

SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:	Northwest Arkansas Child Care Resource & Referral, Inc. DBA: Child Care Aware NWA, RV		
Address:	1401 S. 8 th Street		
City:	Rogers	State:	AR Zip Code: 72756
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Nonprofit		
Minority and Women-Owned Designation*:	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Asian American <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Women-Owned		
AR Certification #: _____		* See Minority and Women-Owned Business Policy	

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
Provide contact information to be used for bid solicitation related matters.			
Contact Person:	R. Carolene Thornton	Title:	Director
Phone:	479-899-6374	Alternate Phone:	479-841-9500 (cell)
Email:	CThornton@NWAChildcare.org		

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.
<p><i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i></p>

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.
<input type="checkbox"/> Prospective Contractor does not and will not boycott Israel.

An official authorized to bind the Prospective Contractor to a resultant contract must sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be disqualified:

Authorized Signature: R. Carolene Thornton Title: Director
Use Ink Only.

Printed/Typed Name: R. Carolene Thornton Date: 4-29-19

SECTION 1 - VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

NA

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**

Northwest Arkansas Child Care Resource & Referral Center Inc.

Vendor Name:	DBA: Child Care Aware NW/AR	Date:	4-29-19
Authorized Signature:	R. Carolee Thornton	Title:	Director
Print/Type Name:	R. Carolee Thornton		

SECTION 2 - VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

NA

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**

North west Arkansas Child Care Resource & Referral Center, Inc.

Vendor Name:	DBA: Child Care Aware NW/AR/ RV	Date:	4-29-19
Authorized Signature:	R. Carolee Thornton	Title:	Director
Print/Type Name:	R. Carolee Thornton		

SECTION 3,4,5 - VENDOR AGREEMENT AND COMPLIANCE

- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

NR

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**

Northwest Arkansas Child Care Resource & Referral Center, INC.

Vendor Name:	DBA: Child Care Aware NWA/RV	Date:	4-29-19
Authorized Signature:	R. Caroline Thornton	Title:	Director
Print/Type Name:	R. Caroline Thornton		

PROPOSED SUBCONTRACTORS FORM

- Do not include additional information relating to subcontractors on this form or as an attachment to this form.

PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP
N/A		

PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.

By signature below, vendor agrees to and shall fully comply with all Requirements related to subcontractors as shown in the bid solicitation.

DBA: Child Care Aware NWA/RV

Vendor Name:	Northwest Arkansas Child Care Resource and Referral Center, Inc.	Date:	4-29-19
Authorized Signature:	R. Carolene Thornton	Title:	Director
Print/Type Name:	R. Carolene Thornton		

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR NAME: Northwest Arkansas Child Care Resource and Referral, Inc. *DBA: Child Care Aware NWARR*

SUBCONTRACTOR NAME: Yes No

TAXPAYER ID NAME: 71-0780981 IS THIS FOR: Goods? Services? Both?

YOUR LAST NAME: Thornton FIRST NAME: Ruth Carolene M.I.:

ADDRESS: 1401 S. 8th Street

CITY: Rogers STATE: AR ZIP CODE: 72756 COUNTRY: USA

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	Person's Name(s)	Relation
	Current	Former		From MM/YY	To MM/YY			
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

None of the above applies

FOR AN ENTITY (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?	Ownership Interest (%)	Position of Control
	Current	Former		From MM/YY	To MM/YY			
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature Ruth C. Thornton Title Director Date 4/26/19

Vendor Contact Person Ruth C. Thornton Title Director Phone No. (479)899-6374

<i>Agency use only</i>			
Agency Number _____	Agency Name _____	Agency Contact Person _____	Contact Phone No. _____
			Contract or Grant No. _____

Technical Proposal

Northwest Arkansas Child Care Resource & Referral Center Inc.

DBA: Child Care Aware of NWA/RV/SCA

Northwest Arkansas and River Valley

July 1, 2019 – June 30, 2020

Child Care Aware Membership Number: #:36823300

Non-Profit #: 501-(c) 3 EIN# 71-0780981

www.nwachildcare.org

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E. 1 Executive Summary/Description of Project

The Northwest Arkansas Child Care Resource and Referral Center (NWACCR&RC) opened in August 1994 in Fayetteville Arkansas with original funding provided by the Levi Strauss Child Care Foundation. In April 1996 we received our 501 (c) 3 non-profit status. NWACCR&RC was the first child care resource and referral center in the state of Arkansas. We have been serving child care providers, families and children for almost 25 years and look forward to continue serving our families.

Child Care Aware NWA/RV/SCA currently serves 17 counties across the state of Arkansas. These counties include: Benton, Boone, Carroll, Cleveland, Crawford, Drew, Franklin, Johnson, Lincoln, Logan, Madison, Newton, Pope, Scott, Sebastian, Washington, and Yell Counties.

Child Care Aware plans to continue serving the 17 counties listed above. We will provide child care provider support, training, coaching, mentoring and technical assistance. We will offer educational trainings, and support for all child care providers to assist them in improving their Better Beginnings quality rating. We will work to recruit, retain and train new child care facilities.

We will assist parents and/or consumers in their search to locate quality child care near their home and/or work site that will best fit their needs. We will share with parents and/or consumers the price, location hours of availability, Better Beginnings levels, and ages of children served. We will discuss and provide information to the parents and/or consumers on the quality of a child care center and/or home as determined by the DHS licensing Division and Better Beginnings Quality Rating System. We will not recommend any particular site, home and/or center but will provide parents with information and choices that can help them make the best decision for their family.

We will provide the parent and/or consumer with information on the Voucher Program, ABC, Head Start, Early Head Start Program or any CCDBG Funds that might be available opportunities for eligible families. We will provide information on licensed after-school care, infant, toddlers, pre-school, full-time and part-time care including the mother's day out programs for parents.

We will maintain a database of all licensed child care centers, family child care homes and/or registered homes that are being monitored by the DHS licensing unit. We will assist the Division of Child Care and Early Childhood Education and/or the licensing unit, Better Beginnings teams, Vouchers, and USDA Food Programs when requested. CCA NWA/RV/SCA will offer pre-licensing training in all three locations monthly. Supervision training is offered monthly and additional trainings can be provided as requested. We will offer business management strategies to child care providers to enable them to market, recruit, hire, train and manage employees. Whenever possible, we will provide on-site trainings and make visits to encourage all child care facilities to be successful.

Our goal is to offer as many trainings as possible to assist child care providers to achieve Better Beginnings levels and to improve quality care for all children. We will be offering trainings weekly for parents and child care providers. These classes will encourage and educate parents to choose quality child care and to increase parent education on what to look for in quality. We will encourage and educate child care providers on the importance of engaging their families and to receive family and consumer education. Family engagement, education, resources, information and support is critical to the success of a child care program.

We will work to educate the businesses and the corporate world, chambers of commerce, judicial, legislators and local employers on the impact of quality early care and education. The children in today's child care facilities are their future work force and research reflects that 90% of a child's brain is developed by age five.

Child Care Aware will continue to enhance and improve our emergency preparedness trainings for child care providers, parents, businesses and our community on how we can be better prepared in the event of an emergency. We will educate child care facilities on how to plan, prepare, respond, shelter in place, recover, family reunification and rebuild. We will work to improve all facilities emergency preparedness plans and to connect all providers with their local office of emergency management. We will continue to assist with the state plan as needed and the VOAD committee and the LEPC organizations. We have been fortunate to work with Save the Children and Columbia University, National Center for Disaster Preparedness to increase our knowledge, skills, education, trainings, strategies, and community coalition building to improve our child care provider's emergency preparedness plans. Our emergency preparedness training team has been working on providing a Continuity of Operations (COOP) training for child care providers, businesses and local Chambers of Commerce.

We will continue to offer Pediatric First Aid CPR AED training monthly. We have 4 certified American Heart Association instructors on the Child Care Aware staff. We have 2 certified

Child Passenger Safety installers on our staff. We are working with Arkansas Children's Hospital to offer Stop-the-Bleed training to child care facilities and after school programs.

We are working on increasing our training on trauma informed care as we are receiving many request from child care providers seeking skills, and/or strategies on how to deal with children and families who are experiencing traumatized children in their classrooms and homes. We are very concerned about the increase in numbers of children who are scoring very high on the Adverse Childhood Experiences scoring instrument. Child care providers are struggling with out of control children and early childhood teachers are leaving the classroom due to the number of very challenging children and their behaviors.

We will continue to maintain PDR certified early childhood trainers and register all trainings on the PDR. We will target many of our trainings that are required for Better Beginnings to improve our child care facilities quality levels and respond to specific trainings that our child care providers are requesting.

Child Care Aware of NWA / RV/ SCA will provide Quantitative and Qualitative data available upon request. All trainings are registered the PDR system and child care providers will be requested to complete an evaluation at the end of each training. Quantitative data will provide the number of attendees and qualitative data will be available from the CCA evaluations which will reflect the quality of the training, presenters' knowledge, environment, ethnicity, income level, gender, and place of employment.

E. TECHNICAL APPROACH to SCOPE of WORK / VIABLE IMPLEMENTATION PLAN

We will provide several trainings every week in many locations. The majority of our trainings are a minimum of 2-3 hours each session. We will provide 4-6 trainings per week in the Northwest Arkansas area and 2-3 trainings per week in the Fort Smith area. We will offer 4-6 hours of trainings in the Monticello area monthly and/or more if requested. All participants receive a certificate at the end of each training stating the topic name, hours of credit, and instructor's name. We will continue to work with our providers to attain and maintain a PDR number.

We offer training materials and resources that can be checked out at all locations. Our staff will visit child care centers and homes to discuss techniques and strategies to improve their programs and classrooms. We will offer some trainings at their locations if participant numbers are adequate and/or their geographic area might not be easy access to our office sites for example Harrison, Berryville, and Russellville.

We will offer a minimum of 3-4 early childhood conferences each year in several areas of the state with the opportunity to receive a minimum of 4-6 hours of training usually hosted on a Saturday to encourage all child care professionals to attend. Trainings are offered in partnership with other Child Care Aware offices across the state. We will continue to collaborate with other agencies such as Arkansas State University, Arkansas Early Care Project, University of Arkansas

Extension office, University of Arkansas for Medical Sciences, Head Start and Arkansas Early Childhood Association.

Our training staff works very hard to offer trainings that benefit our child care providers. At the end of every training we will provide an evaluation on the quality of our trainings and also request if they have a topic of interest and/or training that could benefit them in the classroom or program. We are very responsive to our child care providers' request. We will target the core competencies areas and plan our training around these objectives. We will review the BB level requirements and work to include these training schedules. We will offer behavior guidance, nutrition, physical fitness, science, technology, engineering, math and activities, environment and nature workshops. We will work to develop our schedule 6 months out and register trainings on the PDR system and post on our website. We will provide all class attendees with a printed copy of our schedule at each training. We will utilize many types of training methods including: Power Point, video, instructor led, interaction, handouts, charts, worksheets, activities, discussion, sharing, question and answers. We will work to develop our trainings that are researched based, interesting, educational, and audience appropriate. We want all participants to leave learning something that they can return to their classroom and/or home that will improve their teaching skills and/or improve parenting knowledge, skills, and strategies.

At the end of every training we will provide an evaluation that needs to be completed based on the Likert scale of quality. The participant evaluates the instructor, workshop content, value, environment, benefits, and a comment section to evaluate the qualitative value of our trainings. We will provide Quantitative numbers that are recorded daily and reported each month to the Division in our monthly reports. End of the year Quantitative and Qualitative reports will be submitted each year to the Division on the yearly activities. Also, our child care providers and programs are very responsive in determining our effectiveness and tend to share with us verbally what they feel like they need.

Consumer education will be provided in the topics listed below; classroom instruction, conferences, maintaining our website, social media and newsletters.

1. Parents and Families

- a. Provide referrals for parents near their home and/or work.
- b. Bi-Lingual Referral Specialist available/Translator, Interpreter/ABICE Certified
- c. Free parenting classes offered weekly on topics such as behavior guidance, anger management, brain development, SIDS, Shaken Baby, etc.
- d. Share with parent information on Vouchers, ABC, Head Start, Early Head Start, subsidy programs
- e. Share information with parents on quality of programs, (Better Beginnings Levels, National Association for the Education of Young Children, National Association for Family Child Care)
- f. Maintain provider database on child care programs in 17 Arkansas Counties
- g. Share informational handouts on what to look for in quality
- h. Share parenting information and educational materials
- i. Provide resource list of food programs, housing, AR Kids, HUD, and Medicaid, etc.

- j. Developmentally age appropriate information
- k. School readiness skills
- l. Vaccination requirements
- m. Suggestions, resources, and/or strategies for challenging children's behavior
- n. Consumer education
- o. Children with special needs assistance (Arkansas Support Network, Lifestyles, Richardson Center, Sunshine School, Bost, Ozark Guidance)
- p. Responsive to clients' needs and concerns
- q. Any other relevant agencies of support

2. Family Engagement

We will work with providers to educate them on the impact of parental involvement.

- a. We provide 3 Family Engagement Conferences yearly in several locations
- b. Encourage providers and educators to provide a welcoming environment
- c. through being sensitive to cultural differences
- d. Encouraging parents to volunteer
- e. Decision making (Advisory Board, suggestion box, etc.)
- f. Positive Communication such as two-way, responsive, listening, guidelines for the use of social media
- g. Encourage parents to read, play and work with their children at home
- h. Share educational opportunities with your families, resources, information and educational support systems.
- i. Provide appropriate referrals as needed
- j. Plan activities to engage families in your program
- k. Share educational games with families
- l. Encourage families to participate in local events and Arkansas Children's Week activities
- m. Provide parent/school/child care consumer educational materials

3. Business Management and On-Site Consultation

- a. Provide Pre-Licensing training monthly in NWA/RV/SCA
- b. Provide supervision training monthly and/or as needed
- c. Provide business management trainings
- d. Share business resources that are available
- e. Refer to Foundations, Funding and/or grant opportunities
- f. Provide leadership training and skills
- g. Improve communication skills across all levels
- h. Improve and increase child care providers' technology skills
- i. Budgeting and improving credit scores

- j. Assist providers in locating business opportunities
- k. Review local city zoning requirements
- l. Encourage good hiring and employment practices/ethics
- m. Coaching
- n. Mentoring
- o. Technical assistance
- p. On-site review and consultation when requested or needed
- q. Program models respectfulness, consideration, and encouragement

4. Emergency Preparedness

- a. Assist programs with developing their emergency plans, review and encourage providers to update yearly
- b. Plan, train, prepare and post written emergency preparedness plan
- c. Provide training to all staff and encourage preparation
- d. Provide a minimum of 2-4 hours training yearly
- e. Practice their Emergency Preparedness plan
- f. Continue to work on improving their emergency planning
- g. Provide training to child care providers on planning, preparing, response, sheltering, reunification, and recovery
- h. Memorandum of Understandings with a minimum of 2 reunification locations
- i. Parents need to be informed on reunification locations
- j. Maintain supplies for all to shelter in place if necessary for 72 hours
- k. Encourage battery or crank radios available
- l. Maintain list of all students and parents contact information
- m. Adequate and appropriate medication needed
- n. Emergency preparedness plan available to licensing and on file at the local county office of emergency management
- o. Continuation of operation plan
- p. Building community emergency preparedness coalitions
- q. Provide resources, emergency management office and health department's contact information

5. Physical and Mental Health

- a. Provide on-going physical activity trainings
- b. Teach providers how they can integrate physical activity in their daily activities
- c. Encourage all children to be physically active
- d. Provide physical activity opportunities in the classroom and playground
- e. Encourage parents to provide physical activity at home
- f. Monitor screen time to be developmentally appropriate
- g. Provide nutritional meals and snacks
- h. Be inclusive of all children and developmentally appropriate activities

- i. Organize and supervise play
- j. Encourage play and role model play activities
- k. Provide on-going mental health training
- l. Review ACE's training
- m. Be knowledgeable about mental health resources, services and programs available (know when and where to refer for support)
- n. Refer for mental health support as needed
- o. Promote self-care and mental health awareness of staff
- p. Be prepared and educated on working with children who may possess mental health issues
- q. Educate staff on the history of the children served
- r. Review the family mental health history when available
- s. Provide tools and strategies for children who have experienced traumatic events

We have a lot of work to do to provide adequate mental health training that our child care providers are needing in their programs.

C. Are the early care and education core competencies, target audience, training length and PDR level identified?

Core competencies: We will provide numerous training on the core competencies areas as identified by the Division of Child Care and Early Childhood as:

- 1. Child Growth and Development
- 2. Learning Environment and Curriculum
- 3. Alignment with CDELS
- 4. Positive Interactions
- 5. Family Engagement
- 6. Child Observation and assessment
- 7. Health, Safety and Nutrition
- 8. Professionalism and Leadership
- 9. Collaborative Program Management

We will offer training for parents, providers, and families on the following topics: family engagement, business management, emergency preparedness, physical and mental health trainings.

Better Beginnings: We work very hard to provide all trainings that are required for improving each programs Better Beginnings levels. If we are unable to provide the needed training our staff searches to locate qualified trainers to provide the training needed and/or required. We utilize guest speakers who may have expertise in specific training.

Target audience: Early child care educators, classroom teachers, Arkansas Better Chance and Head Start educators, administrators, parents, community leaders, legislators, businesses

Training length: Most of our trainings are 2-6 hours in length as the majority of our participants have limited time to attend training as they are working long hours. Many of our longer in length trainings occur on Saturdays as that is the only day that our child care professionals. Saturday trainings are available for those unable to attend during weekday sessions.

PDR Level: All of CCA NWA/RV/SCA trainings are placed on the Professional Development Registry and assistance is provided at each training to encourage all child care professionals to register, update and maintain their professional trainings on the PDR system. Trainings registered in the PDR system are identified as Foundation, Intermediate and Advanced.

