details below.

In this pilot program, up to 30 teacher aides will be selected to participate in a weekly, in-person Child Development Associate course offered in partnership with HACC.

Goals of the Teacher Aide Program include:

- Attract and retain qualified early childhood educators.
- Enhance quality of care and education at existing providers.
- Strengthen the early childhood education ecosystem in York County.

- Increase capacity for low-income children and families who have access to high-quality early childhood education. [Note: Low-Income is defined by existing early childhood education programs: Child Care Works (CCW), Head-Start, Early Head-Start, Pre-K Counts, and/or Asset Limited, Income Constrained, Employed (ALICE)]

General Provider Eligibility:

To be eligible for the ECHO Teacher Aide Program, the provider must meet the following requirements at the time of application and throughout the program period (through June 2025).

- Have an early childhood education program located in York County, Pennsylvania.
- And be a full-time childcare program with a regular Department of Human Services (DHS) Certificate of Compliance OR hold an Early Head Start/Head Start, and/or Pre-K Counts OCDEL approved grant.
- If DHS Certified, be designated at and meet all Keystone STARS Performance Standards associated with a STAR 2 (or higher) designation and not in a Keystone STAR suspension status. OR be a STAR 1 program that is actively working with a CCC STARS Coach to move up to a STAR 2. If you are a STAR 1, your STARS Coach will reach out directly to you with more information.
- Maintain or move up your STAR level designation during the approval and payment phase of the award. If a STAR level move-down occurs during this process, the program may no longer be eligible for the award amount. It is expected that the program will make a commitment to maintain their STAR designation.
- The provider does not owe funds for any previous OCDEL or CCC grant.
- The provider does not owe liens/liabilities to the County of York, Commonwealth of Pennsylvania, and/or federal government, including tax liabilities.
- If you are unsure if you are eligible, reach out to kcaples@cccforpa.org with questions.

Successful applicants will be able to communicate the following:

- An applicable teacher aide with clearances.
- An experienced mentor teacher to pair with the teacher aide (minimum requirement is a CDA with 5-years of early childhood education experience).
- A realistic sense of what it will take to execute this program successfully.
- An intent for increased capacity for low-income children and families in York County.
- A commitment to high-quality early childhood education.

Program Roles & Definitions:

Teacher Aide: a mentee or apprentice, someone who is new (less than six months) to the early childhood education field.

Requirements & Commitments:

- The teacher aide will participate in a weekly in-person CDA class and monthly community of practice session – See [HACC's Course Calendar](#).
- The maximum number of absences for the CDA course is nine (9) hours total, per HACC's attendance policy. If a teacher aide misses more than nine hours, they will be removed from the program. No additional funds will be paid to the ECE provider, teacher aide, or mentor teacher.
- This CDA will articulate to 10 credits at HACC towards an associate degree.

- Successful completion of the CDA course does not grant or guarantee a CDA certificate by the CDA Council. Upon completion of the course, it will be necessary for the teacher aide to submit an application and fee to the CDA Council, complete a national exam, and successfully participate in a CDA Verification Visit which includes review of your CDA Portfolio.
- The teacher aide is an hourly employee of the applying provider and in addition to the hourly pay, will receive a \$2,500 stipend paid over the course of the program while actively participating.
 - In the first month of the program, the stipend will be \$500 (August 2024)
 - The stipend will be \$200 per month from September 2024 – June 2025
- At a minimum, the teacher aide must work an average of 20 hours per week. Not to exceed 40 hours per week.
- Will receive weekly 1:1 coaching from mentor teacher, at least 30-minutes per week, to be logged and documented.
- Attend an End-of-Program Recognition Ceremony (to be scheduled)
- Selected teacher aides must complete a Commitment of Understanding and Registration Form through HACC for the CDA Course by August 8, 2024. Forms will be provided.
- Must commit to staying in early childhood education for at least one year after completing the apprenticeship program.
- Must have all clearances as required by employer.
- Must select their CDA credential; options include infant/toddler, preschool, and family child care. School age credential is not included in this program.
- Must have a laptop or tablet to bring along to CDA classes. Cell phones are not to be used as an electronic learning device.

Mentor Teacher: an experienced early childhood educator with a minimum of a CDA and five years' experience. A teacher aide will be paired with the mentor teacher in her/his/their classroom for coaching and onboarding.

Requirements & Commitments:

- Participate in a 6-week virtual leadership series held from 2pm-4pm on Tuesdays: August 27, September 3, September 10, September 17, September 24, and October 1, 2024.
- Participate in three subsequent virtual learning circles held from 2pm-3:30pm on Tuesdays: November 5, December 10, and February 25; and attend a 2-day in-person leadership conference on March 28 & 29, 2025, details to be released.
- Receive a \$1,500 stipend paid over the course of the program:
 - \$150 per month, August 2024 – May 2025 as long as the paired teacher aide is actively participating in the program.
 - If the teacher aide drops out of the program prior to the 6-week virtual leadership series, the mentor teacher may continue receiving coaching support to develop skills.
- Must set aside 30-minutes each week for 1:1 coaching for teacher aide, logged and documenting topics discussed. This time is “on the clock” for the provider to pay.
- Selected mentor teachers must complete a Commitment of Understanding Form by August 8, 2024. Form will be provided at time of notification.
- Must have access to a computer for virtual learning sessions.

Early Childhood Education Provider – the program applicant and employer of both the teacher aide and mentor teacher.

