



Maryland State Department of Education
Office of Child Care

Child Care Quality Incentive Grant Program
(CCQIG)

PROGRAM GUIDE

Division of Early Childhood Development
200 West Baltimore Street, 10TH floor
Baltimore, MD 21201

Phone: See Appendix A for a list of the Office of Child Care's Regional Offices

REVISED GUIDELINES EFFECTIVE FOR ALL APPLICATIONS RECEIVED AFTER JANUARY 2015.

INTRODUCTION

Through the authority of the Family Law Article, Part X, Sections 5-594 through 5-594.8, effective October 1, 2002, the MD State Department of Education's (The Department) Office of Child Care has been authorized to establish a Child Care Quality Incentive Grant Program.

The purpose of the program is to award grants as an incentive for Child Care Providers to enhance the quality of care provided to the children of Maryland. The Department encourages Child Care Providers, through the Credentialing Program, to acquire additional training and education to enhance their knowledge of Early Childhood Development and the role Providers play in helping children to enter school, ready to learn. As providers gain new knowledge about age-appropriate activities and experiences that help children develop physically, socially, emotionally, and cognitively, Incentive Grants will help them acquire supplies, material and equipment to create stimulating learning environments.

Objective: Except as provided by code, The Department may set the terms and conditions for Child Care Quality Incentive Grants. Although the intent is to be innovative, applicants must be able to show how materials approved for funding will be used to **implement knowledge gained through participation in training and** to enhance the quality of child care.

APPLICATION INSTRUCTIONS

Who Can Apply: All applicants who have successfully operated a Child Care facility in Maryland for at two or more (2+) years, participating in the Credentialing Program at Level 2 or higher, and/or the Child Care facility is Accredited. Or, when there is more than one staff person employed, a Child Care facility shall have 100% of its staff members participating in the Child Care Credentialing Program at Level 2 or higher; or, that Child Care facility has Accreditation from an authority that is recognized by MSDE. The center/program director and/or the lead teacher shall have an Administrator Level Child Care Credential.

Income is not a basis for eligibility; however, the Applicant/Provider) must possess a current Certificate of Registration or License. The Applicant/Provider must also have implemented child care programming which aligns with the standards established by the Kindergarten Readiness and Early Learning Assessment guidelines and must also be implementing a curriculum that is approved by MSDE.

Applicants may not be subject to any regulatory action, including suspension, revocation, or a pending compliance agreement involving the health, safety or welfare of children receiving care. Applicants shall meet the requirements as specified in the CCQIG application and must meet at least one of the following three criteria and to be eligible for an award:

- A Child Care facility is located in Title I Community; or
 - A Child Care facility where 25% of children enrolled are from families that receive subsidy through the Child Care Subsidy Program; or
 - A Family Child Care home where 25% of children in care are from families that receive child care funds through the Child Care Subsidy Program.
- **How Much Funding Is Available?** Grants may be awarded to qualified applicants assessed upon the number of children in care at the time the application is submitted. A child care facility providing service for:
- Fewer than 10 children (or Family providers) may be awarded a grant of up to \$1,000.
 - Up to 29 children may be awarded a grant of up to \$1,500.
 - 30 or more children may be awarded up to \$2,500.

How may the funds be used? Grant funds may be spent only for the purchase of approved supplies, materials and equipment to improve the quality of care provided to children. Emphasis will be placed on educational curricula and activities in the areas of literacy, math, science, social studies, and physical development. Some appropriate areas of study include activities that help children 0 to 4 years old. Preference for grant awards will be given to proposals that focus on the following areas:

Literacy

- Gain meaning by listening.
- Demonstrate beginning phonemic awareness.
- Show some understanding of concepts about print.
- Comprehend and respond to fiction and non-fiction text.
- Speak clearly and convey ideas effectively.
- Use letter-like shapes, symbols, letters, and words to convey meaning.

Mathematics

- Begin to use and explain strategies to solve mathematical problems.
- Show understanding of number and quantity.
- Recognize duplicates and extend patterns.
- Recognize and describe some attributes of shapes.

Science

- Seek information through observation, exploration, and descriptive investigations.
- Identify, describe, and compare properties of objects.
- Use simple tools and equipment to extend the senses and gather data.
- Begin to be aware of technology and how it affects life.