Logic Model

Timeline	Activity	Quantitative Data	Qualitative Data/Outcomes
On-going	Maintain and update provider database	700+ providers	Communicate with child care providers with vacancy, prices, etc.
Monthly Rogers Fort Smith Monticello	Pre-Licensing Training	36	Offer Pre-Licensing training monthly or as needed
Monthly Rogers Fort Smith Monticello	Supervision Training	Varies	Offer Supervision training monthly or as needed
On-going	Provider/Parent/Agency/Community/Consumer Education	300	Provider resources to child care providers, parents and community
Monthly rotating between Rogers and Fort Smith, Monticello Summer	Heartsaver Pediatric First Aid CPR AED Training	250+	Offer Pediatric First Aid CPR AED training monthly or as needed, traveling to facilities
On-going	Emergency Preparedness Training Quarterly	200-300 providers/ connect providers to OEM	Child care facilities and parents will be better prepared in the event of a disaster

On-going	Family Engagement Monthly		Strategies that will improve communication and support between parents and child care providers, schools, etc...
On-going	Parenting Classes Weekly	2,000 parents	Increase parent knowledge and improve parenting skills
Fall and Spring	Family Engagement Conference Little Rock/Rogers	200 Educators	Training to encourage and teach child care providers and educators to work together
Spring	Early Childhood Conferences in Northwest Arkansas and River Valley	600	Plan, prepare, co-host and assist with hosting Early Educators Conferences. Improve quality of child care, Increase child care providers knowledge and skills working with children.
Fall	Present, attend, and support the AECA Conference and the regional NWAECA Trainings	600	Support AECA conference, support monthly NWAECA meeting
On-going	Increase Infant/Toddler capacity and improve quality	100-200 slots	Work to build additional infant/toddler slots and provide training specific to infant/toddler to improve quality
On-going	Encourage community and business support	100 meetings per year	Staff will attend and participate in Chamber, Rotary, Kiwanis, etc. to build stronger community support
Upon Request	Market rate survey as requested by Division, CCAoA, Head Start, and future business request	Report	Child Care Aware will respond to market rate survey and will work to provide data

On-going	Trainings Offered: ASQ-3/ASQ-SE2, Nutrition, Physical Fitness, Behavior Guidance, BAS/PAS, Environmental, Play, and many more. See attached trainings offered and available	300-500	Improving Child Care Quality
On-going	Better Beginnings provide child care trainings to meet Better Beginnings levels 1-2-3, 4-5-6	Minimum 100 trainings offered	Increase Better Beginnings levels for a minimum of 50 child care facilities
On-going monthly	Mental Health, Trauma/ACEs	300 providers	Educates our parents and providers on the impact of mental health and traumatized children and how to work with them.

Professional Development Spreadsheet

Professional Development 2019-2020		
Agency Name: Child Care Aware NWA –RV-SCA		
Name of Training	Number of Times to be offered July 1, 2019-June 30, 2020	Level of Training
Adventures in Learning	4	Foundation
Stress Management	6	Foundation
1,2,3 Magic Part 1	6	Foundation
1,2,3 Magic Part 2	6	Foundation
Anger & Consequences	6	Foundation
Anger & Trigger Thoughts	8	Foundation
Anger Expression Style	4	Foundation
Anger in Adults	6	Foundation
Anger in Children	8	Foundation
Anger in Children: Emotional vs. Intellectual IQ	8	Foundation
Anger Management Techniques	6	Foundation
Anger Triggers	10	Foundation
Anger: Guiding Principles to Personal Freedom	4	Foundation
Anger: Recognizing and Managing Triggers	4	Foundation

Anger: Self-Control, Skills, and Values	4	Foundation
Anger: Exploring What Lies Beneath	4	Foundation
Anger: Reacting vs. Responding	4	Foundation
Anger: Self-Control, Skills, and Values	4	Foundation
Anger-Calming the Fire Within	2	Foundation
Angry Children, Worried Parents	4	Foundation
Assessing Your Organizational Climate and Classroom Structure	2	Foundation
ASQ-3/ASQ-SE2	12	Foundation
Baby Basics	12	Foundation
Behavior Guidance	20	Foundation
Better Beginnings Guidelines	24	Foundation
Building Brighter Tomorrows: Quality Care Issues for Young Children	1	Foundation
Building Children's Self-Esteem	2	Foundation
Building Language and Literacy Skills	10	Foundation
Building Social & Emotional Relationships in Infants & Toddlers	2	Foundation
Bullying & Cyberbullying	2	Foundation
Challenging Children	12	Foundation
Children's Safety	4	Foundation
Choices and Consequences	4	Foundation
Classroom Expectations & Ethics	4	Foundation
Communicating With Each Other	4	Foundation
Communicating with Your Parents	2	Foundation
Communications: Building Strong Relationships	2	Foundation
Conflict Styles	4	Foundation
Connecting Learning and Nature	4	Foundation
Conscious Discipline Book Study By Dr. Becky Bailey	36	Foundation
Coping with Divorce	4	Foundation
Cradling Literacy	4	Foundation
Curriculum for Infants and Toddlers: The Why, What, and How	4	Foundation
De Stressing Yourself	1	Foundation
Dealing With A Bully	2	Foundation
Dealing with Difficult Parents	2	Foundation
Developmental Milestones	4	Foundation
Discipline Vs. Guidance	4	Foundation
Early Development & the Brain; Brain Basics 1	4	Foundation
Early Development & the Brain; Brain Basics 2	4	Foundation
Early Development & the Brain; Brain Basics 3	4	Foundation
Emergency Preparedness	10	Foundation
Engaging Children in Healthy Ways	1	Foundation

Exploring the 40 Developmental Assets and the Role of Parents as Asset Builders	2	Foundation
Extending Children's Learning Through Meaningful Interactions	2	Foundation
Families as Partners in Supporting Early Language and Literacy	2	Foundation
Pediatric First Aid CPR AED	20	Foundation
Four Stages of Anger in Children	4	Foundation
Fun in the Sun: Summertime Activities	1	Foundation
Getting Started: Anger Control	2	Foundation
Group Family Business Mgmt. Training	1	Foundation
Growing Brains Connecting Neurons	3	Foundation
Hello Self-Regulation	2	Foundation
Highly Engaged Classroom	1	Foundation
Homework	2	Foundation
How Boys & Girls Learn Differently	2	Foundation
How to Advocate for Your Children	3	Foundation
How To's: Identifying Special Needs Children & Open Dialogue With Parents	2	Foundation
Infant, Toddler Language	6	Foundation
Infant-Toddler Magical Experiences	1	Foundation
Job Burnout: How To Keep The Flame Burning	2	Foundation
Keeping Kids Healthy All Year Long	2	Foundation
Kindergarten Here We Come: Are they ready?	2	Foundation
Kindergarten Success	2	Foundation
Knowing Your Management Style	2	Foundation
Make & Take	6	Foundation
Managing Family Anger	2	Foundation
Managing Step-Families	4	Foundation
Mandated Reporter	4	Foundation
Master Your Money	2	Foundation
New Skills for Frazzled Parents	4	Foundation
Nurturing Routines	6	Foundation
Nutrition	20	Foundation
Parental & Community Involvement	6	Foundation
Parenting Styles and Child Temperament	2	Foundation
Parenting The Strong Willed Child	2	Foundation
Parenting Young Children with Love, Encouragement and Limits	4	Foundation
Parents in the Eye of the Storm	1	Foundation
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Personality Traits And The Workplace	1	Foundation
Physical Activity & Outside Play	1	Foundation
Playground Safety	2	Foundation

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Powerful Interactions	2	Foundation
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Sensory Issues	8	Foundation
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Sibling Rivalry	2	Foundation
SIDS/Shaken Baby	8	Foundation
Spring Child Care Conference	1	Foundation
Staffing For Performance	1	Foundation
Stages of Child Development	6	Foundation
Strengthening Families	4	Foundation
Supporting Children's Self Control	2	Foundation
Teaching Children The Love of Reading	2	Foundation
Temper Tantrums	10	Foundation
The Angry Child	2	Foundation
The Healthy Child Mind, Body, & Spirit	2	Foundation
The Importance of Play	6	Foundation
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Trauma, Brain & Relationship: Helping Children Heal	2	Foundation
Understand Why Children Become Angry	2	Foundation
Using Language & Literacy in Guiding Children's Behavior	4	Foundation
Workplace Attitude & Professionalism	1	Foundation
You Are the Director of Your Behavior	2	Foundation

D. Is there a clear method for evaluation training and services?

All trainings are required to complete a Likert evaluation instrument at the conclusion of each training. We capture additional data from this instrument including age range, educational level, ethnicity, gender, income levels, ages of children they work with etc.

Quantitative data is recorded at the end of each training and reported at the end of each month to the Division on our monthly reports. We provide the Division with the number of trainings offered, location, hours of training etc.

Qualitative data is secured via a comment section that allows the participant to request additional training that is needed and/or suggestion on how we could improve our training. We also learn the impact or result on how that the training has helped them in their classroom and/or teaching experience. The evaluation comments are included in our monthly reports to the Division.

1. All trainings are available on PDR
2. Training schedule available on our web site or via telephone
3. Paper schedule available in our office
4. Monthly newsletter about upcoming trainings and events in all counties we serve.
5. Facebook

E. Are there a minimum of three (3) partnership agreements included that outline responsibilities?

See attached

F. Is there a specific, attainable plan that addresses how the respondent will promote and support infant/toddler quality?

Currently on our staff we have 4 infant and toddler specialists who have many years' experience, training, and education in serving infants and toddlers. We offer several infant and toddler trainings each month.

Michelle Wynn has served as our infant and toddler specialist for many years and has provided numerous trainings for infant and toddler educators.

Donna Alliston serves as an infant and toddler trainer and has several years' experience as a leader in Head Start Programs, Zero to Three staff and working for the Division of Child Care and Early Childhood in Little Rock for several years.

Rebecca Evans holds a Master's degree in Family and Child Studies has been the Northwest Arkansas Community College Early Childhood Department Chair for several years and provides trainings weekly for infant and toddler educators. Our staff offers several infant and toddler trainings monthly and we provide an infant and toddler track at our conferences each year.

Erica Holland is employed as the program coordinator for the Fort Smith satellite office and holds a Master's of Science in Educational Theory and Practice and has been employed for several years in a child care facility.

The CCA program in Northwest Arkansas has been working with local foundations and funders to develop a program that would increase our infant and toddler capacity. We have limited infant and toddler slots available which is a serious concern. We have infant and toddler Adventures in Learning curriculum available in our office with resources and literature to support the infant and toddler learning experiences.

We are encouraging our child care providers to obtain an Infant Toddler Certificate to enhance their skills and professional growth.

G. Is the implementation plan for delivery included?

We will continue to offer infant and toddler trainings with qualified staff to train our child care providers. Infant and toddler trainings are also provided at all of our conferences.

Trainings are offered:

Rogers

Monday 1:00 PM until 3:00 PM,

Tuesday Night 6:00 PM until 8:00 PM

Wednesday Morning 10:00 AM until 12:00 PM,

Thursday night 6:15 until 8:15 PM

Fort Smith

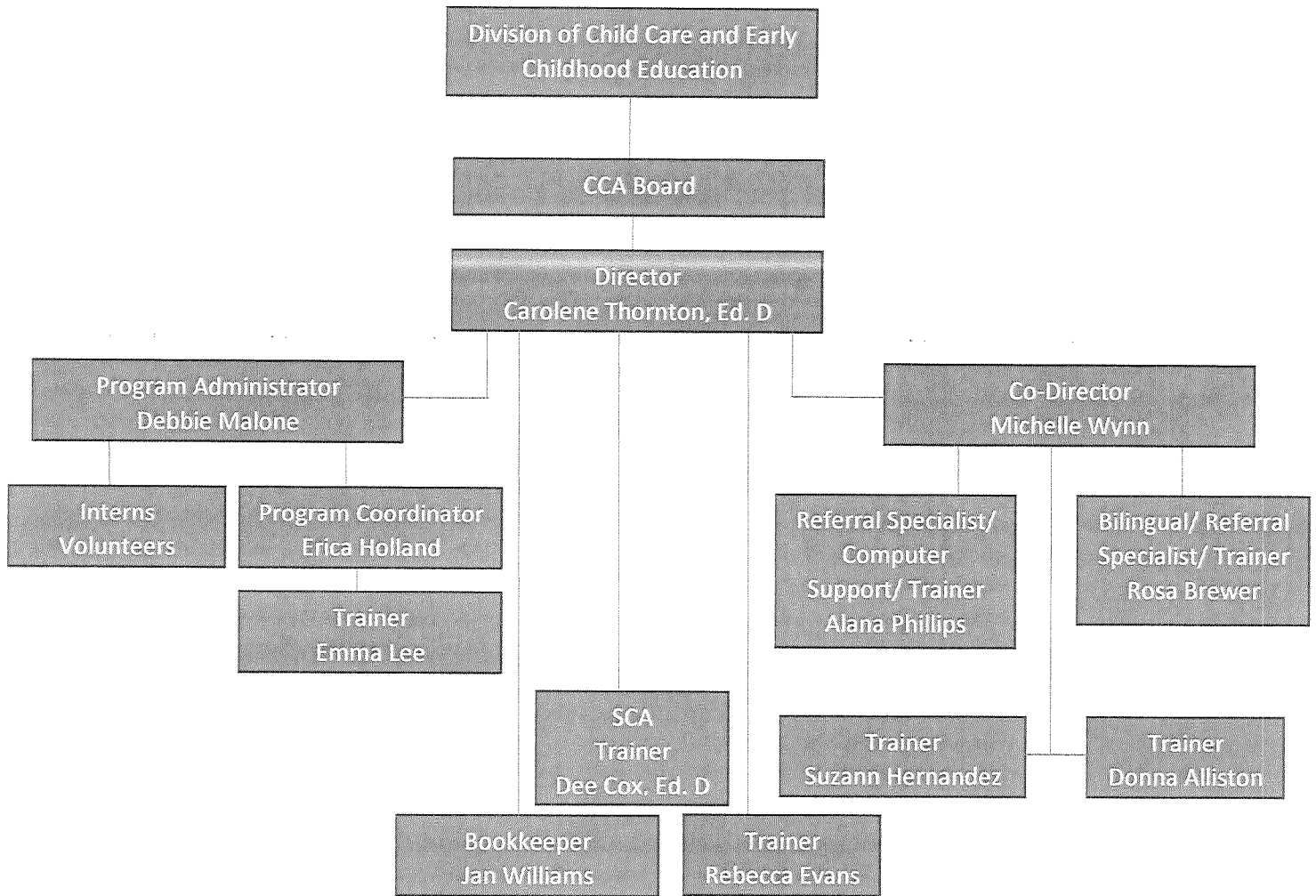
Monday 6:15 to 8:15 and Wednesday 2:00-4:00.

Monticello

We offer at least once a month trainings on Saturdays and usually more.

E. 3 PROJECT ORGANIZATION, STAFFING and EXPERIENCE

A. Does the proposal have an overall organizational chart and a project-specific organization chart showing proposed staff by job title and lines of supervision that are sufficient to meet objectives?



Leadership, funding, guidance and support has been provided by the Division of Child Care and Early Childhood in Little Rock, Arkansas.

The NWACCR&RC agency DBA: Child Care Aware of Northwest Arkansas, River Valley and South Central Arkansas operates under the guidance of the NWACCR&RC /CCA Board comprised of 8 members.

Jeanne Carroll, President, Homeless Liaison Fort Smith Public Schools

Deb Kee, Vice President, Bentonville Public Schools, Early Childhood Director and NWACC educators

Rey Hernandez, Treasurer, employed by Arkansas Children's Hospital

Glenda Deffenbaugh, Secretary, employed by the Boys and Girls Club in Fayetteville

Patti Malone, Member, Retired from the NWA Family Child Care Home Food Program

O. E. Luttrell, Retired, Educator

Derek Honore, Corporate Trainer, University of Arkansas Student

Cathy McAuliffe, Member, NWACC Early Childhood Department Chairman

The board defines policy, governs, and provides oversight.

B. Are all staff identified as well as staff proposed to meet the requirements of the RFP?

Dr. Carolene Thornton serves as Executive Director and oversees program operations and provides leadership for the CCA program. Dr. Thornton holds a Bachelor's of Arts, Certification for Elementary and Secondary Principalship, Masters of Education, Educational Specialist, and Doctorate of Education.

Michelle Wynn is Co-Director and has been employed by CCA for almost 16 years. Ms. Wynn provides direct supervision of programs and possesses a Bachelor of Science degree from the University of Central Arkansas. She serves as our public relations, marketing and development team leader. She has also been responsible for the infant and toddler trainings for the past several years.

Debbie Malone has been employed by the CCA program for 8 years and provided the leadership and responsibility of opening and operating our first satellite office in Fort Smith several years ago. She has over 15 years' experience as Director of a pre-school and child care program in Fort Smith. She holds a Bachelor's of Science in Home Economics Education.

Erica Holland has been employed for the last 3 years as the Program Director for the Fort Smith satellite office. Ms. Holland holds a Master's degree in Educational Theory and Practice and has the responsibility of planning and operating our satellite office. She plans programs, trainings, technical support for that area. She has several years' experience teaching in an early child care program in Fort Smith.

Dr. Dee Cox holds a Doctor of Education, Education Specialist, Master in Education, Masters of Science in Education, and Bachelors of Science in Education. provides the leadership and training for Lincoln, Cleveland and Drew Counties in South Arkansas. She has been able to provide a lot of momentum, training, education and support for those child care facilities in South Arkansas. Dr. Cox has several years' experience as a classroom teacher, Principal, Arkansas Department of Education, Hendricks College professors, trainer, consultant and numerous other projects. She has provided the leadership for our Family Engagement programs, conferences etc, for several years.

Alana Phillips serves as our computer and Data Specialist and holds a Business Education degree from the University of Arkansas. She has been employed by the CCA agency for over 6 years. She serves on the NWAECA Board and has been responsible for the CPR/First Aid training for our agency.

Rosa Brewer serves as our Bi-Lingual Translator, Referral Specialist and Trainer. Rosa is a certified trainer in Stewards of Children. She is a certified American Heart Association CPR trainer. She is the Vroom grant coordinator. She holds a Master degree in Leadership Management and has been employed with CCA for the last 7 years.

Suzann Hernandez holds a Bachelor of Science degree in Human and Environmental Science with over 20 years' classroom teaching experience and approximately 20 years as a Parent Educator and trainer for the Jones Center for Effective Parenting and for the CCA program for the last 4-5 years.

Donna Alliston serves a part-time trainer for the CCA program for several years. She holds a Master's degree in Early Childhood and has many years' experience as a Head Start teacher and Director and Head Start TA Director. She was employed by the Division of Child Care and Early Childhood Education for 8 years and later went to work for ICF.

Emma Lee is a retired educator with the Fort Smith Schools and served as the Pre-School Coordinator/Parent Educator/Classroom Teacher Director of the HIPPIE home visiting program until she retired. She now works part-time for the CCA RV office and provides training for the early childhood educators in the Fort Smith area. Emma Lee holds a Master's degree in Elementary Education.

