

## **AGREEMENT FOR HUMAN SERVICES**

**THIS AGREEMENT FOR HUMAN SERVICES** (“Agreement”) is entered into as of the date written below between the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Peacock Family Services, a Washington State nonprofit corporation (“Service Provider”).

**WHEREAS**, the City desires to assist the Service Provider by providing funds for the Peacock Family Services tuition assistance program in the City of Bainbridge Island; and

**WHEREAS**, the Service Provider has the expertise and experience to provide such services and is willing to do so in accordance with the terms and conditions of this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the City and the Service Provider as follows:

### **1. SERVICES BY SERVICE PROVIDER**

The Service Provider shall provide the services as defined in this Agreement and as necessary to accomplish the scope of services attached hereto as **Attachment A** and incorporated herein by this reference as if set forth in full. The Service Provider shall furnish all services, labor, and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement. The scope of services set forth in **Attachment A** shall also include a project budget for the services to be performed for the City under this Agreement.

The Service Provider, in its activities and promotional materials, shall acknowledge financial support from the City related to the work and services funded by this Agreement.

### **2. TERM AND TERMINATION OF AGREEMENT**

A. This Agreement shall become effective upon execution by both parties and shall continue in full force until December 31, 2020, unless sooner terminated by either party as provided below. The terms of this Agreement shall cover activities performed by the Service Provider between January 1, 2019 through December 31, 2020.

B. This Agreement may be terminated by either party without cause upon thirty (30) days’ written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Service Provider pursuant to this Agreement shall be submitted to the City, and the Service Provider shall be entitled to just and equitable compensation at the rate set forth in Section 3 for any satisfactory work completed prior to the date of termination.

### 3. PAYMENT

A. The City shall pay the Service Provider Twenty-Five Thousand Dollars (\$25,000.00) for all services performed under this Agreement, to be billed quarterly. The Service Provider shall execute this Agreement by March 31, 2019, in order to receive funding for 2019-2020.

B. The Service Provider shall submit, in a format acceptable to the City, quarterly invoices for services performed in a previous quarter. Quarterly invoices shall be accompanied by information as described in Section 4. The Service Provider shall maintain time and expense records and provide them to the City upon request.

C. The City shall pay all invoices by mailing a City check within sixty (60) days of receipt of a proper invoice from the Service Provider.

D. If the services rendered do not meet the requirements of this Agreement, the Service Provider shall correct or modify the work to comply with this Agreement. The City may withhold payment for such work until it meets the requirements of this Agreement.

### 4. REPORT ON EXECUTION OF SERVICES

A. The Service Provider shall submit a quarterly report to accompany each quarterly invoice for the first, second, and third quarters of each calendar year. The quarterly report shall provide information on the number of clients served in the quarter and the percent of clients served who were Bainbridge Island residents.

B. Information for the fourth quarter shall be provided within an annual report. The Service Provider shall submit an annual report prior to or accompanying its fourth quarter invoice for each calendar year. For 2019 activities, the annual report will be due on January 17, 2020. For 2020 activities, the annual report will be due on January 15, 2021. In each annual report, the Service Provider shall:

1. Summarize the activities undertaken in providing the scope of services described in **Attachment A**.
2. Reference the project objectives identified in **Attachment A**. Were those objectives achieved? Why or why not? Were there any unexpected positive outcomes or challenges?
3. Reference the specific measurable results identified in **Attachment A**. Were they achieved? If not, what challenges prevented the achievement of the anticipated results? How many Bainbridge Island residents were served? Are the conditions for those residents generally improving or worsening?
4. Describe the involvement of any partners identified in **Attachment A**, as well as any unexpected cooperative relationships that developed through implementation of the project. Did the City funding help the Service Provider attract additional funding or other types of support?
5. Reference the project budget specified in **Attachment A**. Provide an analysis of actual expenses and income in relation to the projected budget.