Requirements & Commitments:

- Create an environment for mentor and teacher aide to have at least 30-minutes of dedicated 1:1 weekly coaching time.
- Allow teacher aide to participate in weekly, in-person CDA course (second Friday of the month, August 2024 – June 2025), monthly community of practice, and end-of-year recognition ceremony during normal working hours. Work with teacher aide to confirm laptop or tablet is available for CDA coursework and credential.
- Allow teacher aide to select their credential: infant/toddler, preschool, and family child care credential and will work to pair them with a mentor/classroom as best as possible.
- Allow mentor teacher to participate in a 6-week virtual leadership series (Tuesday afternoons, 2pm – 4pm), plus three virtual learning circles and a two-day conference in March 2025. Provide access to a computer if needed.
- Must support teacher aide and mentor teacher in success of program.
- If the teacher aide or mentor teacher has a change of employment, the provider must communicate it to ECHO staff within 5 days.
- ECHO covers the cost of the Teacher Aide’s CDA Class and materials and the Mentor Teacher’s Professional Development.
- Will receive salary reimbursement for teacher aide position in monthly installments based on hours worked, between 20-40 hours per week, for a total reimbursement of \$18,000 over the course of the 45-week program. At a rate of \$10 per hour. Up to \$400 per week.
- Will receive stipend reimbursement; see Funding Terms for details.
- Selected providers must complete a Program Agreement and Commitment of Understanding by August 8, 2024. Forms will be provided.

Program Requirements and Compliance:

- Providers are the applicant and must submit a separate application for each teacher aide.
- If the teacher aide or mentor teacher has a change of employment, the provider must communicate it to ECHO staff within 5 days.
- Stipend pay and salary reimbursement will halt if teacher aide is no longer employed or participating in the CDA Class.
- Expenses incurred prior to program notification are not eligible as a program expense.
- All program funds must be spent by June 30, 2025.
- Successful applicants will be asked to sign a Program Agreement to receive payment.
- Non-compliance with all the requirements of the ECHO York County Teacher Aide Program and the Program Agreement will result in the provider being required to return funds to CCC.
- Funds attributed to this award must be expended within the program timeline and as specified in the signed Program Agreement.
- Programs must keep documentation of stipend payments for their records for review by CCC and for funders who may need to review documents for auditing/monitoring purposes.
- Stipends to the teacher aide and mentor must be paid through the provider’s regular payroll processes.
- All program-related documents must be maintained for seven years.
- **Important: Any unexpended funds must be returned to CCC.**

Funds May Only Be Used For:

- Salary reimbursement for the teacher aide position.
- Stipend payment for the selected mentor teacher with active participation in the leadership series and ongoing coaching of teacher aide.
- Stipend payment for the selected teacher aide with participation in the weekly in-person CDA class and community of practice.

See the commitment of understanding for HACC's attendance policy. If the teacher aide is no longer in the CDA course, stipend pay for both mentor and teacher aide and salary reimbursement payments to the provider will immediately stop.

Funding Terms:

Funding provided by the ECHO York County Teacher Aide Program shall not exceed \$22,000 per participant, paid monthly over the course of the 45-week program.

- \$2,500 stipend for teacher aide
- \$1,500 stipend for mentor teacher
- Up to \$18,000 in salary reimbursement for teacher aide

Program disbursement will be as follows:

- Paid within 30-day of receiving a signed Program Agreement
- Providers will receive up to \$1,850 for the month of August
 - \$500 stipend for teacher aide
 - \$150 stipend for mentor teacher
 - Up to \$1,200 in salary reimbursement for teacher aide (3 weeks at \$400/week)
- Monthly payouts, September 2024 – June 2025:
 - \$200 teacher aide stipend
 - \$150 mentor teacher stipend
 - Plus, teacher aide salary reimbursement, up to \$400 per week

A grant follow-up report must be completed and submitted to ECHO within 30 days of the stated program completion date (by July 30, 2025). Failure to submit the follow-up report may disqualify you from receiving future funds or grants.

Marketing:

Submission and acceptance of a grant assumes a willingness to make the project available for ECHO's use and inclusion for informational, marketing, and/or public relations purposes. This may entail social media posts, press releases to local papers and other media outlets, a feature on the ECHO website, photos, and information at event presentations by ECHO, or any of ECHO's partners.

Program Announcements, Public Reports and Use of the Grantor's Name and Logo. If you wish to issue a press release or announcement regarding this program, you must obtain advance approval from ECHO of the press release and the date of release. You also agree to obtain advance approval from ECHO for any other use of ECHO's name or logo. Please contact the ECHO Director prior to any press release, announcement or other publication, or proposed use of its name or logo. This program is being funded by ECHO and should be noted in any presentations or publications resulting from this program.

Selection Process:

This is a competitive program application with a maximum capacity of 30 teacher aides. Priority consideration will be given to teacher aides with less than six months experience in early childhood education and experienced mentor teachers with capacity for coaching the demonstrated commitment to high quality early childhood education.

If your CDA candidate is eligible for PDO@ECE or TEACH tuition assistance, we will direct you to those programs to cover the cost.

To successfully submit your program application, submit a complete application by 5pm on August 2, 2024 via the Grant Portal: <https://www.grantinterface.com/Home/Logon?urlkey=cccforpa>.

ECHO York County Teacher Aide Program Application includes Provider Information, Teacher Aide Information, Mentor Teacher Information, Access & Inclusion, Sign & Submit Form, and signed Attestation. Along with your DEI Statement, if you have one.

For more information, visit www.echoyork.org or contact Katie Caples, ECHO Director, at kcaples@cccforpa.org or 717-714-8561.