Rebecca Evans provides training and support for the Rogers CCA office. She holds a Master's degree Family and Child Studies and was employed at the NWACC in Rogers as the Department Chair for the Early Childhood Program for approximately 8 years.

All staff training transcripts can be found on the PDR system.

C. Are the backgrounds and experience listed for key staff indicating an ability to successfully perform the work?

See attached resumes for more detail

D. Does the proposal indicate that the trainers be verified in the PDR system?

All staff are currently trainers and members in the PDR system.

Dr. Carolene Thornton	1872	Michelle Wynn	1875
Debbie Malone	1867	Dr. Dee Cox	10772
Erica Holland	92	Donna Alliston	1874
Suzanne Hernandez	1870	Alana Phillips	271
Rosa Brewer	1866	Emma Lee	6005
Rebecca Evans	144		

All CCA NWA/RV/SCA trainers and staff training presented and/or attended should be available on the PDR system. Many of our trainers are certified “train the trainer” for many curriculums and trainings.

E. Are agency locations with business hours identified? Are the hours listed sufficient to meet the needs of the project?

Child Care Aware NWA	Child Care Aware NWA	Child Care Aware RV
Rogers, AR	Springdale, AR	Fort Smith, AR
8:00 AM – 5:00 PM	8:30 AM – 4:30 PM	8:00 AM – 4:30 PM

All offices offer evening and Saturday trainings as needed based upon needs.

F. Does the respondent show a clear understanding of the requirements and needs of the contract?

Respondent and applicant has over 25 years in organizing and operating a child care resource and referral organization. Dr. Thornton has been a leader in encouraging funders to provide regional CCA agencies statewide to serve all child care providers, parents, children and families.

G. Does the respondent give background information of ownership (whether public, partnership, subsidiary or specified other) and date of establishment?

Opened August 1994 funded by Levi Strauss Child Care Fund

Operated under the United Community Services program the first 2 years

Received 501 (c) 3 Non- Profit status in April 1996

H. Are three (3) letters of recommendation included?

See attached letters of recommendation

See attached Memorandum of Understanding

E. 4 MANAGEMENT PLAN/FINANCIAL DISCLOSURE

A. Is there clear ability to manage and control project activities, report progress, and coordinate with DHS?

Applicant has over 20 years' experience in managing Child Care Aware funding provided by the Division of Child Care and Early Childhood Education. Dr. Thornton has been responsible for submitting all reports and managing all aspects of the Division of Child Care and Early Childhood Education progress, activities and has coordinated with several employees at Department of Human Services through the years.

She has managed several projects for the resource and referral programs including grants from several sources including Levi Strauss Child Care Funds, a federal grant funded to the Jones Center for Families and the University of Arkansas Medical School and the Arkansas Children's Hospital. We have received funding from Save the Children and Columbia University, National Center for Disaster Preparedness and completed all projects on time.

B. Is there reliable method for collecting tracking, and reporting data that is relevant to the project and the DCCECE requests?

We submit monthly reports to the Division of Child Care and Early Childhood Education office in Little Rock per their request and requirements. Child Care Aware of NWA/ RV/ and SCA have always responded to all data report request. We track additional information for other programs including Head Start Programs, United Way and child care providers in their search for opening new child care locations based on need and child care calls and requests.

We have provided the Division with reporting forms that could assist them in tracking data that is required for their federal audit that will also meet the reporting requirements for the Arkansas State Plan and the request from Child Care Aware of America.

C. Does the respondent show complete financial disclosure with the ability to carry out the project?

Child Care Aware has a history of operating on a small budget. We work hard to be good stewards of our funding. We will continue to search for additional funding support. We will continue to work with the local foundations in our area including:

Walton Family Foundation
Walmart Foundation
Endeavor Foundation
Arkansas Community Foundation
Windgate
Jane Hunt Meade Funding

United Way
Tyson Foundation
Blue and You
Cargill
George's
Cox Charities
Child Care Aware of America

D. Does the respondent have diverse sources of funding?

Arkansas Children's Hospital, Healthy Families Home Visiting Program	\$110,000.00
Columbia University GSK Funds	\$9,000.00
Donations	Varies
Diaper Dash Fund raiser	\$500.00
Bikes, Blues and BBQ	Varies
Arkansas Gives	Varies

E. Did respondent include a line item budget and budget justification?

See attached

F. Are the respondent's financial statements and most recent audit enclosed or available electronically?

See attached

Logic Model

Timeline	Activity	Quantitative Data	Qualitative Data/Outcomes
On-going	Maintain and update provider database	700+ providers	Communicate with child care providers with vacancy, prices, etc.
Monthly Rogers Fort Smith Monticello	Pre-Licensing Training	36	Offer Pre-Licensing training monthly or as needed
Monthly Rogers Fort Smith Monticello	Supervision Training	Varies	Offer Supervision training monthly or as needed
On-going	Provider/Parent/Agency/Community/Consumer Education	300	Provider resources to child care providers, parents and community
Monthly rotating between Rogers and Fort Smith, Monticello Summer	Heartsaver Pediatric First Aid CPR AED Training	250+	Offer Pediatric First Aid CPR AED training monthly or as needed, traveling to facilities
On-going	Emergency Preparedness Training Quarterly	200-300 providers/ connect providers to OEM	Child care facilities and parents will be better prepared in the event of a disaster
On-going	Family Engagement Monthly		Strategies that will improve communication and support between parents and child care providers, schools, etc...
On-going	Parenting Classes Weekly	2,000 parents	Increase parent knowledge and improve parenting skills

Logic Model

Timeline	Activity	Quantitative Data	Qualitative Data/Outcomes
Fall and Spring	Family Engagement Conference Little Rock/Rogers	200 Educators	Training to encourage and teach child care providers and educators to work together
Spring	Early Childhood Conferences in Northwest Arkansas and River Valley	600	Plan, prepare, co-host and assist with hosting Early Educators Conferences. Improve quality of child care, Increase child care providers knowledge and skills working with children.
Fall	Present, attend, and support the AECA Conference and the regional AECA site	600	Support AECA conference, support monthly NWAECA meeting
On-going	Increase Infant/Toddler capacity and improve quality	100-200 slots	Work to build additional infant/toddler slots and provide training specific to infant/toddler to improve quality
On-going	Encourage community and business support	100 meetings per year	Staff will attend and participate in Chamber, Rotary, Kiwanis, etc. to build stronger community support
Upon Request	Market rate survey as requested by Division, CCAoA, Head Start, and future business request	Report	Child Care Aware will respond to market rate survey and will work to provide data
On-going	Trainings Offered: ASQ-3/ASQ-SE2, Nutrition, Physical Fitness, Behavior Guidance, BAS/PAS, Environmental, Play, and many more. See attached trainings offered and available	#	Improving Child Care Quality

Logic Model

On-going	Better Beginnings provide child care trainings to meet Better Beginnings levels 1-2-3, 4-5-6	Minimum 100 trainings offered	Increase Better Beginnings levels for a minimum of 100 child care providers
On-going monthly	Mental Health, Trauma/ACEs	300 providers	Educates our parents and providers on the impact of mental health and traumatized children and how to work with them.

Professional Development Spreadsheet

Professional Development 2019-2020		
Agency Name: Child Care Aware NWA –RV-SCA		
Name of Training	Number of Times to be offered July 1, 2019-June 30, 2020	Level of Training
Stress Management	6	Foundation
1,2,3 Magic Part 1	6	Foundation
1,2,3 Magic Part 2	6	Foundation
Anger & Consequences	6	Foundation
Anger & Trigger Thoughts	8	Foundation
Anger Expression Style	4	Foundation
Anger in Adults	6	Foundation
Anger in Children	8	Foundation
Anger in Children: Emotional vs. Intellectual IQ	8	Foundation
Anger Management Techniques	6	Foundation
Anger Triggers	10	Foundation
Anger: Guiding Principles to Personal Freedom	4	Foundation
Anger: Recognizing and Managing Triggers	4	Foundation
Anger: Self-Control, Skills, and Values	4	Foundation
Anger: Exploring What Lies Beneath	4	Foundation
Anger: Reacting vs. Responding	4	Foundation
Anger: Self-Control, Skills, and Values	4	Foundation
Anger-Calming the Fire Within	2	Foundation
Angry Children, Worried Parents	4	Foundation
Assessing Your Organizational Climate and Classroom Structure	2	Foundation
ASQ-3/ASQ-SE2	12	Foundation
Baby Basics	12	Foundation
Behavior Guidance	20	Foundation
Better Beginnings Guidelines	24	Foundation
Building Brighter Tomorrows: Quality Care Issues for Young Children	1	Foundation
Building Children's Self-Esteem	2	Foundation
Building Language and Literacy Skills	10	Foundation
Building Social & Emotional Relationships in Infants & Toddlers	2	Foundation
Bullying & Cyberbullying	2	Foundation

Challenging Children	12	Foundation
Children's Safety	4	Foundation
Choices and Consequences	4	Foundation
Classroom Expectations & Ethics	4	Foundation
Communicating With Each Other	4	Foundation
Communicating with Your Parents	2	Foundation
Communications: Building Strong Relationships	2	Foundation
Conflict Styles	4	Foundation
Connecting Learning and Nature	4	Foundation
Conscious Discipline Book Study By Dr. Becky Bailey	36	Foundation
Coping with Divorce	4	Foundation
Cradling Literacy	4	Foundation
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Powerful Interactions	2	Foundation
Putting a Personal Face on the Public Face of School	4	Foundation
Right from Birth	2	Foundation
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Understand Why Children Become Angry	2	Foundation
Using Language & Literacy in Guiding Children's Behavior	4	Foundation
Workplace Attitude & Professionalism	1	Foundation
You Are the Director of Your Behavior	2	Foundation

Attachment 3

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: 4/19/96

NORTHWEST ARKANSAS CHILD CARE
RESOURCE & REFERRAL CENTER INC
614 E EMMA STE 107
SPRINGDALE, AR 72764

Employer Identification Number:
71-0780981
DLN:
17053071721040
Contact Person:
ROSALIE L SIMS ID# 31367
Contact Telephone Number:
(877) 829-5500
Our Letter Dated:
April 1996
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are

Letter 1050 (DO/CG)

NORTHWEST ARKANSAS CHILD CARE

not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

You are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. For guidance in determining whether your gross receipts are "normally" more than \$25,000, see the instructions for Form 990. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

~~Steven T. Miller~~

Steven T. Miller
Director, Exempt Organizations

Attachment 4



CCA Membership Number

**Carolene Thornton, Child Care Aware of Northwest Arkansas
Regular Membership**

Membership #: 36823300

Member Type: Child Care Resource and Referral (Organization)

Expires: August 30, 2019

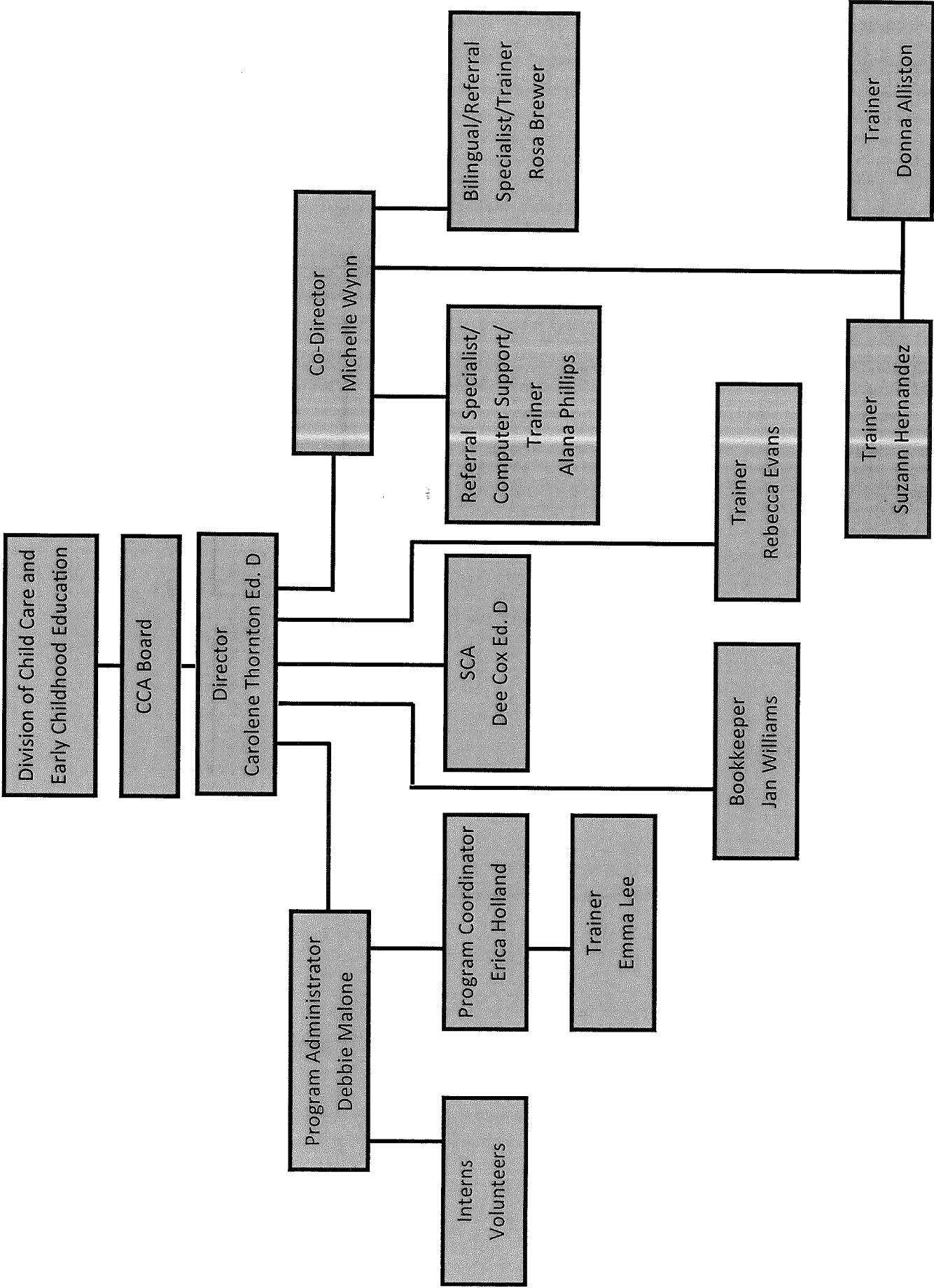
1401 S. 8th Street

Rogers, Arkansas

72756

POR H

Carolene Thornton	1872	Rct61669*
Michelle Wynn	1875	Rct61669*
Donna Alliston	1874	Rct61665*
Suzann Hernandez	1870	Rct61669*
Debbie Malone	1867	Rct616669*
Rosa Brewer	1866	Rct61660*
Alana Phillips	271	Rct616610*
Erica Holland	92	Savannah01!
Lindsey McDonald	20291	Andrew07!
Dee Cox	10772	lloveit3!
Tone Watkins	24611	
Rebecca Evans	144	



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Debbie Malone has been employed by the CCA program for 8 years and provided the leadership and responsibility of opening and operating our first satellite office in Fort Smith several years ago. She has over 15 years' experience as Director of a pre-school and child care program in Fort Smith. She holds a Bachelor's of Science in Home Economics Education.

Erica Holland has been employed for the last 3 years as the Program Director for the Fort Smith satellite office. Ms. Holland holds a Master's degree in Educational Theory and Practice and has the responsibility of planning and operating our satellite office. She plans programs, trainings, technical support for that area. She has several years' experience teaching in an early child care program in Fort Smith.

Dr. Dee Cox holds a Doctor of Education, Education Specialist, Master in Education, Masters of Science in Education, and Bachelors of Science in Education. provides the leadership and training for Lincoln, Cleveland and Drew Counties in South Arkansas. She has been able to provide a lot of momentum, training, education and support for those child care facilities in South Arkansas. Dr. Cox has several years' experience as a classroom teacher, Principal, Arkansas Department of Education, Hendricks College professors, trainer, consultant and numerous other projects. She has provided the leadership for our Family Engagement programs, conferences etc, for several years.

Alana Phillips serves as our computer and Data Specialist and holds a Business Education degree from the University of Arkansas. She has been employed by the CCA agency for over 6 years. She serves on the NWAECA Board and has been responsible for the CPR/First Aid training for our agency.

Rosa Brewer serves as our Bi-Lingual Translator, Referral Specialist and Trainer. Rosa is a certified trainer in Stewards of Children. She is a certified American Heart Association CPR trainer. She is the Vroom grant coordinator. She holds a Master degree in Leadership Management and has been employed with CCA for the last 7 years.

Suzann Hernandez holds a Bachelor of Science degree in Human and Environmental Science with over 20 years' classroom teaching experience and approximately 20 years as a Parent Educator and trainer for the Jones Center for Effective Parenting and for the CCA program for the last 4-5 years.

Donna Alliston serves a part-time trainer for the CCA program for several years. She holds a Master's degree in Early Childhood and has many years' experience as a Head Start teacher and Director and Head Start TA Director. She was employed by the Division of Child Care and Early Childhood Education for 8 years and later went to work for ICF.

Emma Lee is a retired educator with the Fort Smith Schools and served as the Pre-School Coordinator/Parent Educator/Classroom Teacher Director of the HIPPY home visiting program until she retired. She now works part-time for the CCA RV office and provides training for the early childhood educators in the Fort Smith area. Emma Lee holds a Master's degree in Elementary Education.

Rebecca Evans provides training and support for the Rogers CCA office. She holds a Master's degree Family and Child Studies and was employed at the NWACC in Rogers as the Department Chair for the Early Childhood Program for approximately 8 years.

All staff training transcripts can be found on the PDR system.