6. Provide a short description of how the City funding has helped the Service Provider or helped the community, including any quotes or stories related to this support.
7. Provide recommendations, if any, that the Service Provider may have regarding future funding cycles.

## **5. INSPECTION AND AUDIT**

- A. The Service Provider shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement (“books and records”) in accordance with generally accepted accounting practices.
- B. All books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Service Provider shall afford the proper facilities for such inspection and audit.
- C. Representatives of the City and/or the Washington State Auditor may copy any books and records if necessary to conduct or document an audit.
- D. The Service Provider shall preserve and make available all books and records for a period of three (3) years after final payment under this Agreement.
- E. In the event any audit or inspection identifies any discrepancy in the books and records, the Service Provider shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

## **6. INDEPENDENT CONTRACTOR**

- A. The Service Provider and the City understand and expressly agree that the Service Provider is an independent contractor in the performance of each and every part of this Agreement. The Service Provider expressly represents, warrants, and agrees that its status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195. The Service Provider, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Service Provider shall make no claim of City employment nor shall the Service Provider claim any related employment benefits, social security, and/or retirement benefits.
- B. The Service Provider shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Service Provider shall pay the same before it becomes due.
- C. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Service Provider performs hereunder.

D. The Service Provider shall obtain a business license and, if applicable, pay business and occupation taxes pursuant to Title 5 of the Bainbridge Island Municipal Code.

## **7. NONDISCRIMINATION AND COMPLIANCE WITH LAWS**

A. The Service Provider agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. The Service Provider shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.

C. Violation of this Section 7 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

## **8. OWNERSHIP OF WORK PRODUCT**

All data, materials, reports, memoranda, and other documents developed under this Agreement, whether finished or not, shall become the property of the City and shall be forwarded to the City in hard copy and in digital format that is compatible with the City's computer software programs.

## **9. GENERAL ADMINISTRATION AND MANAGEMENT**

The City Manager of the City, or their designee, shall be the City's representative, and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices under this Agreement.

## **10. HOLD HARMLESS AND INDEMNIFICATION**

A. The Service Provider shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorneys' fees, arising out of or resulting from the acts, errors, or omissions of the Service Provider in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

C. The City's inspection or acceptance of any of the Service Provider's work when completed shall not be grounds to void, nullify, and/or invalidate any of these covenants of indemnification.

D. Nothing contained in this Agreement shall be construed to create a liability or a right of indemnification in any third party.

## 11. INSURANCE

The Service Provider shall maintain insurance as follows and as further described in **Attachment B**:

- Commercial General Liability as described in **Attachment B**.
- Directors and Officers Liability as described in **Attachment B**.
- Automobile Liability as described in **Attachment B**.
- Workers' Compensation as described in **Attachment B**.
- None.

## 12. SUBLETTING OR ASSIGNING CONTRACT

This Agreement, or any interest herein or claim hereunder, shall not be assigned or transferred in whole or in part by the Service Provider to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Service Provider as stated herein.

## 13. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with **Attachments A and B**, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties.

**14. SEVERABILITY**

A. If a court of competent jurisdiction holds any part, term, or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

**15. FAIR MEANING**

The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

**16. NONWAIVER**

A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay, or failure of either party to insist upon strict performance of any agreement, covenant, or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

**17. NOTICES**

Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To the City: City of Bainbridge Island  
280 Madison Avenue North  
Bainbridge Island, WA 98110  
Attention: City Manager

To the Service Provider: Peacock Family Services  
305 Madison Avenue North, Suite C  
Bainbridge Island, WA 98110  
Attention: Kathy Haskin

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

**18. SURVIVAL**

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

**19. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

**20. VENUE**

The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Kitsap County, Washington.

**21. COUNTERPARTS**

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the later of the signature dates included below.