Social Studies

- Identify similarities/ differences in people's characteristics, habits, and living patterns.
- Describe some people's jobs and what is required to perform them.
- Demonstrate awareness of the reasons for rules.

How do I apply? You may obtain grant information and applications from the website,

www.marylandpublicschools.org/MSDE/divisions/child_care/grants, or the Regional Office in your area*.

- Fill out the grant application form completely. This means respond to every statement of the application form. When a statement does not apply, please answer either Yes, No or Does Not Apply (N/A). **An Incomplete application will be returned.**
- One Application must be provided for each child care facility when provider(s) operate/own multiple sites. FEIN/SSN identification must be provided per site to qualify for multiple awards.
- Itemize all supplies, materials, and equipment, which you propose purchasing. Include the cost of each. Use additional sheets of paper, if necessary.
- Provide a description of how you will use each item to improve/enhance the quality of care being given to the children served. **The description of how you will use each item is a critically important consideration in the ranking of applications.**
- Forward completed application(s) to The Child Care Regional Licensing Office in your area.*

Grants will be dispersed on a quarterly basis schedule, during **January, April, July, and October** of each state fiscal year. Applicants will be notified in writing whether their application has been approved or disapproved. **Child Care Providers are eligible for a Grant Award once every 3 years.** Also, the Applicant(s)/Provider shall agree to **consistently continue providing child care services for two or more (2+) years** after receiving a grant award.

Inquiries may be directed to the Office of Child Care's Regional Licensing Office in your area*
See Appendix A for a list of the regional offices.

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Eligible Items:

Eligible items are limited to those supplies, materials and equipment that enhance the quality of child care by improving children's developmental skills. All materials must be age appropriate, zero through sixteen. Some examples of eligible expenses are described below; other age appropriate material may be considered:

➤ Active Play

- Balls, various sizes;
- Parachutes;
- Jump Ropes;
- Kites;
- Playhouse;
- Riding Toys, but not bicycles;
- Ring toss and bean bag games;
- Safety helmets;
- Sports equipment;
- Tumbling mats;
- Tunnels; and
- Wagons.

➤ Arts and Crafts

- Art stamps and ink pads;
- Child scissors;
- Collage materials;
- Crayons, markers, glue;
- Model kits;
- Paint sets and accessories;
- Paper (various);
- Sculpting materials/accessories; and,
- Smocks.

➤ Dramatic Play/Social Studies

- Bead (not recommended for infants/toddlers) and jewelry kits;
- Child's workbench and tool sets; Community rolls clothes and props;
- Dollhouse, figures & furniture sets;
- Dolls & doll clothes;
- Easels/drying rack, bulletin boards;
- Child household items: telephones; cash register, shopping cart, washer, dryer, vacuum cleaner,
- Play kitchen, foods, utensils, pots/pans;
- lawnmower, etc.
- Child Medical kits; and,
- Puppets and puppet theaters.

➤ Literacy

- Flannel, chalk and erase boards;
- Flash cards;
- Musical Instrument sets;
- Story books; include titles, authors and publishers; and,
- Tactile letters, shapes and patterns.

➤ Manipulative

- Block sets: wood, stacking LEGOs; gears, bristle bricks, snap together cubes, Tinker Toys, etc.
- Farm, space and jungle sets;
- Lacing spools, buttons, and beads;
- People/animals;
- Play mats;
- Play vehicles (cars, trucks, construction equipment, etc.);
- Puzzles and games (varying difficulty);
- Train sets; and
- Tunnel/bridge sets.

➤ Math

- Counting objects;
- Math games;
- Sorting kit, pattern cards;
- Number pegboards;
- Measurement tools;
- Balancing scales; and,
- Calculators.

➤ Program Planning and Resource Material

- MSDE approved Curriculum guides only (include title, author and publisher).

➤ **Literacy**

- Stationary (desktop) Computers that must be used for child care services;
- Educational and resource books; (include title, author and publisher);
- Educational software (tapes, DVD/ CDs USBs)(include title, author, manufacturer).
- Portable CD/DVD cassette player/recorder.