Attachment 6

Child Care Aware of NWA Board Members 2019

Jeanne Carroll (2012)
811 North T Street
Fort Smith, AR
Liaison/PTA Parent Educator
Home Address:
505 N. 15th Street
Van Buren, AR 72956

President
479-784-8182 ext. 3529 (W)
479-474-3916 (C) District Homeless
jcarroll@fortsmithschools.org

Deb Kee (2012)
400 NW 2nd
Bentonville, AR 72712
Director of Early Childhood, Bentonville Schools
Home Address:
1 Mountain Brook Court
Bentonville, AR 72712

Vice President
479-254-5042 (W)
479-721-7032 (C)
dkee@bentonvillek12.org

Derrick Honore (2018)
2618 N Indian Oaks Drive
Fayetteville, AR 72704
Corporate Trainer
University of Arkansas –Fayetteville Student

Member at Large
479-466-8471 (C)
derrick@derrickhonore.com

Patty Malone (2012)
58 South Holland
Farmington, AR 72904
Family Childcare Association Asst. Administrator
Home Address:
58 South Holland Drive
Farmington, AR 72730

Member at Large
479-521-7449(W)
479-387-7418(C)
lfgpatty@yahoo.com

Glenda Deffenbaugh (2014)
560 Ruppel Road
Fayetteville, AR 72704
Youth & Family Programs Director

Member at Large
479-442-9242 (C)
479-530-1195 (W)
Glenda@fayettevillekids.org

O.E. Luttrell (2014)
Kiwanis Club
Home Address:
4480 Luttrell Lane
Fayetteville, AR 72704

Member at Large
479-601-4009 (C)
479-443-5952 (H)
oeluttrell@yahoo.com

Rey Hernandez (2015)
LULAC
3939 S. Old Wire Rd.
Rogers, Arkansas 72758

Member at Large
reyhernandez2003@yahoo.com
479-366-1923 (C)

Cathleen McAuliffe (2018)
Northwest Arkansas Community College
One College Dr.
Bentonville, AR 72712

Member at Large
479-619-3125 (W)
cmcauliffe@nwacc.edu

Northwest Arkansas Child Care Resource and Referral, Inc. DBA: Child Care Aware of Northwest Arkansas

Anti-Discrimination

CCA is an equal opportunity employer. CCA works to recruit and employ the most qualified individuals for job vacancies and to provide to all employees an environment free of discrimination and harassment based on State and Federal law. CCA always provides equal opportunity without discrimination based on race, color, religion, ancestry, sex, age, national origin, sexual orientation, or physical or mental disability.

Harassment

No form of verbal, physical mental or sexual harassment will be tolerated. Any employee or applicant who feels that he or she is a victim of discrimination or harassment should bring the matter to the immediate attention of the Executive Director. The Executive Director will investigate all complaints of harassment promptly, in an impartial manner and as confidentially as possible. If the complaint involves the Executive Director, the Board President and the Personnel Committee will investigate.

Instances of harassment will be investigated. Discrimination or harassment may be grounds for appropriate disciplinary action up to and including termination.

Discrimination

In order to comply with the provision of Act 954 of 1977, relating to unfair employment, the Contractor agrees that: (a) the Contractor **shall not** discriminate against any employee or applicant for employment because of race, sex, color, age, religion, handicap, or national origin; (b) in all solicitations or advertisements for employees, the Contractor **shall** state that all qualified applicants **shall** receive consideration with out regard to race, color, sex, age, religion, handicap or national origin; (c) the Contractor will furnish such relevant information and reports as requested by the Human Resources Commission for the purpose of determining compliance with the statute; (d) failure to the Contractor to comply with the statute, the rules and regulations promulgated thereunder and this nondiscrimination clause **shall** be deemed a breach of contract and it may be cancelled, terminated or suspended in whole or in part; (e) the Contractor **shall** include provisions of the above items (a) through (d) in every subcontract so that such provisions **shall** be binding upon such subcontractor or Contractor.

April 29, 2019

To Whom it May Concern,

This is to express our support for Child Care Aware of Northwest Arkansas in their grant application. Child Care Aware of Northwest Arkansas has been a partner of the National Center for Disaster Preparedness at Columbia University's Earth Institute for over the past three years on projects related to emergency preparedness in Washington County, Arkansas. The principal project has been as a founding partner on the Resilient Children / Resilient Communities Initiative, which seeks to build child-focused community resilience to disasters. Under their leadership and facilitation of a Community Resilience Coalition in Washington County, the community has quantitatively increased its resilience for children in disasters, advocated nationally for building child-focused disaster readiness, and the partnership has received regional and national recognition for its impact.

In addition to this initiative, Child Care Aware of Northwest Arkansas has also helped with other initiatives, including bringing a pilot of a new FEMA training to the region focused on post disaster housing planning. Elements of preparedness have now been integrated into outreach efforts to child-serving institution and parents/caregivers, and integration with emergency management and first responder agencies.

Child Care Aware of Northwest Arkansas is both a great leader in their community, a facilitator across sectors, and a valued partner of our organization.

Please do not hesitate to reach out to me if I can provide any additional information.

Regards,



Jeff Schlegelmilch, MPH, MBA
Deputy Director
National Center for Disaster Preparedness
Earth Institute | Columbia University
Phone: 646-845-2318
Email: js4645@columbia.edu



Attachment 9
B

April 25, 2019

Carolene Thornton
Child Care Aware of Northwest Arkansas
1401 South 8th Street
Rogers, AR 72756

Dear Carolene,

As a manager of many daily operations at Western Arkansas Child Development, I wish to express full support for Child Care Aware of Northwest Arkansas and River Valley in their application for continued funding. I have had the opportunity to work with the Child Care Aware agencies all across the state and very aware of the benefit of these agencies and the impact that they have on improving quality child care and increasing education and training for our child care providers and early education professionals that they serve. They play a very critical role in the support of our child care providers and impact parents and children statewide.

Western Arkansas Child Care Center had the opportunity to partner with Child Care Aware, Columbia University, Save the Children, Washington County Office of Emergency Management, Cross Church and many of our local emergency programs and services to provide a coordinated emergency disaster drill that proved to be very beneficial to our program and to enhance, improve and increase state and national child care relocation skills.

It is essential that Child Care Aware of NWA and River Valley receives this grant so they may continue to provide high-quality training, resources and services to children and families of Northwest Arkansas, as they have done so over the last 25 years. Child Care Aware of Northwest Arkansas' mission is to promote the development and nurturing of all children through quality childcare that is safe and healthy for every child. They work to strengthen and enhance parenting skills and improve communication between parent and childcare providers.

It is with great enthusiasm that we support the funding for the Child Care Aware of Northwest Arkansas and River Valley as we have child care facilities located within their area and we look forward to continue working with them. We have had the opportunity to collaborate with them on numerous trainings and activities through the years.

Sincerely,

Paul Lazenby
Operations Manager/WACD

April 25, 2019



Attachment 9
LC)

Dear Carolene,

To Whom it May Concern:

It is with great enthusiasm to provide a support letter for Child Care Aware of Northwest Arkansas, River Valley and Southcentral Arkansas to receive funding to continue operating and serving families in our community. The Child Care Aware Resource and Referral Centers plays a crucial role and responsibility in serving families and children in our area.

The Washington County Boys and Girls Club has had the opportunity to partner with the Child Care Aware team for many years and have been involved in numerous projects and activities in the past 25 years. Their trainings and support has enabled us to improve our children's safety and increase services in our community.

Many years ago I was a volunteer for the CCA Program and experienced a very bad sunburn cooking hamburgers on a Wal-Mart parking lot working to raise funds for the Child Care Aware agency. I continue to work with this team and serve on their Board and very aware of the impact that they have on our community. They work to recruit, train, retrain, educate and support child care providers.

They work to improve child care quality with their trainings to better educate our staff to improve their knowledge and skills working with our after-school and summer program employees. We had the opportunity to partner with them on our emergency planning and with the support of Columbia University, Save the Children and Child Care Aware team we were able to improve our emergency preparedness plan and was able to offer this training and support for all the Boys and Girls Club at our statewide conference.

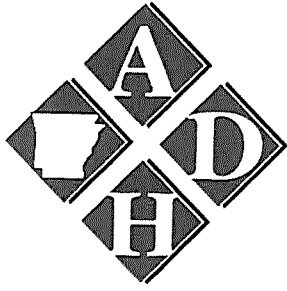
Child Care Aware of Northwest Arkansas is a valuable asset to our community, child care providers, parents and children. Their training is of great value to our staff and they are impacting today's economy and the workforce of tomorrow.

Thank you for the opportunity to provide a support letter.

Glenda Deffenbaugh

Glenda Deffenbaugh

Fayetteville Boys and Girls Club



Attachment 9
(-D)

Arkansas Department of Health

4815 West Markham Street • Little Rock, Arkansas 72205-3867 • Telephone (501) 661-2000

Governor Asa Hutchinson

Nathaniel Smith, MD, MPH, Director and State Health Officer

April 25, 2019

Dr. Thornton,

It is with great pleasure to provide a support letter for Child Care Aware of Northwest Arkansas and the River Valley to receive funding to continue operating and serving families in our community. They have trained and served many child care facilities, families and children for over 25 years. With the training that their agency has provided through the years has increased the quality and capacity of child care and improved parenting skills and knowledge.

The Benton County Health Department has a long history of partnering and supporting the Child Care Aware program in northwest Arkansas. I have volunteered to serve as Chairman and Coordinator of their Advisory Board for several years. We fully support the CCA funding as they impact our community in many ways. They work with our child care providers and parents to encourage families to immunize their children. They provide referrals to our Women in Children (WIC) Program.

Working together serving families and children allows Benton County being recognized as one of the healthiest counties in the state of Arkansas. We are very grateful for all of our community partners and look forward to working together to build a better future.

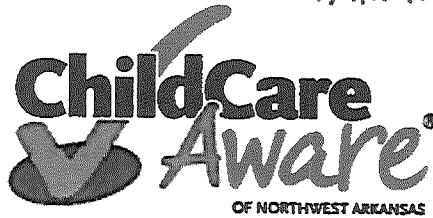
Sincerely,

A handwritten signature in black ink, appearing to read 'Loy Bailey', written over a white background.

Loy Bailey, RS, MS, Director
Benton County Health Unit

Attachment 10

(A)



Memorandum of Understanding
Bentonville Public Schools Early Childhood Program

The purpose of this agreement is to formalize the partnership between the Northwest Arkansas Child Care Resource and Referral Center, Inc. DBA as Child Care Aware of NWA and River Valley in regard to providing information, education, support and training as needed.

Northwest Arkansas Child Care Aware will:

- Provide referrals to Bentonville Schools Childcare Enrichment Services
- Provide parenting education classes for Bentonville Early Childhood and PAT programs
- Provide information, resources and educational materials to Bentonville Schools
- Train staff as requested by Bentonville Schools staff and administration
- Continue to update slots available if needed
- Provide a market rate survey when needed
- Provide Letters of Support when requested
- Present at the monthly parent and or council meetings as requested

Bentonville Schools Childcare Enrichment Services will:

- Communicate and update Child Care Aware on available slots
- Share information with parents about services and programs available to parents
- Provide meeting space if available as needed
- Request specific trainings as needed
- Keep our Early Childhood staff aware of CCA trainings that are available
- Inform our staff and parents about information available on the CCA web site
- Send staff to Child Care Aware conferences

Unless otherwise terminated, this agreement will cover the time period of July 1, 2019 to June 30, 2020. This agreement may be terminated by either party by either providing a written 30-day notice of termination.

Signature

Carolene Thornton, Ed.D

Northwest Arkansas Child Care Resource

Date 4-25-19

Signature

Debi Kee

Bentonville Schools
Childcare Enrichment Services
400 NW 2nd
Bentonville AR 72712
Date: 4/25/19
479-254-5045



Attachment 10
B

Memorandum of Understanding
Northwest Arkansas Child Care Resource and Referral Center, Inc.
DBA: Child Care Aware of NWA and River Valley and
Hispanic Women’s Organization of Arkansas

The purpose of this agreement is to formalize the partnership between the Northwest Arkansas Child Care Resource and Referral Center, Inc. DBA as Child Care Aware of NWA and River Valley in regard to providing education, support and training as needed.

Northwest Arkansas Child Care Aware will:

- Provide referrals to the Hispanic Women’s Organization and their programs
- Provide parenting education classes for parents as requested
- Provide information, resources and educational materials to the HWOA Program
- Training as requested by staff and administration
- Letters of Support when requested
- Provide a Certified ABICE staff person upon request if available

Hispanic Women’s Organization will:

- Communicate and update CCA of activities that HWOA is providing
- Provide translation for providers and parents upon request if staff is available
- Share information with parents about services and programs available to parents
- If available provide meeting space if needed
- Request specific trainings as needed
- Share CCA information on our web site as appropriate
- Send our staff to Child Care Aware conferences
- Provide training in Spanish at CCA Conferences whenever we have staff available
- Provide parenting classes in Spanish if staff is available
- Share our parenting class schedule with CCA

Unless otherwise terminated, this agreement will cover the time period of July1, 2019 to June 30, 2020. This agreement may be terminated by either party by either providing a written 30-day notice of termination.

Signature

Carolene Thornton, Ed.D

Northwest Arkansas Child Care Resource
DBA: Child Care Aware NWA/RV/SCA

Date April 25, 2019

Signature

Margarita Solorzano

Hispanic Women’s Organization
614 E. Emma, Suite # 231
Springdale, AR (479-751-9494)
Margarita.s@hwoa.org

Date 04/25/2019



Attachment 10
(C)

Memorandum of Understanding Between
Northwest Arkansas Child Care Aware and Washington County Head Start

The purpose of this agreement is to formalize the partnership between the Northwest Arkansas Child care Resource and Referral Center, Inc. DBA as Child Care Aware of NWA and River Valley in regard to providing education, support and training as needed.

Northwest Arkansas Child Care Aware will:

- Provide referrals to Washington County Head Start programs
- Provide parenting education classes for Head Start parents
- Provide information, resources and educational materials to the Head Start Program
- Training as requested by Head Start staff and administration
- Provide a market rate survey when needed
- Letters of Support when requested
- Present at the monthly parent and or council meetings as requested

Washington County Head Start will:

- Communicate and update Child Care Aware on availability of slots
- Share information with parents about services and programs available to parents
- If available provide meeting space if needed
- Request specific trainings as needed
- Keep Head Start staff aware of Child Care Aware trainings that are available
- Inform our staff on the Child Care Aware web site
- Send our staff to Child Care Aware conferences

This agreement will cover the time period of July 1, 2019 to June 30, 2020. This agreement may be terminated by either party by either providing a written 30-day notice of termination.

Signature

Carolene Thornton, Ed.D

Northwest Arkansas Child Care Resource

Signature

Laura Jones

4-26-19

Washington County Head Start

Date 4/25/19

Date 4/26/19

Attachment 10
D



UNIVERSITY OF
ARKANSAS

College of Education
& Health Professions
Early Care and Education Projects

Early Care and Education Projects
1 University of Arkansas
1641 W. 15th St., Ste. 11
Fayetteville, AR 72701

Tel: 800.632.8754
Fax: 479.575.2511
Email: ecepinfo@uark.edu
Website: ecep.uark.edu

Memorandum of Understanding

Between Child Care Aware of Northwest Arkansas and University of Arkansas, College of Education & Health Professions, Early Care and Education Projects

Purpose: The purpose of this agreement is to formalize the partnership between the University of Arkansas, College of Education & Health Professions, Early Care & Education Projects and Child Care Aware of Northwest Arkansas (partner agency) in regard to dissemination of statewide trainings and conferences.


The University of Arkansas, Early Care and Education Projects will:

- Share information from providers requesting professional development relevant to the partner agency's goals and projects
- Provide meeting space for training
- Provide link to Child Care Aware of Northwest Arkansas on ECEP website
- Advertise training on upcoming events section of ECEP website
- Serve on planning committee for Northwest Arkansas Child Care Conference and assist with items such as printing programs and participation at conference with training and booth
- Share information about ECEP training and train-the-trainer

The partner agency will:

- Share information from providers requesting professional development relevant to ECEP's goals and projects
- Provide meeting space for training
- Provide a link to ECEP *request for training* page on partner agency website
- Advertise training and resources on partner agency website

Unless otherwise terminated, this agreement will cover the time period of July 1, 2019 to June 30, 2020. This agreement may be terminated by either providing a written 30-day notice of termination.

Signature  Digitally signed by Andy Fletcher,
APO, Board of Trustees of the
University of Arkansas acting for and
on behalf of the University of
Arkansas at Fayetteville
Date: 2019.02.07 10:35:14 -06'00'

University of Arkansas, College of Education &
Health Professions, Early Care & Education Projects

Signature 

Northwest Arkansas Child Care Aware

Date
2-20-19

Date
2-20-19

Attachments 11
R. Carolene Thornton, Ed.D.
3360 N. Gregg St.
Fayetteville, AR 72704
Home-(479) 443-7528
Work-(479) 751-6166
Cell-(479) 841-9500
FAX- (479) 751-1110

Education:

- May 1996** **Doctor of Education (Ed.D.)**, Educational Administration, University of Arkansas, Fayetteville, Arkansas.
- May 1976** **Educational Specialist (Ed.S.)**, Physical Education, University of Arkansas, Fayetteville, Arkansas.
Degree conferred:
- May 1974** **Masters of Education (M.Ed.)**, Physical Education, University of Arkansas, Fayetteville, Arkansas.
August 1974 Certification for Elementary and Secondary Principalship.
- May 1968** **Bachelor of Arts (B.A.)**, School of the Ozarks, Point Lookout, Missouri.
Major: Spanish, French, Physical Education, Health.

Related Experience

- December 2002** **Grant Reader**, Department of Education, (Arkansas) 21st Century Community Learning Center Grants
Summer 2002 **Grant Reader**, Department of Education, Teacher Quality Recruitment Program
Summer 2002 **Grant Reader**, Department of Education, Elementary School Counseling Grant
Summer 2002 **Grant Reader**, Department of Education, CCAMPUS Grant, Child Care Means Parents in Schools Program
- Summer 2001** **Grant Reader**, Department of Education (ELO), Early Learning Opportunities
Summer 2001 **Grant Reader**, Department of Education (PEP), Physical Education for Progress Grants
Summer 2001 **Grant Reader**, Department of Education, CAMPUS Grant, Child Care Means Parents in Schools Programs.
- Fall 2000** **Lecturer**, University of Arkansas, Human Environmental Sciences,
"Parenting and Family Dynamics."
- 1999** **Grant Reader**, Department of Education, CAMPUS Grant, Child Care Means Parents in Schools Programs.
- 1996-1997** **Consultant**, Great Expectations, University of Arkansas.

Work Experience in Education:

October 1997 to Present:

Center For Effective Parenting, Co-Director, Jones Center for Families, Springdale, Arkansas.

Responsibilities include: The design and development of parental assistance program which incorporates innovative approaches, emerging technologies, and traditional approaches to enhance parenting skills, staffing, supervising the facilitation of parenting classes, implementing an internet web page for parents and professionals, working to develop and disseminate a series of parent training models, developing and expanding weekly television parenting shows, supervising a toll-free "warmline" for parents and building and expanding a resource library.