PEACOCK FAMILY SERVICES

CITY OF BAINBRIDGE ISLAND



Date: 3/1/19

Date: February 28, 2019

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Kathy Haskin

Morgan Smith, City Manager

Title: Executive Director

Tax I.D. #: 26-4675556

**ATTACHMENT A**  
**SCOPE OF SERVICES**

## City of Bainbridge Island

### 2019 – 2020 Human Services Funding

#### I. Statement of Purpose (25%)

With City of Bainbridge Island (COBI) Human Services Funding, Peacock Family Services will be able to support an increased number of community families hindered by financial constraints through the broadened reach of our Tuition Assistance Program. Documented by the gap analysis of COBI's 2016 Community Needs Assessment Report, and strengthened by government data and independent studies, the need for affordable childcare, preschool, and afterschool options for children in our community is clear and growing; therefore, it is our civic duty to respond.

The first years of a child's life are a sensitive developmental period, laying foundations for cognitive functioning; behavioral, social, and self-regulatory capacities; and physical health. Due to the family's financial constraints, many children face stressors that can impair healthy development during these critical years. Support during a child's early years leads to a lifetime of gains, breaking cycles of inequality that prevail in the lives of many families.

According to Childcare Aware of Washington, over 98% of Washington State education funding for children ages 0-18 is spent on grades K-12, and less than 1% is spent on high-quality childcare and preschool, despite years of research showing that investments in the earliest years, when 90% of a person's brain develops, is where we see the highest impact.



The average annual cost of childcare in Washington State is \$22,997. With the state's median household income at \$59,605, the enormity of tuition costs is difficult for low-income families to afford without help. Each month, Peacock Family Services receives enrollment inquiries for our childhood development center and afterschool programs from families unable to pay full tuition prices. Though every family situation is unique, each request for support holds the same tension between financial ability, need, and resources.

Requests begin the same way, with our office manager answering the door. One visitor was a young, single mother looking for care for her 5-year-old son. She needed childcare so that she could find a job to support the two of them. "Do you take the DSHS subsidies?" she asked, desperate. Washington State's

Department of Social and Health Services (DSHS) extends financial support to qualifying families.

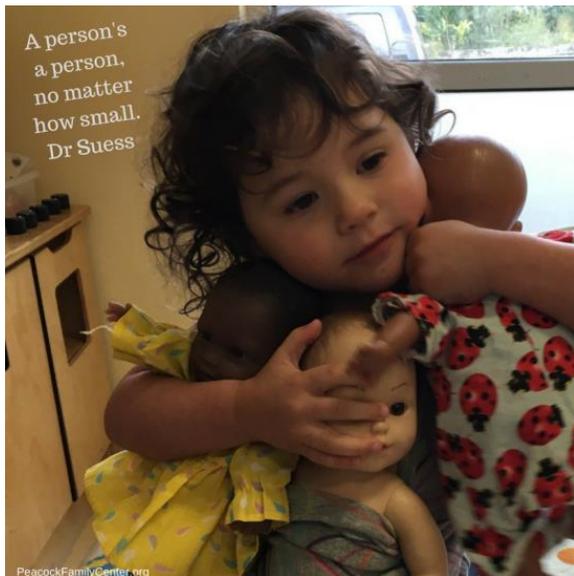
"Yes, we do," answered the manager. "However, we currently have a waiting list for that support."

"Isn't there anything for single mothers trying to get ahead?" the woman said with hope draining from her face.

The manager explained Peacock’s approach. Government subsidies are currently 30% below, on average, Washington State market rates for childcare. At Peacock, the gap between these funds and the true cost of care can be as much as \$700 per month for each full-time child. “Peacock raises funds to fill that gap,” the manager continued as empathy filled her heart. “But we have reached our limit and need more funds first.” Inconsolable, the mom left the Center without giving her name.

In addition to the needs of the child, access to quality childcare allows families to stay in the workforce, reducing reliance on public assistance while strengthening our community. The purpose of Peacock’s Tuition Assistance Program is to make our services accessible to as many families in need as possible. With funds to fill the gap between the cost of care and what an individual can afford, our goal is to enroll families in need regardless of their financial situation. This proposal will further describe our community’s growing need for support of young families, along with the services Peacock will be able to provide and the number of families we will be able to support with the approval of our grant request.