➤ **Science and Nature**

- Animal sets: zoo, farm, wildlife, aquatic, etc.
- Animals, plants, fish, invertebrates; etc, but not dogs and cats;.
- Aquaria and terrariums;

- Bird Feeders and baths;
- Chemistry sets;
- Collections: rocks, shells, leaves, insects, etc.
- Compass, maps, globes;
- Magnets;
- Magnifying glasses;
- Nature books; include title, author, and publisher;
- Science and nature Games;
- Seeds and garden tools;
- Water/sand tables, and accessories.

➤ **Special Needs Equipment (0 - 16 years)**

- Adult changing tables;
- Fire alarms with flashing lights;
- Protective gear; and,
- Wheel chairs.

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Ineligible Items:

Ineligible items include, but are not limited to, any item required as part of the licensing process, including any item eligible for funding under the Family Day Care Provider Direct Grant Award program. Some examples are:

➤ Business expenses

- Criminal background checks;
- Insurance;
- Advertising, signs, office furniture & supplies;
- Shipping charges, money order or check fees, postage, etc. and
- Training, all kinds.

➤ Furniture and Equipment

- Air cleaners, filters.
- Appliances, all kinds.
- Business cards, folders, stationery.
- Cameras.
- Carbon monoxide detectors.
- Consumer electronics: TV's, printers, scanners, monitors, motion detectors, stereos, karaoke machines, etc.
- Desks, file cabinets
- Fire extinguishers.
- Furniture, including cribs and playpens.
- Lamps, lights, Venetian blinds, curtains, draperies and their fixtures.
- Linens, sheets, towels, wash cloths, pillows, etc.
- Rugs & carpeting.
- Strollers.
- Sleeping bags, mats, cots, etc.

- Toy weapons.

➤ Maintenance

- All repairs, renovations or other improvements to the physical property.
- Inspections, all kinds.
- Yard & Garden material: mulch, wood chips, landscaping, repairs to the lawn, etc.

➤ Other

- Clothing, jewelry.
- Dinnerware, food items of any kind.
- Live entertainment, Field trips.

➤ Supplies

- Baby walkers.
- Cleaning supplies and services.
- Diapers and baby wipes.
- First aid supplies
- Medical/physicals.
- Paper towels, toilet paper, soap.
- Play stations.
- Shoe Stackers.
- Smoke detectors.

Source: Maryland Committee for Children (MCC), copyright 2001. Editing and additions by OCC Staff, spring 2002 and 2006.

APPENDIX A
OFFICE OF CHILD CARE REGIONAL OFFICES

Region I

Anne Arundel County
100 Community Place, Rm. 2500
Crownsville, MD 21032
(410) 514-7850

Region II

Baltimore City
2700 N. Charles St., Suite 203
Baltimore, MD 21218
(410) 554-8316

Region III

Baltimore County
409 Washington Ave., Suite LL8
Towson, MD 21204
(410) 583-6204

Region IV

Prince George's County
807 Brightseat Rd.
Landover, MD 20785
(301) 333-6961

Region V

Montgomery County
51 Monroe St., Suite 200
Rockville, MD 20850
(240) 314-1400, (800) 648-3112

Region VI

Howard County
3300 N. Ridge Rd., Suite 190
Ellicott City, MD 21043
(410) 750-8779

Region VII

Western Maryland
6 W. Washington St.
Hagerstown, MD 21741
Washington County
(310) 791-4069, (800) 468-6771
Garrett County
(301) 334-3426
Allegany County
(301) 777-2385

Region VIII

Upper Shore (**Kent, Talbot, Dorchester,
Queen Anne and Caroline Counties**)
301 Bay Street, Suite 305
Easton, MD 21601
(410) 819-5801, (800) 637-5563

Region IX

Lower Shore (**Somerset, Wicomico and
Worcester Counties**)
201 Baptist St., Suite 32
Salisbury, MD 21801
(410) 543-6737, (800) 343-1653

Region X

Southern Tri-County (**Calvert, Charles
and St Mary's Counties**)
41670 Courthouse Dr.
Leonardtown, MD 20650
(301) 475-3770, (800) 874-6797

Region XI

North Central (**Cecil and Harford
Counties**)
3105 1A/B Emmorton RD.
Abingdon, MD. 21009
(410) 569-2879, (800) 343-0955

Region XII

Frederick County
5303 Spectrum Dr., Suite G
Frederick County, MD 21701
(301) 696-9766, (800) 344-2230

Region XIII

Carroll County
1004 Littletown Pike
Westminster, MD 21157
(410) 751-5438