R. Carolene Thornton

August 1994 to Present:

Child Care Resource and Referral Center, Executive Director, Springdale, Arkansas.

Responsibilities include: The supervision of staff, preparation and presentation of all grant applications, development of annual goals and objectives, and coordination of the program with the Department of Human Services child care regulations and licensing staff. Additional responsibilities include: The organization and implementation of the program, development of in-service training and parenting seminars and activities, and coordination of the program with businesses and industry to increase awareness of child care needs in the community.

July 1993 to August 1994:

Academic Tutor Coordinator, Educational Talent Search, University of Arkansas, Fayetteville, Arkansas.

Responsibilities included: Recruitment, selection, training and supervision of Educational Talent Search tutoring staff, coordination of tutoring program design, planning, scheduling and implementation in the area schools, design computerized tracking system regarding tutor services, maintained records and payroll of all tutoring activities, and developed tutor training workshops, assisting the Director in the statistical evaluation of program goals, objectives, and year-end reporting.

July 1989 to June 1993:

Elementary Principal, Gifted and Talented Coordinator-Facilitator, Winslow Public Schools, Winslow, Arkansas.

Responsibilities included: The supervision of all elementary classroom teachers and staff, administration of all federal programs, coordination of the Gifted and Talented program, Chapter I, Chapter II, HIPPI, Migrant and Compensatory Education programs, preparation and presentation of all grant applications, teacher evaluations and performance plans, staff development and in-service workshops, and all student disciplinary actions. Elected positions: Comprehensive Outcomes Evaluation chairperson (COE), Twenty-First Century School Committee Leader, Personnel Policy Committee.

August 1974 to May 1975:

Graduate Assistant, Physical Education, University of Arkansas, Fayetteville, Arkansas.

Responsibilities included: Organizing, scheduling, and supervising a broad intramural sports program for college students and teaching undergraduate physical education classes.

1969 to 1974:

Physical Education Teacher, Adult Education, Teacher and Coach, Lebanon Public Schools, Lebanon, Missouri.

Responsibilities included: Taught all girls Physical Education classes for 7th-9th grades, Coaching softball, track, basketball and taught adult education class. Supervised intramural sports program, cheerleaders, and pep club.

Publications:

Spring 1997

"Child Care: Making the Right Choice for You and Your Child," PARENTING IN ARKANSAS, Arkansas Children's Hospital, vol. 6, no. 1, Spring 1997.

Spring 1996

"Religious Practices in Arkansas Public Schools," Dissertation, University of Arkansas.

R. Carolene Thornton

Other work Experience

- 1984 to 1997** **Owner and Manager, The Vintage House, Inc., Fayetteville, Arkansas.**
Responsibilities included: All bookkeeping, payroll, taxes, inventory, and quality control records, advertising, public relations, hiring, training, supervising, and evaluations of all employees.
- 1985 to 1987** **Owner, RCT Brokers, Fayetteville, Arkansas.**
Responsibilities included dealing with the commodity market and buying, selling, and scheduling feed ingredients to the poultry industry.
- 1976 to 1985** **Sales Assistant and Administrative Manager, Grainco, Inc. (Tinsco), Fayetteville, Arkansas.**
Responsibilities included: Calling on customers, retail outlets, wholesale stores, agents, and truckers; reporting, scheduling, and recording all services, sales, and customer relations; budgeting, invoicing, and payroll; and the supervision of employees, keeping up-to-date with the commodity markets, current prices, and availability of products.
- 1968 to 1969** **Caseworker II Child Welfare, Missouri Division of Welfare, Ozark County, Gainesville, Missouri.** Responsible for interviewing clients and declaring their eligibility for public assistance. Guided, directed, and counseled the clients to promote a better lifestyle.
- 1964 to 1968** **Assistant to Dr. and Mrs. M.G. Clark, President of the School of the Ozarks, Point Lookout, Missouri.**
Responsible for coordinating the Clark family's social obligations to the community and its numerous contributors to the college.

Organizational Memberships:

- National Association of Child Care Resource and Referral Association
- National Association of Early Childhood and Young Children
- Northwest Arkansas Family Child Care Association, Board Member
- Fayetteville Chamber Of Commerce
- Professional Women's Network of Northwest Arkansas
- Phi Delta Kappa
- Reading Council
- Community Health Center (St. Francis House Clinic) Board Member
- Kiwanis
- Northwest Arkansas Human Resource Association (NOARK)
- Habitat for Humanity Mentor
- Executive Women International
- Stand for Children
- Arkansas Advocates for Children

1999

- "Family Involvement: A Challenge for the Future," National Coalition of Title I Chapter I Parents
- National Association of Child Care Resource and Referral agencies 1999 Annual Symposium
- "Effective Parenting from an Ecological Perspective," Department of Family and Consumer Sciences, Harding University

R. Carolene Thornton

1998

Twenty-Fifth Annual MidSOUTH Summer School on Alcohol and other Drug Abuse Problems, University of Arkansas at Little Rock MidSOUTH- A Center for Leadership and Training

1997

“ The Business of Child Care,” Arkansas Department of Human Services
New Directors Orientation, Division of Child Care and Early Childhood Education

Parenting Curriculum Workshops and Training:

2002

- * Right From Birth

2001

- Love and Logic
- Search Institutes “40 Assests training”

2000

- Mega Skills Leader Training Seminar, MegaSkills Education Center of the Home and School Institute
- Dare To Be You Parenting Curriculum Training, Little Rock, AR
- The 7 Habits of Highly Effective People, Franklin Covey

1998

- Teaching Parenting the Positive Discipline Way, Positive Discipline Workshops, San Luis Ibispo, CA.
- Active Parenting Today/Active Parenting of Teens Leader Training Workshop, Active Parenting, Inc., Little Rock, AR.
- Parenting IS Prevention Training of Trainers Course, Center for Substance Abuse Prevention, CSAP, Seattle, WA.

1997

- Developing Capable People Curriculum Training, Stephen Glenn, Springdale, AR.

Workshops and Seminars: Presented

2002

- “What Kids Need to Succeed” (Search Institute)
- Dare To Be You Program, Fayetteville, AR.
- Being an Advocate for Your Child, Arkdelphia, AR
- Bullying, Teasing,, Taunting, Peer Pressure, and Discipline Techniques, Arkansas Coalition Juvenile Justice
- Building a Community Collaborative, Arkansas Early Childhood Assocation, Hot Springs, AR.
- Superintendents Meeting at the NWA Education Cooperative, Springdale, AR
- Fayetteville Public Schools Administration and PTA Leaders, Fayetteville, AR

2001

- Creating a Caring Classroom, AECA, Hot Springs, AR
- “How to Build a Community Collaborative”, Arkansas Coalition Juvenile Justice
- “Parenting is Like a Box of Candy”, Louisiana Head Start Conference, Baton Rouge, LA
- How to Build a Parenting Collaborative, Region IV, National Association of Child Care Resource and Referral Agencies, Houston, TX
- How to Build A Parenting Collaborative, Cooperative Extension Services, University of Arkansas, 21st Century Family Challenges and Opportunities Conference, Little Rock, AR.
- How to Build A Parenting Collaborative, Southern Early Childhood Association, Little Rock, AR.
- How to Build A Peaceable Classroom-Early Childhood Center.
- Conflict Resolution

R. Carolene Thornton

- Peer Mediation
- Dare To be You Program, Fayetteville, AR.
- Positive Discipline Parenting Workshop, Springdale, AR.
- 1-2-3 Magic-Positive Discipline Workshops, Rogers, AR., Springdale, AR.

2000

- Building a Peaceable Classroom
- Head Start: Lighting the Future with Tomorrow's Leaders," Arkansas Head Start Association State Meeting
- Parenting Is Prevention Training, Harrison, AR.
- Dare To Be You Program, Fayetteville, AR.

1997

- "Handling Student Conflicts: A Positive Approach," Peace Education Foundation, Head Starts -Preschool

Workshops and Seminars: Attended

2001

- Conflict Management and Confrontation Skill, Fred Pryor Seminars, Fayetteville, AR
- 21st Century Families Challenges and Opportunities, University of Arkansas Cooperative Extensive Service, Little Rock, AR
- Kids and Drugs...Insight to Reality, Prevention Resource Center,
- 3rd Annual Parenting and Education Conference-Arkansas Parenting Education Network, Little Rock, AR

2000

- Childcare Orientation Training, Arkansas Division of Early Childhood, Fayetteville, AR
- Success By 6 Developer's Program, Parenting Curriculum Training, United Way, Los Angeles, CA
- 4th Annual Arkansas Parenting Educators Conference: Keys for Success, Arkansas Parenting Education Network, Little Rock, AR
- 3rd Annual Arkansas Parenting Educators Conference: Keys for Success, Arkansas Parenting Education Network, Little Rock, AR
- 2nd Annual Arkansas Parenting Educators Conference: Keys for Success, Arkansas Parenting Education Network, Springdale, AR
- 1st Annual Arkansas Parenting Educators Conference: Keys for Success, Arkansas Parenting Education Network, Little Rock, AR

References:

Available upon request.

ALANA PHILLIPS

2536 Lakeside Ave.
Springdale, AR 72764

479.966.5221
alanagphillips@gmail.com

Professional Objective

To obtain a flexible part-time position to supplement my current job, and gain a Master's Degree in Business to further my career goals.

Education

University of Arkansas

Fayetteville, AR

Bachelors of Science in Career and Technical Education

Concentration: Business Education (Proficient Marketing Skills & Career Orientation Knowledge)

Date of completion: May 2013

Current GPA: 3.2

Certifications: Child Maltreatment, Child Passenger Safety Technician, STOP-THE-BLEED Instructor, Psychological First Aid in Children Instructor, Care for Caregivers "Journey of Hope Instructor," Ages & Stages Questionnaire -3/Ages & Stages Questionnaire-Social Emotional -2 Instructor, Business of Family Child Care Instructor, Nutrition and Physical Fitness Self-Assessment in Child Care Instructor, Psychological First Aid Certified

Morrilton High School

South Conway County School District

Morrilton, AR

High School Diploma, May 2009

River Valley Technical Center

Certificate of Completion: Desktop Publishing and Multimedia, May 2009

Experience

Host/Waitress/Coldbar

Bonanza Steakhouse, 1636 N. Business Hwy 9 Morrilton, AR 72110

June 2008-August 2009 and May 2011-August 2011

Host/To-Go Host/Waitress

Colton's Steakhouse, 642 E. Milsap Rd. Fayetteville, AR 72703

June 2010-December 2011

Substitute Teacher

SubTeach USA, 101 W. Court St. Paragould, AR 72450

January 2013 - May 2013

Internship

Lincoln Consolidated School District, Lincoln, AR

January 2013-May 2013

Created and followed weekly lesson plans and projects with guidelines and rubrics, Instructed students grades 8-12 in Computerized Business Applications, Advanced Database, Digital Communications II, and Digital Communications IV, Used Echo Learning Management System, Used SychronEyes to send student files and monitor screens and LanSchool to monitor students Macbook screens, Taught using the New Tech Model integrating Project-Based Learning, Designed and delivered instruction following the TAP (Teacher Advancement Program) rubric, Assisted in FBLA District 7 – attended Spring District Leadership and State Conferences, Helped prepare students for the Junior Literacy Exam and Algebra I End of Course Exam

Data Specialist

Child Care Aware of Northwest Arkansas, 1401 S. 8th Street Rogers, AR 72756

May 2013-Present

- Administrator of NACCRRAware Database

- Organizes conferences/Event Planning
- Pediatric First Aid CPR AED Instructor/Coordinator
- State-wide marketing team
- Marketing for agency
- Attends to any technical issues involving all computer equipment/machinery (all hardware, software, and networking)
- Creates/edits any printed publication in the organization
- Provides training

Leadership Experience

Volunteer

Gamma Sigma Sigma Community Service Sorority, University of Arkansas at Fayetteville
January 2011-January 2012

FBLA Judge

District VII FBLA, Fayetteville, AR
January 2013

Northwest Arkansas Early Childhood Association Board

Vice President of Membership
2017-Present

Computer Technical Skills

Proficient:

- PC and Mac, Microsoft Office Suite 2016, Adobe Suite, Adobe PhotoShop, Premiere Pro, Illustrator and InDesign, Echo, Blackboard, SychronEyes, LanSchool, SAM 2007 Testing, social media marketing, POS Systems, multiple different databases, web design

Organizations

Gamma Sigma Sigma, Community Service Sorority
University of Arkansas - Fayetteville, AR
January 2011-January 2012

FBLA Sponsor with Internship
Lincoln High School - Lincoln, AR
January 2013-May 2013

Arkansas Career and Technical Education Member
P.O. Box 758621, Baltimore, MD 21275-8621
<http://www.arkansas-acte.org/>
Past member

Arkansas Early Childhood Association
2017-Now

References

Lindsey McDonald, Family Support Specialist Supervisor
Child Care Aware of NWA
1401 S. 8th Street
Rogers, AR 72756

Dr. Betsy Orr, Associate Professor
University of Arkansas
315 Peabody Hall
Fayetteville, AR 72701

Antonia Watkins, Radio talk show host/Family Support Specialist
NASH ICON 94.3 Radio/Child Care Aware of NWA
1401 S. 8th Street
Rogers, AR 72756

Michelle P. Wynn

2604 Baltimore Drive
Rogers, AR 72758
Phone (479) 530-7008

- I am a self- starter; career oriented, willing to assume responsibilities and welcome a challenge. I work well independently or as a team member. I require little or no supervision. I am dedicated and am always searching for the best solution. I have a positive attitude and I have excellent time management skills.

EDUCATION

Bachelor of Science Degree in Family Consumer Science
University of Central Arkansas, Conway, AR
Graduated: December 2001

WORK EXPERIENCE

- Feb 2003 – Present** *Assistant Director and Program Coordinator – Child Care Aware of NWA Springdale AR*
Duties include accessing and maintaining database of child care providers, give referral information to parents seeking a child care provider, conduct telephone surveys of statewide child care markets, desktop publishing, assists in planning and in charge of registrations for annual regional association conference. Educates parents and provides professional development workshops for child care providers and educators. Build relationships in the community for the NWAECA. Develops and maintains the NWA Child Care website, marketing.
- Jan 2004 – July 2009** *Administrative Assistant - HIP: Mentoring to Children of Prisoners grant*
Duties included answering phone calls, preparing literature, facilitating meetings, and participating in training, community outreach sharing information about the HIP Mentoring program.
- Jan 2003-Feb 2003** *Volunteer, Center for Effective Parenting/Arkansas State PIRC, Northwest Arkansas Center, Springdale, AR*
Duties included assisting in handling in-coming calls, data input into computer network documents, maintaining literature supplies and dispensing information, preparing Power point presentations for staff as requested.

Feb 2003-2005

Teacher/Program Director - "Dare to Be You"

A multi-level prevention program for families with 2 to 5 year old children.

February 2003 to January 2004, as a teacher, prepared lesson plans for 12-week pre-school class, conducted classes, participated in follow-up work.

January 2004 to 2006, as Program Director, recruited participants and staff for program, trained staff, arranged to provide food from various area restaurants, coordinated food donations, prepared work schedules for staff, prepared materials for classes. Documented and obtained reports for the grant.

Aug 2002- Dec 2002

Unit Supervisor, ARChild, Little Rock, AR

Duties included conducting day-to-day operations, planed and posted a current employee schedule in my unit for every employee. Organized daily curriculum for lesson plans. Charted children's performance daily, overseeing and delegating responsibility to employees, ensuring all children received work on their IPP/ charted skills and performance charted according to Archild policies. Provided training to other employees. Performed staff evaluations.

Oct 1999- Aug 2002

Preschool Teacher, Ms Carrie's Day School, Conway, AR

Duties included planning and managing classroom activities. Identifying and directing student enrichment programs. Implemented behavior management techniques and supervised the preschool and school aged children. Directed a summer activity program for two years for children aged 5 to 12. Enrolled children in the center, explain polices, procedures and payment methods. Provided training to other employees.

Oct 2001-Dec 2001

Volunteer Service Intern, Faulkner County Extension Office, Conway, AR

Responsible for designing and assembling articles for volunteer newsletter and other printed works. Assembled packets including various recruitment materials. Judged competitions, and helped at workshops as well as worked with the 4-H youth. Facilitated the Power of Youth Convention. Able to react to change productively and handle other essential tasks assigned.

Sept 1993- Aug1996

Sales, Stinson's Jeweler's, Camden, AR

Duties included assisting customers with account information. Created window displays, trained new employees, assisted in the gift department, and wrapped gifts.

VOLUNTEER EXPERIENCE / COMMUNITY BACKGROUND

Leadership Springdale 2017
AFP 2013-2017
Junior League of Northwest Arkansas 2006-2011
Fayetteville Rotary Club 2004-2017
ICC Member 2003-2017
AECA Member 2004-2017
AECA board member 2009-2011
AFP Member 2008-2017
Arkansas Advocates Soup Sunday Co – Chair- 2007-2011
Fayetteville Rotary Board member- 2007-2009
Arkansas Early Childhood Association- Program Chair 2007-2009
NWAECA- President 2007
NWAECA, Member and Co Program Chair 2004
Grant Reader 21st Century June 2004-2005
Soup Sunday – Arkansas Advocates for Children and Families
2003-2016
NACCRRRA Regional Conference June 2003
Duties: Worked on registration, set up and clean up,

SKILLS

Computer skills: Microsoft Office applications including Word, Power Point, Publisher, Excel, Outlook, Access as well as other computer software.

Trainer- Right to Birth, Going to School, Dare to Be You, Pre-K Social Emotional Learning, Child Care Orientation Training, Child Development Birth-Eight, Infant – Toddler Frame works, Welcome the Children, Ages and Stages, NAP SACC Nutrition and Physical Activity Self- Assessment, Al's Caring Pals- Behavior Guidance Training, Arkansas Fit Kids, Emergency Preparedness Training

REFERENCES

Lynn Donald
Arkansas Support Network
614 E Emma Ave 219
Springdale AR 72764 (479) 927-4100

Wade Green - Owner
Wade Green Advertising
416 Cash Road
Camden, AR 71701 (870) 836-7777

Laura Kellams
Arkansas Adovcates for Children and Families
614 E Emma Ave 107
Springdale, AR 72764 (479) 445-8750

DEBRA MALONE

4115 Willowbend Drive
Rogers, AR 72758

479.651.4421
dmalone@nwachildcare.org

Professional Objective

To serve families and children and to encourage each child to achieve to their potential. Work to improve the quality of child care and early childhood education. Educating and improving safety for all families is critical. Work to educate parents to increase and improve parenting skills and knowledge.