## II. Proposal Summary (25%)



Many children of families with financial challenges face multiple risk factors that negatively affect school readiness and later achievement. High-quality Early Childhood Education (ECE) can help close the gap between disadvantaged children and their more advantaged peers by improving school readiness, reducing risk for grade repetition and special education placement, while increasing high school graduation rates (*Child Trends Data Bank, 2016*). Importantly, the quality of care matters. ECE settings like Peacock that offer well-organized, developmentally appropriate learning opportunities allow children to make the greatest gains.

Research shows that early learning programs have positive effects that extend beyond the first years of school, well into adulthood, and go on to benefit society as a whole. According to a cost-benefit analysis funded by the National Institutes of Health, “an early education program for children from low-income families is estimated to generate \$4 to \$11 of economic benefits over a child’s lifetime for every dollar spent initially on the program.”

Despite the importance of care during these early years, the cost of childcare is a challenge to many Washington State families. According to the *2017 Child Care Data Reports* of Child Care Aware of Washington, approximately 60% of Washington State’s children under the age of six reside in homes where all adults work, making childcare an important major expense for most young families. For single parents, the burden is greatest. An average single parent with one child uses 51.5% of their income for childcare; married parents with two children living at the poverty line use 99.5% of their household income for care. Additionally, over 75% of working moms, and half of working dads, passed up work opportunities, switched jobs, or quit their jobs to take care of their children.

As stated in the U.S. Chamber of Commerce Foundation report *Workforce of Today, Workforce of Tomorrow: the Business Case for High-Quality Childcare*, “As childcare now plays an essential role in children’s early learning and development, it also has a critical impact on the current workforce (many of whom are parents) and on businesses (which employ parents).”

Parents without childcare cannot create a pathway to financial stability. Supporting this necessity fills a critical need for low-income families, helping them make gains toward economic mobility. This action also addresses another mandate of the Human Services Element of COBI’s Comprehensive Plan, to “promote healthy development of individuals, prevent problems, and support positive outcomes”. Parents who take advantage of Peacock’s childcare and afterschool services work throughout the surrounding communities, in local businesses, non-profits, and schools.

Therefore, there are broader community benefits from Peacock Family Services - first through the contributions of working parents throughout the community, and second through well-supported child development.

Parents’ childcare decisions are influenced by their preferences, as well as by constraints and opportunities. As early childhood educators, we see daily the benefits to investing in children during this critical time, when the return on the investment is at its highest. Through our commitment to inclusiveness, Peacock offers families a high level of tuition assistance. However, the need is growing, along with our waiting list for support.

During 2017, monies from a fundraiser gave our manager reason to call a young mother who was on the top of the waiting list. Weeks had turned to months while she waited for placement. During that time, she had found childcare that worked for her. “I guess that means we are stepping aside for the next one on the list. Glad another family is getting assistance...it's freaking rough out there!”

The next set of parents on the list were living with grandparents while searching for affordable childcare options for their daughter. Gratitude flowed through the phone lines as the enrollment process began. “We can have everything ready for her by Monday,” the manager said, matching the parents’ excitement and appreciation of the moment.

Support of families during this pivotal time in a child's life can turn challenges to gains. Helpline House, Bainbridge's longstanding social services agency, aids Peacock in assessing each family's finances and need for support. With this unbiased assessment, Peacock uses our Tuition Assistance Program to enroll these families at a level that they can afford.

As Helpline House helps to identify our community families who have met the qualifications for the DSHS subsidy program, they also help us identify families who do not meet the government requirements but still cannot afford full tuition. The *COBI 2016 Community Needs Assessment* refers to these middle-range families as being in a “grey-zone” where they cannot afford a pivotal need, though do not qualify for assistance. Once enrolled in our programs, these families immediately benefit from the extended support and nutrition services offered at Peacock and from the stabilizing force on the family and child.

