



Connecticut Administered State-Funded Program  
General Policy D-01

Reporting Requirements and Data Submission Procedures

- OEC Child Day Care Contractors
- OEC Competitive School Readiness Municipalities
- OEC Priority School Readiness Districts
- State Head Start
- Smart Start

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**Child Day Care Reporting Requirements**

A. Annual Reporting Requirements

- a. *OEC-Dates of Closure:* This form is used to document the dates on which the program will be closed. Per the Office of Early Childhood (OEC) Child Day Care contract, programs may be closed for a maximum of twenty-two (22) days per year.  
  
Any programs that do not provide services for fifty-two (52) weeks per their contract shall submit a calendar for approval indicating dates of operation and dates of closure.
- b. *OEC Weeks of Full Time Care:* This form is used to indicate any weeks for which full time care is provided for those children receiving wrap- round or school age services
- c. *OEC Program Space List:* This form documents the number and types of slots at each site and/or subcontractor and only pertains to contractors with multiple sites and/or subcontractors
- d. The contractor and any subcontractors agree to collaborate with any local School Readiness Council or other Early Childhood Council serving a community also served through their contract. The contractor and any subcontractors shall document efforts to collaborate with such local councils and/or other state and federal early childhood grant recipients, local school districts and other community agencies or departments. All contractors shall report such efforts to the OEC on an annual basis. *Programs who are also School Readiness providers submit this information as a part of the local School Readiness RFP process. Child Day Care Programs that are not recipients of School Readiness funds are required to submit description of their community collaborations. Contractors/providers can use the OEC Community Collaboration Documentation Form or may provide such documentation in another approved format.*



- e. NAEYC Annual Report: This report must be submitted, in its entirety, to the OEC at the time it is due to NAEYC. This report fulfills the contractual requirements for annual reporting for all programs serving infant and toddler and preschool children. Any programs that have lost their accreditation status shall take part in the interim quality process (see GP 14-06) and the reports and requirements related to this process shall be considered in lieu of an annual NAEYC Report.

Programs that are Head Start approved programs but do not have NAEYC accreditation, may complete the *OEC-CDC Waiver Request* and include a plan for an alternative documentation of quality.

- f. The Outcomes and Measures report were not required for submission for the 2013-2014 fiscal year. A workgroup to address quality in school-age programs, including annual reporting and accreditation, has been convened to develop further policy around state funded school-age programs.

- B. Monthly Reporting: The Program Status Report (PSR) is the means by which the results of financial operations, the statement of financial position and enrollment are presented by the contractor to the department. The PSR includes the *OEC-CDC PSR* and its accompanying Enrollee Roster Report, *OEC-CDC PSR-E*. The reports should be submitted in accordance with the Monthly Program Status Report Submission Schedule, disseminated annually by the Office of Early Childhood. Reports should be completed per the *Instructions for the OEC CDC Program Status Report (PSR)* developed in 2014.

### **Responsibilities of the Contractor**

It is the contractor's responsibility to ensure that all subcontractor reports are submitted to OEC on time, that the reports are filled out completely and accurately and that the data represents what they have been funded to provide. Incomplete, inaccurate or late reports may impact contractor funding. The 2014-2016 OEC Child Day Care Contract sets forth a clear process and the amount of any necessary reduction.

It is the responsibility of the Child Day Care contractor to share this information with their sub- contractors and to ensure that each program is in compliance with this policy.

**For further information concerning this GENERAL POLICY please contact the OEC program manager.  
If you're not sure who that is, visit: <https://www.ctoec.org/contact-us/>**