Education

University of Arkansas

Fayetteville, AR

Bachelors of Science Home Economics Education

August 1971-May 1975

Certifications: Child Maltreatment, First Aid CPR AED Instructor (American Heart Association), Ages and Stages/SE-2, NAPSACC, Emergency Preparedness, Infant and Toddler Specialist, CCOT, and many other training curriculum

Northside High School

Fort Smith, AR

High School Diploma, May 1971

Experience

Shining Stars Pre-School and Kindergarten

Director

Rogers, AR 72758

August 1998-May 2001

Central Presbyterian Child Development Center

Director

145 Sweet Avenue Fort Smith, AR 72901

October 2001-August 2012

Child Care Aware of River Valley/Northwest Arkansas

7200 Mahogany Ave. Fort Smith, AR 72916/614 E. Emma Ave. Ste. 135 Springdale, AR 72764

September 2012-Present

Leadership Experience

Arkansas Early Childhood Commission

Chairman – 2 terms

2001-2014

Arkansas Early Childhood Association

Member at Large

Lincoln Child Care Center Advisory Board

Chairman – 1 term

Fort Smith Schools Arkansas Better Chance/Parents as Teachers Advisory Board

United Way Child Care Providers Advisory Board

Western Arkansas Interagency Coordinating Council

Project Coordinator – Resilient Children/Resilient Communities

2015-Present

Organizations

Arkansas Early Childhood Association

Southern Early Childhood Association

River Valley Early Child Association

Traveling Arkansas Professional Pathways

References

Carolene Thornton, Ed.D, Director
Child Care Aware of NWA
614 E Emma Ave Ste. 135
Springdale, AR 72764

Pam Mayo, Licensing Specialist
Arkansas Department of Human Services
Fort Smith, AR 72901
479.782.4555.ext.3228

Sheli Henehan, Ed. D
5600 Hardscrabble Way
Fort Smith, AR 72903
479.719.6164

DEE COX, Ed.D.
104 Silver Springs Drive
Benton, Arkansas 72015
(501) 580-5666 cell

OBJECTIVE: *To lead and promote the cognitive understanding of the relationship of academia and the social, emotional and physical well-being philosophy of educating the "whole child."*

PROFESSIONAL EXPERIENCE

2017 – Present Private Consulting

2013 – 2017 Harmony Grove School District
Test Data Analysis & Curriculum

Facilitating Professional Learning Communities (PLC)
Facilitate School Improvement Strategies
Disaggregate School Data
Guiding Classroom Instruction
Data Walls
Teacher Leadership Skills

2012 – Present Child Care Aware NWAR
Consultant for Early Childhood Services

2010 – 2012 Henderson State University
Assistant Professor

Instructor for Educational Leadership
Facilitator of ACEE partnership
Serve on various university committees
Supervise Student Interns

2010 – Present Arkansas Public Schools & Department of
Educational Consultant Human Services (DHS)

Contract Various Professional Development
Facilitated District Strategic Planning
Curriculum Alignment
Afterschool Evaluations
Parent Involvement Specialist
Mentor for new administrators
Facilitating Professional Learning Communities (PLC)
Facilitate School Improvement Strategies
Disaggregate School Data
Guiding Classroom Instruction
Data Walls
Teacher Leadership Skills

2010 Arkansas Department of Education
Director of Special Programs

Provides State School Improvement Professional Development
Establish Leadership Role with Administrators
Provides Educational Leadership Professional Development
Implement Statewide Wellness Centers
Initiative Joint Use Agreements in Communities
Promote and Advocate School Based Mental Health
Supervise State Program Managers
ADE representative for various state agencies
Implement state mandates and guidelines
Provide Statewide Parental Involvement Professional Development
ADE liaison for Early Childhood Education
Supervises public School Health Services
Integrate special programs into School Improvement Plan
Oversees Gifted and Talented
Supervise state Migrant Education funding
Yale University Schools of the 21st Century Liaison
Liaison for various state agency national meetings

2009-2010

Arkansas Department of Education

Special Assistant to the Commissioner

Developed and implemented Statewide Accountability
Provided State School Improvement Professional Development
Established Leadership Role with Administrators
Monitored Low Academically Performing Schools
Coordinated State Administrator Leadership Training
Turnaround School Improvement Professional Development
Supervised Data Analysis Training
ADE liaison for Early Childhood Education
State Contact for America's Choice Inc. Turnaround Model
Supervised public School Health Services
Yale University Schools of the 21st Century Liaison
Integrated Special Programs into School Improvement Plan

2005 – 2010

Arkansas Department of Education

Coordinator of Special Programs

Coordinated state Special Programs
Supervised Program Managers
ADE representative for various state agencies
Implemented state mandates and guidelines
State Distance Learning Coordinator
ADE liaison for Early Childhood Education
State Contact for America's Choice Inc. Turnaround Model
Supervises public School Health Services
Yale University Schools of the 21st Century Liaison
Integrate special programs into School Improvement Plan
State Parental Involvement Coordinator

2001- 2005

Arkansas Department of Education

Program Manager

Served as State Parental Involvement Coordinator
Supervised State Supplemental Educational Services
Managed 21st Century Community Learning Centers
Implemented Statewide Family Literacy Initiative
Coordinated Reading Excellence Family Literacy Program
Implemented Professional Development

1998- 2001

Standards Assurance Program Advisor

Arkansas Department of Education

Monitored state standards and graduation requirements
Assisted with curriculum development
Assisted with student/school remediation strategies
Provided technical assistance to academic distress schools
Interpreted Arkansas school law and state standards
Provided professional development and data interpretation

1993-1998

Fountain Lake School District

Elementary Principal

PK – 3 Elementary Principal
Initiated/Coordinated Parent Center
Initiated first Afterschool program on campus
Implemented integrated curriculum
Coordinated Family Literacy Program
Initiated Family Night
Established Preschool Program (4 year olds)
Coordinated Parent Volunteer Program

1995-1998

Fountain Lake School District

Federal Coordinator

Prepared all federal grants
Coordinated all federal program for K-12
Implemented elementary federal programs

1991-1992

Fountain Lake School District

Assistant Elementary Principal

Supervised curriculum
Aligned State Standards to school curriculum
Evaluated classroom teachers
Provided Professional Development
Coordinated Family Involvement

1990-1991

Fountain Lake School District

Educational Examiner/Special Education Supervisor

Supervised Special Education due process
Examined Special Education Referrals
Supervised Special Education placement conferences
Supervised Special Education teachers
Supervised implementation of PL 94-142

1985 - 1990

Fountain Lake School District

Classroom Teacher

Taught Special Education Resource
Taught 1st grade

1977 – 1985

Hope School District

Program Director/Liaison Hope Public School

Served as Parent Coordinator
Taught Special Education Self Contained
Taught Special Education Adult Living
Initiated/Coordinated Special Education Preschool Early Intervention Program
Initiated Parenting Skills Program - Home Intervention

Supervised Independent Living Services
Taught a Multi-Age Classroom

OTHER PROFESSIONAL EXPERIENCE

Adjunct Professor Henderson State University
Educational Leadership

Adjunct Professor Pulaski Technical College
Early Childhood Education

EDUCATION

2010 University of Arkansas at Fayetteville
Doctor of Education

2005 – 2007 Henderson State University
Educational Specialist

1983 – 1985 University of Arkansas at Little Rock
Master of Education

1979-1982 Henderson State University
Master of Science in Education

1975-1978 Henderson State University
Bachelor of Science in Education

AREAS OF LICENSE

District Administrator K-12
School Psychologist Specialist
Early Childhood Education PK-4
Elementary 1-6
Educational Examiner K-12
Special Education Instructional Specialist K-12
Special Education Supervisor K-12
Principal K-9
Curriculum Specialist K-12

TRAININGS

Conscious Discipline (Full week training in Florida)
PK Math and Science TTT
Social and Emotional Learnings TTT (Will complete in June, 2018)
Early Learning Standards TTT (Will complete in July, 2018)

COMMITTEES AND APPOINTMENTS

Arkansas Early Childhood Commission Designee
Child Health Advisory Commission Designee
Governor's Out of School Task Force Member
Arkansas Tobacco Settlement Commission Designee
Mid-Continent Comprehensive Center State Chairperson
Arkansas Natural Wonders Council Member
Arkansas Parent Education Network Board Member
School Based Mental Health Council Member
Governor's Mental Health in the Schools Committee Designee
Arkansas Out of School Network Member
Arkansas Leadership Council

PROFESSIONAL AWARDS/HONORS

Teachers College, Henderson 2011 Professional of the Year
Class of 2008 Henderson Academy of Scholars
Distinguished Leadership Award
Riverside Publishing Outstanding Early Childhood Educator
Arkansas Principal of the Year Nominee
Arkansas Principal of the Year
Distinguished Service Award
Published in PRO PRINCIPAL Newsletter (September 1997 Issue)
Arkansas Reading Association Administrator of the Year
Arkansas Gifted and Talented Challenger Award

PROFESSIONAL ACTIVITIES

Delta Kappa Gamma
Arkansas Association Federal Coordinators
Arkansas Early Childhood Association
Association for Supervision and Curriculum Development
Arkansas Leadership Academy
Arkansas Effective Principal's Institute
Harvard Leadership Institute - Cambridge, Massachusetts
Arkansas Leadership Academy Coaching Training

COMMUNITY AND VOLUNTEER SERVICES

Baptist Health Hospital
Homeless Food Pantry
Benton Christian Care Center
School Volunteer

REFERENCES

Mr. Daniel Henley, Superintendent

Harmony Grove School District

2621 Hwy 229

Benton, Arkansas 72015

501-778-6271

Dr. Diana Julian

Professor

706 Bridgewater Drive

Benton, Arkansas 72019

501-413-8967

Ms. Becky Montalvo

Dyslexia Interventionist

2621 Hwy 229

Benton, AR 72015

501-672-6173

Ms. Renee Parker, Principal

Jacksonville Middle School

718 Harris Road

Jacksonville, Arkansas 72076

501-982-9436

► Rosa Jerez

20613 Highland Dr. Springdale, AR 72764

Phone: 479-841-9400

E-mail: rosabrewer12@gmail.com

Objectives

Seeking a challenging position in an educational setting where I can utilize my skills and be an asset to the agency.

Education

Masters, John Brown University (2015)

► Leadership and Management

Experience

Bilingual Specialist (5/2012 –Present)

Child Care Aware of NWA, Rogers, AR

Ensure monthly and daily reports are completed. Develop PowerPoint presentations.

Responsible for teaching parenting classes. Coordinate training efforts and plan conferences. Bookkeeping and Payroll processing. Grant writing and research.

Interpret for non-English speaking clients and translate documents from English to Spanish.

Branch Manager (8/2000-6/2010)

Bank of America, Maplewood, NJ

Responsible for sales and operations for a large banking center. Interview, hire and train new staff members. Achieve sales goals and operational metrics. Process personal loans.

Open and maintenance personal and commercial accounts.

Skills

► Bilingual/English-Spanish

Erica L. Holland
313 Crestview Drive, Van Buren, AR 72956
(479) 806-7686
eholland@nwachildcare.org

EDUCATION

University of Arkansas-Fort Smith
Bachelor of Science-Early Childhood Education **2010**
Minor-Psychology

Arkansas State University
Master of Science Education-Educational Theory **2018**
And Practice

EXPERIENCE

Child Care Aware River Valley
Project Coordinator **May 2016-current**

- Provide trainings and technical assistance on a variety of topics for child care providers
- Provide parent education classes
- Assist families with locating child care and appropriate resources

University of Arkansas-Fort Smith
Early Childhood Education Instructor/Trainer **June 2015-current**

- Attend in-depth trainings to gain knowledge on ECEP approved courses
- Provide educational and engaging trainings to early childhood educators
- Assist participants with implementing recently acquired knowledge beyond the training
- Classroom instruction for both AAS and WATC students as assigned

Quality Child Care-Happy Days, Fort Smith, AR
ABC Program Lead Teacher/In-house Trainer **June 2013-May 2016**

- Create engaging and developmentally appropriate lesson plans
- Plan and facilitate Parent Teacher Association meetings
- Assess children to determine further instruction
- Provide active and educational workshops based on staff needs

Private Individual (deceased) Van Buren, AR
Senior Citizen Aide **April 2007-May 2010**

- Perform various duties to assist with meal preparation at senior citizen's residence
- Perform all cleaning necessary to maintain a healthy living environment
- Assist with errands that require the aide of another individual

Tendercare Inc. Fort Smith, AR
Assistant Preschool Teacher/Floater **April 2005-August 2005, April 2006-April 2007, August 2009-March 2010**

- Assist in various classrooms as needed
- Cook/serve nutritious food
- Maintain a clean learning environment

University of Arkansas-Fort Smith
Access: Destiny Tutor (Elementary Reading and Math) **November 2007-April 2008, November 2007-April 2009**

- Develop lesson plans based on classroom assessments
- Create educational and exciting games for children to play
- Use standardized test scores to increase children's reading and math levels

August 2005-April 2006

Sherwood Forest Child Care and Learning Center

Preschool Teacher

- Use current teaching methodologies to create developmentally appropriate lessons
- Assess children to determine developmental needs
- Plan and organize a variety of activities for small and whole group settings

OTHER SKILLS/EXPERIENCE

- Completed Coaching and Mentoring Training for Early Childhood Educators (Arkansas State University)
- Professional Development Registry Trainer (since 2013)
- Knowledge of Microsoft Office programs
- Knowledge of various early childhood education curriculums and programs
- Teaching Ideas published in *The Mailbox* (An Education Center Publication) "Walking Feet Rug" and "Easy Classroom Literature Books"
- Author of "Getting the Most out of Professional Development" in NAEYC's *Teaching Young Children* national magazine Oct/Nov 2018
- Presented at numerous early childhood education conferences in Arkansas (University of Arkansas-Fort Smith, Child Care Aware of Northwest Arkansas, Arkansas State University, Head Start Regional Conference)

MEMBERSHIPS

- Arkansas Early Childhood Association (**River Valley Early Childhood Association-Vice President**)
- Southern Early Childhood Association

Rebecca Hart Evans

nomadeducator@gmail.com

9 Yocum Road, Rogers, AR 72756 479-685-5256

EDUCATION

Oklahoma State University Stillwater, OK
Master of Science: Family and Child Studies, 1989

Louisiana Tech University Ruston, LA
Bachelor of Science: Early Childhood Education, 1986

International Open Academy
TESOL Certification-120 hours, 2018

WORK EXPERIENCE

ICF Fairfax, Virginia 2/2016 to 7/2018
Early Childhood Specialist

Provide training and technical assistance to Regional Head Start and Early Head Start programs on school readiness, parent, family, community engagement, coaching and other education needs.

Northwest Arkansas Community College Bentonville, AR 8/2008 to 2/2016
Early Childhood Education Coordinator

Responsible for department budget, course scheduling, advising of students, department data and reports. Supervise department faculty. Attended monthly meetings and collaborated with Arkansas Early Childhood Cohort on all early childhood standards for courses at the 2-year college level. Taught early childhood education classes online and face to face each semester, maintained standards, data and records that pertain to the courses.

Early Care and Education Projects Fayetteville, AR 8/2009 to Present
Early Childhood Trainer

Train early childhood educators in Arkansas in state approved early childhood trainings. These trainings range from 3 hours to 45 hours in length. This is a grant funded project to enhance the quality of care and education for young children by providing professional development.

Dawson Education Co-op

Arkadelphia, AR

12/2013 to Present

Early Childhood Trainer

Train early childhood educators and parents in Arkansas in state approved early childhood trainings to improve discipline in the classroom and at home, reduce bullying and equip teachers and parents of young children.

Pinellas County Schools

Largo, FL

8/2005 to 7/2008

Kindergarten Teacher

Planned, implemented and evaluated Kindergarten curriculum for children. Prepared lesson plans, evaluated children's learning w/data, held parent conferences, participated in IEP meetings, participated in school wide staff meetings, attended professional development opportunities.

Pinellas County Schools

Largo, FL

8/2001 to 11/2004

Teacher of 3rd grade and Pre-K

Planned, implemented and evaluated Pre-K and 3rd grade curriculum for children. Prepared lesson plans, evaluated children's learning w/data, held parent conferences, participated in IEP meetings, participated in school wide staff meetings, attended professional development opportunities.

Bartlesville Independent School District

Bartlesville, OK

8/1999 to 1/2001

Pre-K Teacher and Substitute Teacher

Planned, implemented and evaluated Pre-K curriculum for children. Prepared lesson plans, evaluated children's learning w/data, held parent conferences, participated in IEP meetings, participated in school wide staff meetings, attended professional development opportunities. Carried out plans as a substitute.

Montessori Academy

Bartlesville, OK

1/1999 to 8/1999

Teacher/Volunteer

Implemented and evaluated curriculum for young children in the Montessori classroom. Participated in staff meetings, provided data and feedback to Headmaster for planning.

ASU Childhood Services

State University, AR

8/1995 to 10/1998

Child Development Associate Instructor

Planned, implemented and evaluated CDA curriculum for adult students seeking a CDA credential. Observed students and completed the CDA observation booklets, advised students in the process, reviewed students portfolios and mentored students.

St. Paul United Methodist Church

Fort Smith, AR

8/1992 to 10/1995

Child Care Center Director

Hired and trained staff to work with children from birth to 5 years. Assisted teachers in planning, implementing and evaluating curriculum for the children. Wrote policies and handbooks for parents and staff. Prepared annual budget and maintained the budget and budget reports. Maintained staff and students records including data on student skills and school readiness evaluations, shot records, professional development.

KinderCare Learning Center

Fort Smith, AR

4/1990 to 2/1992

Child Care Center Director

Hired and trained staff to work with children from birth to 12 years. Assisted teachers in planning, implementing and evaluating curriculum for the children. Maintained the monthly budget and budget reports, tuition reports. Maintained staff and students records including data on student skills and school readiness evaluations, shot records, professional development.