A mother with a child in our center received a promotion at her position at a local business, news that would have ordinarily been received with celebration. However, in this case the raise in income brought this family to the level of ineligibility, by the smallest of margins, for the government subsidies they had relied upon for childcare. The family was now faced with having to pay the child's full tuition, 4x the amount they were paying with support. A Peacock Scholarship enabled the family to afford to do what is best for their child.

Knowing their children are receiving high quality care, these parents are able to focus on their work in local businesses and nonprofit organizations, and their other contributions to the greater community.

Peacock Family Services was founded in 2009, obtained a full license from the Department of Children, Youth, and Families (DCYF), and opened its childcare center doors in July of 2010. Since joining the DCYF's Early Achievers program, Washington's quality rating and improvement system for early learning, Peacock has maintained our original "Quality Level of Excellence" rating throughout the years.

Peacock's current operating budget is \$657K. For our current families, the projected Tuition Assistance Program will amount to \$43K to sustain our existing enrollment. Funds raised for the tuition assistance program will amount to at least 6.2% of our gross revenue.

Our goal is to provide tuition assistance for as many families as possible. Peacock currently supports 31.2% of the tuition hours of enrolled families in our program through tuition assistance. This represents 20% of our enrolled families. Using September 2018 as a snapshot, this collectively amounts to 1,662 hours of care for the month that would not be available to these families if we were not able to meet them where they are financially. Though, due to the timing in the calendar, this number does not include our Nature Nuts program, we do honor tuition assistance requests for our afterschool and summer camp opportunities.



Currently 89% of the families supported by Peacock's Tuition Assistance Program live on Bainbridge Island, with many more on our waiting list. We are deliberate while taking families from our waiting list and into care, insuring that we have the resources to continue to support these families for as long as they need. "We are so thankful for the 2.5 years our son has spent at your center. You have been an important part of his first years and he will certainly remember his first teachers and friends. We know that his development leaps were heavily influenced by your amazing team!" It is comments like these that bolster our commitment to long-term care for all of our families.

We believe that inclusiveness is essential to a diverse, engaged, and supported community of families. For this reason, the only limitation we have in serving at-risk families is the amount of support we are able to draw in from our community. With additional contributed income, Peacock Family Services will come

City of Bainbridge Island  
2019 – 2020 Human Services Funding  
Peacock Family Services Grant Proposal

closer to our vision that all children will reach their full potential, nurtured by families and caregivers who feel supported, informed, and connected.

Peacock Family Services is unique on Bainbridge Island in offering this level of tuition assistance. Only a few centers on Bainbridge offer full-time childcare for children aged 1-5; of these, Peacock is one of only three non-profit centers. We are the only program on the Island offering outdoor exploration-based afterschool care, another “unmet need” noted in the 2016 COBI Community Needs Assessment.

To our knowledge, we are one of three Bainbridge Island childcare centers that accept DSHS subsidies for childcare assistance. The other centers limit their number of families receiving financial support to a few spaces per season. Reflecting our core values, Peacock has the highest percentage of financially supported families enrolled in our programs. With our commitment to quality care in a nurturing and enriching environment, coupled with our values of inclusiveness, health, and community, we expect that many low-income families will pursue our center as their preferred childcare choice.

We collaborate with other childcare centers through a group Peacock created called the Alliance of Bainbridge Childcare Directors (ABCD), an informal gathering of early education professionals. We meet each month to discuss current issues and brainstorm solutions to common challenges in our field.



Peacock’s Partners for Early Learning workshop series is a collaboration of community organizations offering workshops, panel discussions, and other educational opportunities. These events bring parents, educators, and caregivers together to share knowledge, skills, and resources that will support our families and learning environments.

