

Name of Program: _____
(please print program name as you would like it to appear on the certificate of participation)

Address: _____

Contact Person: _____

Telephone: _____ Fax: _____ E-mail: _____

“Raising the Bar on Quality” is a voluntary, peer review program for Early Learning and Child Care Services. The program was developed in Hamilton Ontario by service providers in collaboration with Affiliated Services for Children and Youth (ASCY) and representatives of the Hamilton Early Learning Partners for Best Practice. Registration Process: to acknowledge acceptance of the rules for participation, a Letter of Understanding, signed by the director of the agency, must be submitted to ASCY.

1. Annually, participants are required to submit a profile of policies, procedures, forms and documentation to demonstrate implementation and observance of RTB standards. This profile will be reviewed by a team of peers who have volunteered for this purpose.
2. It is the responsibility of the participant to ensure that the profile submission is complete and prepared according to the RTB format. The peer review team is under no obligation to request additional information or documentation.
3. The process is annual.
4. Deadline for submissions will be announced each year. Late submissions will not be included in the Peer Review Process.
5. The peer review process was developed to support objectivity. As indicated on the RTB forms, participants are expected to identify which standards have been implemented. Peer Reviewers commit to confirming that the documentation exists to support the indicated standards. Each profile is reviewed independently by two different peer review teams. The coordinator records results from each review. If there is a discrepancy in the results and/or Peer Reviewers didn't confirm documentation for one or more standards, the profile is subject to a final review by the Raising the Bar Committee.
6. RTB participants agree to site visits by an ASCY Consultant. Site visits are available during the first and second year of participation and, at minimum, once every three years thereafter. ASCY consultants use recognized environmental assessment tools. The outcome of the environmental assessment is returned to the participant. When the Operator has a Service Agreement with the City of Hamilton, Early Childhood and Community Services Department reports are forwarded to the City of Hamilton, Early Childhood and Community Services Department. ASCY's "Agreement for Site Visits and Consultation" provides additional information relating to protocol for site visits.
7. **Publicity and Advertising:**
 - 7.1 Raising the Bar on Quality will be publicized in the community to promote public understanding of best practice in Early Learning and Child Care, example: identified as participants on Information Hamilton map and Early Learning and Child Care Information Directory.
 - 7.2 Information released by ASCY, RTB Committee and Supervisors' Network will not include award levels for individual programs.
 - 7.3 Participants will not make reference to their award levels from the current or previous years in public advertising.
 - 7.4 The Raising the Bar Committee accepts the following methods for promotion of participation in RTB by participants:
 - Display the RTB certificates at their location
 - Indicate "Raising the Bar Participant" (excluding outcome level) on brochures and materials
 - Reference to "Raising the Bar on Quality" and award levels in their internal communications such as memos to staff, newsletters for parents, reports to the Board of Directors and annual reports.
 - 7.5 Other than as described in item 7.4, approval from ASCY must be granted for the use of "Raising the Bar on Quality" in printed materials and advertising.
8. The Raising the Bar Coordinating Committee team reserves the right to amend these rules. Registered participants will be notified of changes.

I have read, understand and agree to abide by the Rules for Participants, as outlined in this letter. I am aware that if found to have contravened the rules for participants, the program will be ineligible for participation in the following year.

Term of Agreement for April 15, 2011 to April 15, 2012

Signature: _____ Position: _____

Name: _____ Date: _____

For more information on the RTB Coordinating Committee and the Peer Review Process, visit the ASCY website at www.ascy.ca