Oklahoma State University

Stillwater, OK

8/1988 to 12/1989

OSU Assistantship Infant/Toddler & Preschool Classrooms

Planned, implemented and evaluated curriculum for children from birth to 5 years. Prepared lesson plans, evaluated children's learning w/data, held parent conferences, participated in IEP meetings, participated in school wide staff meetings, attended professional development opportunities. Observed undergraduate students and created evaluations and reports on their progress in the classroom with children.

Jenny Hart Preschool

Irvine, CA

8/1987 to 8/1988

Pre-K Teacher

Planned, implemented and evaluated Pre-K curriculum for children. Prepared lesson plans, evaluated children's learning w/data, held parent conferences, participated in IEP meetings, participated in school wide staff meetings, attended professional development opportunities.

Palisades Preschool

Capistrano Beach, CA 8/1986 to 7/1997

Preschool Teacher

Planned, implemented and evaluated curriculum for children ages 2 ½ to 5 years. Prepared lesson plans, evaluated children's learning w/data, held parent conferences, participated in IEP meetings, participated in school wide staff meetings, attended professional development opportunities. Planned and implemented field trips and parent volunteer opportunities.

Jewish Community Center of Dallas

Dallas, TX

6/1986 to 8/1996

Preschool Teacher Summer Camp

Planned, implemented and evaluated curriculum for preschool children. Prepared lesson plans, participated in staff meetings, field trips and gained knowledge of the Jewish faith.

Donna Alliston

6004 S. 38th Street Rogers AR 72758

501- 553-7606 donnaalliston63@gmail.com

Objective To advocate, develop and provide high-quality infant, toddler and preschool professional development experiences for those that care for and educate the children and families of Arkansas.

Education

Pacific Oaks College, Pasadena, CA
1998 February/July PITC Certification

Arkansas Tech University, Russellville, AR
1998 June English as a Second Language Endorsement

Arkansas State University, Jonesboro, AR
1986 May Master of Science – Early Childhood Ed

Stephen F. Austin, State University, Nacogdoches, TX
1973 August “Project TEEL” Early Childhood Ed

Arkansas State University, Jonesboro, AR
1967 August Bachelor of Science, Elementary Ed

Certifications

Arkansas Teaching Certificate, K-6, Expires 12/2012
Arkansas Governmental Manager APAC Certification
English as a Second Language Certification
Program for Infant/Toddler Caregivers-All Modules July/February ‘98
Pre-K ELLA Train The Trainers
Arkansas Early Childhood Mentor Endorsement Train The Trainers
Traveling Arkansas Professional Pathways (TAPP) Registry Trainer
Social and Emotional Trainer
Infant and Toddler Framework Trainer

Professional Experience

State T/TA Manager – Head Start/Early Head Start, STGi
September 2010 – October 2012
Salary: \$65,000 plus benefits

State Infant and Toddler Specialist, ICFI

June 2009 – September 2010

Average hours work – 40 hours weekly

Salary: \$56,000 plus benefits

Program Coordinator, DHS Division of CCECE

February 2001 – June 2009

Average hours worked: 40 hours weekly

Salary: \$35,000 - \$50,000

Employer: DHS Department of Child Care Early Childhood Education

Phone: 501-683-4601

P.O. Box 1437 Slot S-160, Little Rock, AR 72203

Type of business: Early Childhood Education

Supervisor's Name: Paul Lazenby, Associate Director ADHS, Division of Child Care and ECE

Name under which employed: Donna Ann Alliston

Job Title: **Professional Development Coordinator**

Job Duties:

- Coordinate the work of the Professional Development System
- Coordinated the evaluation of the Professional Development System and the implementation of the recommendations – ongoing
- Assist in developing the Quality Rating Improvement System
- Coordinate the CDA Scholarship Program with 30 Institutions of Higher Education
- Established an Arkansas CDA Professional Development Academy for the CDA instructors
- Present at conferences to advance all areas of work
- Coordinate meetings for the advancement of, Arkansas Professional Development System and CDA Institution/Instructor Approval
- Work with institutions of higher education to promote and establish The Arkansas Child Care Apprenticeship Program, CDA Scholarship and the Associate Degree Accreditation Program
- Work toward articulation of early childhood programs between two and four year programs
- Serve on institution's Advisory Committees
- Prepare and participate for all Professional Development Advisory Committee Meetings
- Serve on numerous statewide committees to promote collaboration, organization and cooperation
- Served on NAEYC Associate Degree Program assisting with the development of the Associate Degree Program Accreditation
- Lead Arkansas' Community Colleges through a national two-year accreditation process

- Implement a Professional Development Program for the DHS Division of Child Care and Early Childhood Education employees utilizing a planned program and online management training opportunities
- Provide quarterly scheduled Supervisor's training, quarterly New Employee Orientation and a Statewide Professional Development Event for 175 Division employees

Reason for leaving: Left position to work with Zero To Three as State Based Infant and Toddler Specialist – Early Head Start

Adjunct Faculty, Arkansas State University – Beebe

January, 2006 – May, 2008

Adjunct Faculty, Pulaski Technical College – N. Little Rock

January, 2006 – 2008

Adjunct Professor, Arkansas State University

August, 2000 – December 2000 State University, AR

Average hours worked: 3 hours weekly

Salary: \$1,500

Employer: Arkansas State University

Phone: 501-972-3059

Department of Education

State University, Arkansas 72467

Type of business: Early Childhood Education

Supervisor's Name: Dr. Joanna Grymes

Name under which employed: Donna Ann Alliston

Job Title: Adjunct Professor

Job Duties

- Provided instruction for a group of juniors and seniors at the University level

Reason for Leaving: Task ended

Consultant, Southern Early Childhood Association (SECA) Infant/Toddler Institutes

April 2000 – August 2001

Average hours worked: Five 8 hour presentations

Salary: \$400.00/session

Employer: Southern Early Childhood Association

Phone: 1 800-305-7322

8500 West Markham, Suite 105, Little Rock, AR 72205

Type of business: Early Childhood Education

Supervisor's Name: Glenda Bean

Name under which employed: Donna Ann Alliston

Job Title: Consultant

Job Duties:

- Provide instruction for SECA Infant/Toddler Institutes in four regions of the state
- Provide instruction for SECA Infant/Toddler Institute at the 2001, SECA Conference

Reason for Leaving: Contract ended.

**Coordinator, Arkansas Early Childhood Professional Development System,
Division of Child Care and Early Childhood Education and Head Start
Collaboration Office**

November 1999 – February 2001

Average hours worked: 40 hours weekly

Salary: \$35,000 -\$40,000

Employer: Head Start State Collaboration Office and DHS Division of Child Care and Early Childhood Education

Phone: 501-371-0740

523 S. Louisiana Street, Suite 301 Little Rock, AR 72201

Type of business: Early Childhood Education

Supervisor's Name: Tonya Russell

Name under which employed: Donna Ann Alliston

Job Title: Coordinator

Job Duties:

- Coordinate the work of the Professional Development Work Group
- Present at conferences to advance the Professional Development System
- Coordinate and work with all groups, agencies, and institutions of higher learning
- Seek funding for the advancement and support of the Arkansas Professional Development System

Reason for leaving: Collaboration agreement ended

**Head Start Consultant, BHM International, Inc. Head Start
Region VI-A Quality Improvement Center**

December 1993 - 2001

Average hours worked: 24hours per year

Salary: \$175.00/day

Employer: BHM International, Inc. Head Start Region VI-A Quality Improvement Center

Phone: 1-800-270-8272

523 S. Louisiana Street, Suite 303 Little Rock, AR 72201-5703

Supervisor's Name: Linda Reasoner

Name under which employed: Donna Ann Alliston

Job Title: Head Start Consultant

Job Duties:

- Provide training for Head Start staff in Arkansas, Louisiana, and Oklahoma
- Conduct training in areas of transition, management, child development and infant/toddler group care

Reason for Leaving: Contract Ended

Child Development Associate Representative, Council for Early Childhood Professional Recognition

June 1976 – 2001

Average hours worked: 8 – 10 days/year

Salary: \$125.00 per day

Employer: The Council for Early Childhood Professional Recognition

Phone: 1-800-424-4310

1341 G Street, NW, Suite 400, Washington DC, 20005-3105

Type of business: Early Childhood Education

Supervisor's Name: Carol B Phillips Day

Name under which employed: Donna Ann Alliston

Job Title: Consultant, CDA Representative

Job Duties:

- Conduct CDA verification assignments for Pre School and Infant and Toddler Center Based Settings
- Attend Rep Update training as required
- Assist with CDA Renewals when requested

Reason for Leaving: Conflict of interest and time commitment

Project Director, Head Start/Public School Transition Project

December 1993 – March 1998

Average hours worked: 40 hours weekly

Salary: \$32,000 – \$39,000

Employer: BRAD Head Start Program

Phone: 870-892-4547

1403 Hospital Drive, Pocahontas, AR 72455

Type of business: Early Childhood Education

Supervisor's Name: Judy Videll, 870-886-2408

Name under which employed: Donna Ann Alliston

Job Title: Project Director

Job Duties:

- Facilitated team leadership for all areas of the project
- Conducted weekly staffing
- Planned and implemented staff development plan
- Conducted training sessions for public schools, Head Start, Department of Human Services, Mid-Winter Title I program, and National Transition meetings
- Served as site team member to monitor other Transition Projects in New York, North Carolina, and Virginia

Reason for leaving: Project ended.

Training Coordinator, Crowley's Ridge Development Council, Inc.

August 1984 – December 1993

Average hours worked: 40 hours weekly

Salary: \$25,000 - \$28,000

Employer: Crowley's Ridge Development Council, Inc.

Phone: 870-931-1172

P.O. Box 1497, Jonesboro, AR 72401-1497

Type of business: Early Childhood Education

Supervisor's Name: Charlie Mae Granberry

Name under which employed: Donna Ann Alliston

Job Title: Training Coordinator

Job Duties:

- Assessed training needs of Head Start staff
- Organized yearly calendar of training events
- Contacted and confirmed trainers and training sites
- Provided training and developed training strategies, i.e., mentoring, CDA observations for CDA Candidates

Reason for leaving: Better salary.

Head Start Center Director, CRDC, Inc.

August 1982 – August 1984

Average hours worked: 40 hours weekly

Salary: \$18,000 - \$23,000

Employer: Crowley's Ridge Development Council, Inc.

Phone: 870-931-1172

P.O. Box 1497, Jonesboro, AR 72401-1497

Type of business: Early Childhood Education

Supervisor's Name: Charlie Mae Granberry

Name under which employed: Donna Ann Alliston

Job Title: Head Start Center Director

Job Duties:

- Supervised ten staff, JTPA Volunteers, Foster Grandparents, and Parent Volunteers
- Provided on-site training when needed
- Advised CDA Candidates for program
- Facilitated the NAEYC Accreditation Process for all centers
- Developed and implemented mentoring project
- Worked as USDA Food Monitor Program in Family Day Care Homes

Reason for leaving: Promotion within program.

Teacher, Bluebird Nursery School

June 1978 – October 1978

Average hours worked: 30 hours weekly

Salary: \$9.00 per hour

Employer: Bluebird Nursery **School**

Phone: N/A

Address: Woodland Hills, CA

Type of business: Early Childhood Education

Supervisor's Name: N/A Business Closed

Name under which employed: Donna Ann Alliston

Job Title: Teacher/ Toddlers

Job Duties:

- Organized environment for group of two year olds
- Provided developmentally appropriate experiences for this group
- Provided technical assistance to director of school

Reason for leaving: Husband's *transfer*.

Teacher, Augusta Public Schools

August 1967 – May 1970

Averaged hours worked: 40 hours weekly

Salary: \$15, 000 - \$18,000

Employer: Augusta Public Schools

Phone: 870-347-2241

Augusta, AR 72006

Type of business: Elementary Education

Supervisor's Name: Phyllis Midget

Name under which employed: Donna Ann Alliston

Job Title: Teacher

Job Duties:

- Taught class of fourth graders
- Conducted programs for the community
- Taught summer term for group of disadvantaged minority students
- Encouraged and supported minority students in their first year of integration into an all-white school

Reason for leaving: Relocated

**Published
Articles**

Article published, "Public Schools: A Comprehensive Approach to Serving Children and Families", *FOCUS, JOURNAL OF THE ARKANSAS EARLY CHILDHOOD ASSOCIATION.*

Article published, "The Arkansas Head Start/Public School Early Childhood Transition Project", *AAEA THE INSTRUCTIONAL LEADER.*

Article published, "Transition", *THE NATIONAL HEAD START BULLETIN.*

Article published, "1st STEPS Transition Program", *UPDATE AR HEAD START ASSOCIATION,* Summer, 1995.

Article Published, "Mentoring: Professional Development Through Relationship", *Dimensions of Early Childhood,* Fall, 1999

Article Published, "Arkansas Early Childhood Professional Development System", *Region VI Reporter,* and *Arkansas Head Start,* Fall, 1999

**Professional
Memberships**

National Association for the Education of Young Children (current)

Southern Early Childhood Association (current)

Arkansas Early Childhood Association (current)

Kappa Delta Pi, an Honor Society in Education (current)

Zero to Three, National Center for Infant/Toddlers and Families

Laubach Literacy Action

Arkansas Advocates for Children and Families

Arkansas Teachers of English to Speakers of Other Languages

Parents As Teachers Community Advisory Committee

Black River Technical College Advisory Board

National Association of Elementary School Principals

Emma L. Lee

6/18/2014



3800 North 27th Street
479-650-8281
Emlee139391673@aol.com

OBJECTIVES

To provide information in a motivating style to help individuals live in society and be productive.

EDUCATION

University of Arkansas, Pine Bluff, Arkansas
May, 1980

B.S.E Elementary Education

Arkansas State University, Jonesboro, Arkansas

August, 1986

M.S.E. Elementary Education

P-4 Certified

EXPERIENCE

Preschool Coordinator/Parent Educator/Classroom Teacher | Fort Smith
Public Schools

August, 1986 – June, 2014

First Grade Teacher - Helena-West Helena Public Schools

August, 1981 – May, 1986

Responsibilities – see attachment for Fort Smith Public Schools

SKILLS

Positive Attitude

- Passion
- Organized
- Dependable
- Commitment
- Public Speaker

**ARKANSAS BETTER CHANCE FOR SCHOOL SUCCESS
COORDINATOR**

2013-14

The Arkansas Better Chance for School Success (ABC) Coordinator, under the supervision of the Supervisor of Early Childhood Education (ECE), Parent and Community Services, shall be responsible for the coordination of the ABC programs for the Fort Smith Public Schools. The specific responsibilities of the ABC Coordinator shall be:

1. To be knowledgeable of preschool regulations and assist with regulatory compliance for ABC programs;
2. To coordinate recruitment and enrollment for ABC programs;
3. To maintain records and files in accordance with ABC programs and grant requirements;
4. To enter preschool data into the computer data systems required by ABC;
5. To engage in professional growth that will strengthen and improve leadership, mentoring, and instructional skills;
6. To assist with professional development (both formal and informal) to support the instructional efforts of preschool staff;
7. To coordinate parent meetings for enrolled families;
8. To collect and compile monthly data received from PAT parent educators;
9. To assist in the selection of instructional materials;
10. To support the many initiatives of the District and the Department of Student Achievement and Accountability; and
11. To perform other duties as assigned.

Jan Andre' Williams
3443 Par Court
Fayetteville, AR 72703

Phone: (479) 713-0883
Email: jandre103@gmail.com

WORK EXPERIENCE:

Fayetteville Public Schools Fayetteville, AR August 2010 - Current

Physical Education Aide and Substitute Teacher

- Coach students while they play games with each other
- Responsible for the education of health and fitness to elementary students
- Attend faculty and other meetings as required
- Encourage each student to participate in individual and team sports
- Motivate students during exercises

Reason for Searching for New Employment: Seeking full-time employment

Youth Encouragement Services, Nashville, TN July 07 – August 2010

Center Director

- Responsible for all aspects of creating programs, developing curriculum, and implementation while establishing a positive, interactive environment between children, staff, volunteers and parents
- Oversight of part-time staff performance (interns, basketball coaches, referees) including recruitment, retention, evaluation, progressive discipline, mediation of staff disputes
- Creating and implemented Annual Budget as well as specific event budgets, coming under budget or right at budget
- Event Planning that included coordinating guests for various events, coordinating quarterly service projects with outside programs and structuring for "rain or shine" - including a one-week annual Bible Camp retreat and a 250+ children's 10-week community wide basketball league
- Plan, purchase, and organize all supplies needed for games, plays, facilities, crafts, lessons, meals/snacks, and music for all programs offered to over 100 children and 50 volunteers with their families at different events
- Established great networking at professional conferences and local community groups.
- Paid Center Assistance Staff Intern from January 2003-August 2004- July 2007, promoted to Center Director

Sarah Cannon Research Institute Nashville, TN August 2008 – August 2009

Finance Assistant

- Provided support to the accounting and financial reporting systems
- Maintained the financial filing system and files financial documents as required
- Entered financial data into accounting system and assisted with monitoring patient bills for payment
- Prepared financial reports and performed other financial duties as assigned
- Intern from December 2006 – May 2007

Reason for Leaving: The work schedule at Youth Encouragement Services changed and I needed to devote more time to that position.