Peacock is also active in other family-focused organizations in the community, including participation in the committee work of Raising Resilience and Bainbridge Prepares,

along with a Steering Committee and Leadership Board position with the Bainbridge Island Healthy Youth Alliance. Creating and supporting positive pathways for the families in our community is at the core of our vision for the future.

In turn, we are grateful for the value placed on our work in service to our families. “Peacock is a jewel in our community’s crown, providing a nurturing place for our youngest islanders,” Jing Fong, Education Outreach Manager for YES! Magazine.

### III. Organizational Strength (15%)

Child Trends is the nation’s leading nonprofit research organization focused exclusively on improving the lives and prospects of children, youth, and their families. The organization’s April 2018 publication, *High-Quality Preschool Can Support Healthy Development and Learning*, explains,

“Better-quality preschool is connected to better outcomes for children. Essential elements of high-quality preschool include leaders with a strong vision for delivering quality, and robust early learning policies regarding teachers, curriculum, and supports. Educators should have a sophisticated understanding of child development, along with knowledge of how to promote early academic and soft skills such as communication and self-control. Their level of training, compensation, and support in implementing curricula all matter for quality. Other features of the preschool setting—such as low student-teacher ratios, small classes, rich and varied materials (blocks, books, etc.), and carefully implemented health and safety practices—are also important. Finally, high-quality programs have strong program practices such as data-driven decision-making and ample professional development opportunities.”

Peacock Family Services is one such high-quality educational option for Bainbridge Island. We build strong relationships with our families with low teacher/student ratios and class sizes, along with our innovative approaches in both indoor and outdoor classrooms. We are dedicated to leading the field through professional development and local partnerships. Peacock Family Services’ efforts are guided by our core values of inclusiveness, health, and community.

Peacock believes that inclusiveness is essential to a diverse, engaged, and supported community of families. From our dedication to providing access to childcare through financial support, to recognizing that each child and family’s needs are unique and valued, we express our commitment to inclusiveness.



Peacock believes that a healthy environment is essential for a healthy child. From our collaboration with parents in developing the whole child, to our investment in our staff’s development, our eco-friendly facility and wholesome menu, as well as our nature-based afterschool programs that connect children to the natural world, we demonstrate our commitment to emotional and physical health.

Peacock believes in the importance of providing a supportive community for our families. From our early childhood center and outdoor programming, to

our family resources, and community partnerships, we are committed to being the resource hub for young families in the greater Bainbridge community.

In addition to the funds requested with this application, Peacock Family Services is grateful for the support of individuals, business partners, foundations, government agencies, and special events, which we rely on to sustain our programs and services throughout the year. The sustainability of our Tuition Assistance Program is directly impacted by our efforts to keep earned and contributed income at a level to support our operations throughout the calendar year. We are pleased with the response we are receiving from the community and our growing number of families involved.

We work diligently to have a strong impact on the quality of childcare and family learning support in our community. We do this by bringing our services to the diverse families of Bainbridge Island. As we communicate the message of our work, we hope to broaden our reach out to new contacts and donors.

Peacock maintains an ongoing development plan that aims to align with the growth of our programs and services. We believe that ongoing support from the Bainbridge Community Foundation and One Call for All are important signals that we are delivering a critical and valued service to our community. Peacock's mission is to promote the healthy social and emotional development of children by providing nurturing and enriching care and family support. Our steps toward creating that outcome must include all of the families, regardless of their level of income.

#### **IV Desired Outputs, Outcomes, and Assessment (15%)**

We rely on quantitative assessments to measure the capacity at which we are able to continue and/or extend tuition support. Peacock offers all of our families variable schedules to meet their needs. Therefore, we can track and evaluate the progress of our tuition assistance program most accurately by focusing on the amount of hours served, rather than the number of families. The amount of contributed support directly translates to the outcome, which is the amount of time accessible to the families.



Tracking the qualitative outcomes of supporting early education is as vital as the increasing of the hours provided. As one of our financially-supported families, who adopted a neglected child, expressed, "Thank you for all your hard work helping him along this last year! We love watching him grow with your help. You have changed his and our lives with your support. We are learning so much from you as parents. Thank you for seeing our son for who he is and bringing us out of our rough spots. You have helped with his speech challenges, improved his manners, and we all got him potty trained! Increasing his schedule would really prepare him for kindergarten."

In offering care to at-risk families, we often see immediate stabilization of family dynamics. In the children, we see improvements in weight gain, cognitive and emotional development, and an overall positive, healthy change in outlook, behavior, and emotional well-being. These observations affirm the importance of the support we offer.

There is a direct relationship between the funds Peacock raises and our ability to provide at-risk families the support they need to create a pathway to economic mobility, while addressing their child’s needs. As contributed income becomes available to our organization, we will be able to reach out to our growing waiting list for tuition assistance and strive to find placement in our classrooms and afterschool programs as soon as possible.

Peacock Family Services Tuition Assistance Program		
Outputs and Outcomes Chart		
Program Activities or Services	Annual Goal: unduplicated Bainbridge Residents Served (Outputs)	Outcome of Receiving this Program/Service
Access to our childcare and preschool programs	<p>Year 1: 7,087 hours of care or 3 full-time year-long schedules for supported families</p> <p>Year 2: 7,087 hours of care or 3 full-time year-long schedules for supported families</p>	<p>We anticipate that Quantitative Outcomes will be reflected in the amount of hours of care we will be able to provide to families in need.</p> <p>Qualitative Outcomes will be documented through our teacher observations and reflected upon during biannual parent/teacher conferences and parent surveys.</p>
Access to our afterschool and summer camp programs for grades K - 3	<p>Year 2: 1 summer camp full scholarship for each week-long session (9 total) and 4 afterschool full scholarships for the school year</p> <p>Year 2: 1 summer camp full scholarship for each week-long session (9 total) and 4 afterschool full scholarships for the school year</p>	<p>We anticipate that Quantitative Outcomes will be reflected in the amount of programs we will be able to provide to families in need throughout the year.</p> <p>Qualitative Outcomes will be documented through our teacher observations and reflected upon during parent/teacher conversations and program surveys.</p>

Observations and conversations integrated into our parent/teacher conferences provide the qualitative assessments needed to accurately measure the desired outcomes. Twice yearly, Peacock conducts Parent/Teacher Conferences to enhance communication between the families and the caregivers. These

conversations and subsequent action plans are documented in each child's file at Peacock, noting the status of developmental milestones and further objectives.

Understanding the impact of our tuition assistance program goes beyond the specific families supported to our diverse community of Peacock families, impacting the social and cultural needs of all enrolled. Our open house evenings, along with greater community events, capture the perspectives and comments of all our families, giving us an additional view of the impact of our outcomes.

At the heart of our Tuition Assistance Program are Peacock's core values focusing on inclusiveness, health, and community. We will continue to garnish support for this program, as it demonstrates our commitments. As educator and philosopher John Dewey once said, "What the best and wisest parent wants for his own child, that must the community want for all its children."

#### **V. Evaluation (5%)**

As stated previously, our twice yearly Parent/Teacher Conferences provide dedicated time for evaluation of progress and impact between the families and the caregivers in our childcare and preschool classrooms. We also communicate with the parents of children in our afterschool programs through daily conversations and open house gatherings. These conversations, and subsequent action plans, are documented in each child's file at Peacock, noting the status of developmental milestones and further objectives from both the parent and educator's perspectives.

Additionally, our staff gather monthly for meetings that enhance our reflective practices, promote learning for the educators themselves through in-house trainings, while routinely reviewing best practices, procedures, and policies.

As Peacock is licensed by the Washington State Department of Children, Youth, and Families (DCYF), we receive periodic visits and inspections from our licensor. During these unscheduled visits, our facility and staff are held to the high standards of the Washington Administrative Code, with strict licensing requirements for all of our programs and services.