EDUCATION:

Graduate - Lipscomb University, Nashville, TN

- Bachelor of Science Degree: Major: Business Management Minor: Finance

RELATED SKILLS & COMMUNITY ACTIVITIES:

- Experienced Leader, able to manage with expertise in human relations and project development
- Program Marketing, Event Planning & Budgeting
- Confidential Record Keeping
- Improved leadership skills by coaching and developing minds of all ages
- Volunteer for School Kids Connection After School Program at Holcomb Elementary
- Available with two week's notice to current employer

Attachment 12

**NORTHWEST ARKANSAS CHILD CARE
RESOURCE AND REFERRAL CENTER, INC.**

SPRINGDALE, ARKANSAS

**FINANCIAL STATEMENTS
AND
SUPPLEMENTARY INFORMATION
DECEMBER 31, 2017 AND 2016**

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Northwest Arkansas Child Care Resource
and Referral Center, Inc.
Little Rock, Arkansas

I have audited the accompanying financial statements of **Northwest Arkansas Child Care Resource and Referral Center, Inc.** (an Arkansas non-profit corporation), which comprise the statements of financial position as of December 31, 2017 and 2016, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibilities for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audits. I conducted my audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risk of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of **Northwest Arkansas Child Care Resource and Referral Center, Inc.**, as of December 31, 2017 and 2016, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Supplementary Information

My audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of activities by program, the schedule of expenditures of state awards and the expenditures of federal awards, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and related directly to underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated July 11, 2018, on my consideration of the entity's internal control over financial reporting and my tests of its compliance with certain provisions of law, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Northwest Arkansas Child Care Resource and Referral Center, Inc.'s internal control over financial reporting and compliance,

Timothy A. Bunch, CPA PA
Springdale, Arkansas
July 11, 2018

NORTHWEST ARKANSAS CHILD CARE RESOURCE AND REFERRAL CENTER, INC.
SPRINGDALE, ARKANSAS
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31,

<i>Assets</i>	<u>2017</u>	<u>2016</u>
Current Assets		
Cash	\$ 15,528	\$ 288,621
Short-term investments	91,761	233,379
Grants Receivable	145,969	110,412
Total current assets	<u>253,258</u>	<u>632,412</u>
Fixed Assets		
Land	35,855	0
Equipment	69,261	65,309
Building	352,558	29,862
Leasehold improvements	20,000	20,000
Total fixed assets	<u>477,674</u>	<u>115,171</u>
Less accumulated depreciation	58,297	45,352
Net fixed assets	<u>419,377</u>	<u>69,819</u>
Other Assets		
Software	3,037	3,037
Accumulated Amortization	(3,037)	(3,037)
	<u>0</u>	<u>0</u>
Total assets	<u>\$ 672,635</u>	<u>\$ 702,231</u>
 LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable	\$ 1,240	\$ 1,657
Accrued payroll	9,573	7,964
Payroll liabilities	6,672	8,853
Total current liabilities	<u>17,485</u>	<u>18,474</u>
Net Assets		
Unrestricted, available for general activities	655,150	683,757
Total net assets	<u>655,150</u>	<u>683,757</u>
Total liabilities and net assets	<u>\$ 672,635</u>	<u>\$ 702,231</u>

The accompanying notes are an integral part of the financial statements.

NORTHWEST ARKANSAS CHILD CARE RESOURCE AND REFERRAL CENTER, INC.
SPRINGDALE, ARKANSAS
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED DECEMBER 31,

	<u>2017</u>	<u>2016</u>
Unrestricted revenues and gains		
Miscellaneous program fees	\$ 6,210	\$ 9,151
Arkansas DHS pass thru funds	658,392	628,737
Contributions	495	5,437
Regional Conference	17,363	16,196
Interest income	1,504	1,410
Other	<u>62,738</u>	<u>33,437</u>
Increase in unrestricted net assets	<u>746,702</u>	<u>694,368</u>
Expenses		
Program Services:		
Child Care Referral Center	340,140	206,601
Maternal Infant Health Home Visiting Program	104,303	100,580
Professional Development	<u>330,866</u>	<u>343,438</u>
Decrease in unrestricted net assets	<u>775,309</u>	<u>650,619</u>
Increase in unrestricted assets	(28,607)	43,749
Net assets, beginning of year	<u>683,757</u>	<u>640,008</u>
Net assets, end of year	<u>\$ 655,150</u>	<u>\$ 683,757</u>

The accompanying notes are an integral part of the financial statements.

NORTHWEST ARKANSAS CHILD CARE RESOURCE AND REFERRAL CENTER, INC.
SPRINGDALE, ARKANSAS
STATEMENTS OF FUNCTIONAL EXPENSES
FOR THE YEARS ENDED DECEMBER 31,

	2017 Program Services				
	Maternal & Infant Health Home Visiting Program	Child Care	Professional Development	Total	
Salaries	\$ 73,770	\$ 268,938	\$ 199,170	\$ 541,878	
Payroll taxes and benefits	5,487	18,951	23,166	47,604	
Depreciation and amortization	0	0	12,945	12,945	
Telephone	1,391	7,083	5,583	14,057	
Postage	0	16	1,142	1,158	
Rent and occupancy	2,125	5,906	3,980	12,011	
Office supplies	2,821	3,296	566	6,683	
Printing	0	0	0	0	
Travel	6,811	7,862	2	14,675	
Meetings	1,271	4,297	18,848	24,416	
Meals and food	1,732	3,900	803	6,435	
Insurance	3,705	5,597	2,591	11,893	
Supplies and materials	1,347	7,519	31,633	40,499	
Dues and subscriptions	1,900	2,061	85	4,046	
Advertising	0	0	0	0	
Professional fees	1,500	0	3,000	4,500	
Miscellaneous	0	0	2,118	2,118	
Emergency preparedness	0	0	0	0	
Utilities	0	4,714	4	4,718	
Professional education	443	0	93	536	
Equipment	0	0	0	0	
Contract labor	0	0	25,137	25,137	
	<u>\$ 104,303</u>	<u>340,140</u>	<u>330,866</u>	<u>775,309</u>	

**2016 Program Services
Maternal &
Infant Health
Home Visiting
Program**

	Home Visiting Program	Child Care	Professional Development	Total
Salaries	\$ 76,462	\$ 148,234	\$ 230,312	\$ 455,008
Payroll taxes and benefits	5,810	22,214	33,927	61,951
Depreciation and amortization	0	0	10,006	10,006
Telephone	1,073	4,968	7,693	13,734
Postage	0	292	152	444
Rent and occupancy	2,550	6,988	6,319	15,857
Office supplies	128	0	1,985	2,113
Printing	38	2,804	3,174	6,016
Travel	3,778	2,498	5,243	11,519
Meetings	219	7,904	9,951	18,074
Meals and food	401	1,763	2,520	4,684
Insurance	0	78	13,006	13,084
Supplies and materials	4,402	5,296	5,479	15,177
Dues and subscriptions	775	0	2,953	3,728
Advertising	3,188	3,331	0	6,519
Professional fees	0	0	5,000	5,000
Miscellaneous	0	0	0	0
Emergency preparedness	0	0	2,047	2,047
Utilities	239	45	3,066	3,350
Professional education	1,032	27	120	1,179
Equipment	485	159	485	1,129
Contract labor	0	0	0	0
	<u>\$ 100,580</u>	<u>206,601</u>	<u>343,438</u>	<u>\$ 650,619</u>

The accompanying notes are an integral part of the financial statements.

NORTHWEST ARKANSAS CHILD CARE RESOURCE AND REFERRAL CENTER, INC.
SPRINGDALE, ARKANSAS
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31,

	<u>2017</u>	<u>2016</u>
Cash flows from operating activities:		
Increase (decrease) in net assets	\$ (28,607)	\$ 43,749
Non-cash expenses included in excess of support and revenue over expenses:		
Depreciation and amortization	12,945	10,006
(Increase) decrease in grants receivable	(35,557)	(19,935)
Increase (decrease) in accounts payable	(417)	(735)
Increase (decrease) in accrued payroll	1,609	3,384
Increase (decrease) in payroll tax liabilities	<u>(2,181)</u>	<u>(5,524)</u>
 Cash and cash equivalents (used) provided by operating activities	 <u>(52,208)</u>	 <u>30,945</u>
 Cash flows from investing activities		
Additions to short-term investments	141,618	(1,248)
Purchase of fixed assets	<u>(362,503)</u>	<u>(30,348)</u>
 Cash and cash equivalents (used) by investing activities	 <u>(220,885)</u>	 <u>(31,596)</u>
 Net increase (decrease) in cash and cash equivalents	 (273,093)	 (651)
 Cash and cash equivalents at beginning of year	 <u>288,621</u>	 <u>289,272</u>
 Cash and cash equivalents at end of year	 \$ <u><u>15,528</u></u>	 \$ <u><u>288,621</u></u>

The accompanying notes are an integral part of the financial statements.

NORTHWEST ARKANSAS CHILD CARE RESOURCE AND REFERRAL CENTER, INC.
SPRINGDALE, ARKANSAS
NOTES TO FINANCIAL STATEMENTS

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

Northwest Arkansas Child Care Resource and Referral Center, Inc. (the Center) operates as a coordinating agency for non-profit public service organizations and agencies in the area. The Child Care Referral center is for information, learning, development stages, resources, education and networking.

In its capacity as coordinator, the Center is primarily funded by private contributions and grants.

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

ACCOUNTING POLICIES

The financial statements of the Center have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles.

FINANCIAL STATEMENT PRESENTATION

The Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

CONTRIBUTIONS

Contributions received are recorded as unrestricted, temporarily restricted or permanently restricted net assets depending on the existence or nature of any donor restrictions.

INVESTMENTS

Investments are composed of certificates of deposits with a maturity of between 12 and 18 months. It is management's intent to hold until maturity. Investment income consists of interest earned on the certificate of deposits.

FIXED ASSETS

Fixed assets are recorded at cost or fair market value at time of contribution and depreciation computed by the straight-line method over the following estimated useful lives:

	<u>Years</u>
Equipment/Leasehold Improvements	5-40
Software	3

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Major acquisitions and improvements are capitalized. Replacements, maintenance and repairs that do not improve or extend the lives of the related assets are expensed currently.

STATEMENTS OF CASH FLOWS

For the purpose of the statement of cash flows, cash equivalents include Treasury Bills, Commercial Paper and Money Market Funds readily convertible to known amounts of cash and so near maturity (90 days or less at the time of purchase) that they bear insignificant risk of value change due to changes in interest rates.

ACCRUED COMPENSATED ABSENCES

Compensated absences are not accrued because they are immaterial and are not readily determinable.

INCOME TAXES

The center is exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code. Currently, tax years 2015-2017 are subject to examination by taxing authorities.

RECLASSIFICATIONS

Certain amounts for 2016 have been restated to be consistent with 2017 presentation.

NOTE 2 – CONTINGENCY

The Center operates as a coordinating agency for non-profit public service organizations and agencies in the area. The ability of the center to continue acting in this capacity is dependent upon continued support from other funding sources and private donors.

NOTE 3 – SUBSEQUENT EVENTS

Subsequent events have been evaluated through July 11, 2018, which is the date the financial statements were available to be issued

NOTE 4 – CONCENTRATIONS

The bulk of the support the Center receives is remitted from the Department of Human Services. The Center could be irreparably harmed in the case of a reduction of funding.

NOTE 5 – FIXED ASSETS

A summary of changes in fixed assets for the years ended December 31, 2017 and 2016, follows:

	Balance December 31, 2016	Additions	Deletions	Balance December 31, 2017
Land	\$ 0	\$ 35,855	\$ 0	\$ 35,855
Building	29,862	322,696	0	352,558
Office equipment	65,309	3,952		69,261
Leasehold Improvements	20,000	0	0	20,000
Less: Accumulated depreciation	45,352	12,945	0	58,297
Net fixed assets	<u>\$ 69,819</u>	<u>\$ 349,558</u>	<u>\$ 0</u>	<u>\$ 419,377</u>

	Balance December 31, 2015	Additions	Deletions	Balance December 31, 2016
Building	\$ 0	\$ 29,862	\$ 0	\$ 29,862
Office equipment	64,823	486	0	65,309
Leasehold Improvements	20,000	0	0	20,000
Less: Accumulated depreciation	35,810	9,542	0	45,352
Net fixed assets	<u>\$ 49,013</u>	<u>\$ 20,806</u>	<u>\$ 0</u>	<u>\$ 69,819</u>

NOTE 6 – LEASE OF OFFICE SPACE

The Center currently leases two facilities from which to conduct its operations. All leases are on an annual basis with an option to renew. The locations are Springdale and Rogers, Arkansas. The lease benefit given to the center is deemed to be immaterial and thus not reflected on the books. Rental expense for the years ended December 31, 2017 and 2016 was \$12,011 and \$15,532, respectively. During 2017, the Center purchased a building from which to conduct its operations and the lease in Rogers was not renewed for 2018 and the Springdale lease was renewed for 2018 but will not be renewed beyond that.

NORTHWEST ARKANSAS CHILD CARE RESOURCE AND REFERRAL CENTER, INC.
SPRINGDALE, ARKANSAS
SCHEDULE OF GOVERNMENT ASSISTANCE
FOR THE YEAR ENDED DECEMBER 31, 2017

Federal Assistance Program	CFDA Number	Revenue	Expenditures
US Department of Health & Human Services Arkansas DHS (pass-through activity) Child Care and Development Fund	93.575	\$ 658,401	\$ 658,392
		<u>\$ 658,401</u>	<u>\$ 658,392</u>

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors
Northwest Arkansas Child Care Resource
and Referral Center, Inc.
Springdale, Arkansas

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Northwest Arkansas Child Care Resource and Referral Center, Inc. (a non-profit organization) which comprise the statements of financial position as of December 31, 2017 and 2016, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements, and have issued my report thereon dated July 11, 2018.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing my audit of the financial statements, I considered Northwest Arkansas Child Care Resource and Referral Center, Inc.'s internal control over financial reporting (internal control) to determine audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Northwest Arkansas Child Care Resource and Referral Center, Inc.'s internal control. Accordingly, I do not express an opinion on the effectiveness of Northwest Arkansas Child Care Resource and Referral Center, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitation, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that may have not been identified.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether Northwest Arkansas Child Care Resource and Referral Center, Inc.'s financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Timothy A. Bunch, CPA, PA
July 11, 2018

**NORTHWEST ARKANSAS CHILD CARE RESOURCE AND REFERRAL CENTER, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2017**

There were no material current year findings or questioned costs.

***NORTHWEST ARKANSAS CHILD CARE RESOURCE AND REFERRAL CENTER, INC.
RESULTS OF PRIOR YEAR FINDINGS
For the Year Ended December 31, 2017***

There were no material prior year findings or questioned costs.

NWA Childcare Resource & Referrall
Statement of Financial Income and Expense
 July 2017 through June 2018

04/30/19

Accrual Basis

	Unclassified	TOTAL
Income		
bank of Fayetteville	11,972.00	11,972.00
Bikes Blues BBQ	1,227.38	1,227.38
Columbia University	30,624.93	30,624.93
Conference	13,873.00	13,873.00
CPR	5,109.50	5,109.50
Division Deposit		
CCANWA	79,658.61	79,658.61
MIECHV	65,644.60	65,644.60
Professional Development	46,596.26	46,596.26
Division Deposit - Other	234,899.98	234,899.98
Total Division Deposit	426,799.45	426,799.45
Donations	240.00	240.00
Interest Earned Bank	56.17	56.17
Misc Income	324,212.00	324,212.00
refund	641.34	641.34
Voucher Rental Space	3,600.00	3,600.00
Total Income	818,355.77	818,355.77
Expense		
ASQ	56.45	56.45
Bank transfer	39,163.10	39,163.10
Cleaning	530.41	530.41
Convention or Meeting Expense		
CCANWA	15.00	15.00
MIECHV	909.29	909.29
PD	2,541.77	2,541.77
Convention or Meeting Expense - Other	19,418.05	19,418.05
Total Convention or Meeting Expense	22,884.11	22,884.11
CPR Supplies	362.76	362.76
Insurance	12,099.58	12,099.58
Internet & Telephone		
CCANWA	5,337.54	5,337.54
CCARV	509.55	509.55
Total Internet & Telephone	5,847.09	5,847.09
Labor	28,399.14	28,399.14
Literature		
CCANWA	231.00	231.00
Literature - Other	200.61	200.61
Total Literature	431.61	431.61
Meals		
CCANWA	1,988.77	1,988.77
CCARV	286.12	286.12
MIECHV	510.47	510.47
Professional Engagment	66.75	66.75
Meals - Other	4,359.62	4,359.62
Total Meals	7,211.73	7,211.73
Membership Dues		
CCANWA	449.00	449.00
CCARV	225.00	225.00
MIECHV	875.00	875.00
Membership Dues - Other	1,521.20	1,521.20
Total Membership Dues	3,070.20	3,070.20

NWA Childcare Resource & Referral
Statement of Financial Income and Expense
 July 2017 through June 2018

	Unclassified	TOTAL
MIECHV		
Travel	4,492.13	4,492.13
MIECHV - Other	26.46	26.46
Total MIECHV	4,518.59	4,518.59
Misc Expense	104,618.21	104,618.21
NAPSACC Grant	525.31	525.31
napsacc Training	1,031.85	1,031.85
Payroll Expenses		
MIECHV	2,045.69	2,045.69
Parent Engagement	5,903.52	5,903.52
Payroll Expenses - Other	550,008.68	550,008.68
Total Payroll Expenses	557,957.89	557,957.89
Payroll Tax	136,171.65	136,171.65
Postage and Delivery		
CCARV	19.60	19.60
Postage and Delivery - Other	1,015.96	1,015.96
Total Postage and Delivery	1,035.56	1,035.56
Printing and Reproduction		
CCANWA	918.27	918.27
CCARV	43.25	43.25
Printing and Reproduction - Other	4,345.51	4,345.51
Total Printing and Reproduction	5,307.03	5,307.03
Professional Development	250.00	250.00
Professional Services fees	4,500.00	4,500.00
Reconciliation Discrepancies	1,475.88	1,475.88
Rent		
CCANWA	1,579.89	1,579.89
MIECHV	850.00	850.00
PD	3,779.55	3,779.55
Rent - Other	1,366.53	1,366.53
Total Rent	7,575.97	7,575.97
Service Charge	13.00	13.00
Supplies and Materials		
CCANWA	1,774.19	1,774.19
CCARV	721.20	721.20
MIECHV	291.14	291.14
Supplies and Materials - Other	32,490.32	32,490.32
Total Supplies and Materials	35,276.85	35,276.85
taxes	95.96	95.96
Telephone		
CCA	77.16	77.16
CCARV	204.02	204.02
MIECHV	450.97	450.97
Telephone - Other	7,387.87	7,387.87
Total Telephone	8,120.02	8,120.02
Travel		
CCANWA	2,841.38	2,841.38
CCARV	504.50	504.50
PD	646.05	646.05
Travel - Other	3,330.73	3,330.73
Total Travel	7,322.66	7,322.66

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04/30/19

Accrual Basis

NWA Childcare Resource & Referral
Statement of Financial Income and Expense
July 2017 through June 2018

	<u>Unclassified</u>	<u>TOTAL</u>
utilities		
CCARV Electric	2,407.87	2,407.87
CCARV Gas	363.94	363.94
CCARV Water	414.46	414.46
utilities - Other	4,576.75	4,576.75
	<hr/>	<hr/>
Total utilities	7,763.02	7,763.02
Withdrawal	1,000.00	1,000.00
	<hr/>	<hr/>
Total Expense	1,004,615.63	1,004,615.63
	<hr/>	<hr/>
Net Income	-186,259.86	-186,259.86
	<hr/> <hr/>	<hr/> <hr/>