Peacock Family Services is also involved in the Washington State Early Achievers program, a statewide system of high-quality early learning, ensuring that children's care is reflective of the needs of Washington's diverse families. Early Achievers, Washington's quality rating and improvement system was developed with input and support from childcare providers across the state. Peacock chose to be part of this voluntary program because it provides quality assessment with the help of an easy-to-understand rating system. In addition, Early Achievers offers coaching, professional development, and resources for providers to support each child's learning and development. Being part of this program ensures that participating providers, especially those who serve low-income families, receive help and resources to sustain high-quality programming. Peacock is proud of our "Level of Excellence rating with an area of specialization in Interactions and Environment" that we continue to improve upon.

**Program Budget**

Peacock's 2018 operating budget is \$657K. For our current families, the projected Tuition Assistance Program will amount to \$43K to sustain our existing enrollment. Funds raised for the tuition assistance program will amount to at least 6.2% of our gross revenue.

Peacock's 2019 budget outlines an expansion of our earned income, along with Peacock's Tuition Assistance Program. The assistance program will grow from \$43K to \$52K, given the appropriate amount of contributed income to support the program. We do not raise our other fees to support tuition assistance, but rather garner support from the community. Reflecting 7.7% of our anticipated gross income, this amount is large though obtainable; illustrating the growth we will strive to reproduce each year.

Though this level of anticipated income does not currently include the maximum amount requested of the COBI Human Services Funding, with the additional \$12,500 per year, the outputs and outcomes of Peacock's Tuition Assistance Program will have that much larger an impact for the families in our community.

Year 1				Year 2			
Expense Category	Applicant Program Budget Allocation Year 1	COBI HSF REQUEST Year 1	Total Year 1	Expense Category	Applicant Program Budget Allocation Year 2	COBI HSF REQUEST Year 2	Total Year 2
Scholarships	\$52K	\$12,500	\$64,500	Scholarships	\$56K	\$12,500	\$68,500

Peacock maintains an ongoing development plan that includes grant support, fundraising events, and personal donor appeals. We take part in the Kitsap Great GIVE and One Call for All events annually. We have received funds in the past three years from the Bainbridge Community Foundation, Windermere Foundation, the Safeway Foundation Fund, the Dahlia Center, Port Madison Enterprises and the Suquamish Tribe, Bainbridge Island Rotary, as well as Washington State Early Achievers. Local businesses are also stepping forward to sponsor our fundraising events, both the autumn Peacocktail Party and Bainbridge Bash in the spring.

Additionally, a sizable part of our contributed income arrives in the form of consistent gifts from past and present Peacock participants and supporters. For example, though we had just six donors giving between \$1K and \$5K in 2017, individual gifts added up to over \$18K by the end of that year. We were on the same path for 2018 with individual gifts above \$27K after our fall fundraising event.

Throughout our fundraising efforts, we are well aware that there is a direct relationship between the amount of funds we raise and our ability to provide these families support that may lead to a pathway toward economic mobility. Only as supplementary contributed income becomes available to our organization, we will be able to reach out to our growing waiting list of families and enroll them in our

City of Bainbridge Island  
 2019 – 2020 Human Services Funding  
 Peacock Family Services Grant Proposal Revision

classrooms and afterschool programs. The revised amount of \$25,000 would support 5,905 hours of childcare, equating to 2+ full-time annual schedules for supported families, along with up to 9 scholarships for Nature Nuts summer camps and 2 consistent spaces in our afterschool programs over the course of two years.

Important to Note: The exact combination of support will relate to the requests by families in need. Therefore, if we have more appeals for support for preschool, the funds will shift to address that need. Likewise, if there is more than anticipated need for summer camp tuition assistance, the funds will be redirected to better serve those families. Additionally, these numbers reflect full time scholarships, which may be divided into numerous part-time scholarships based on incoming requests.

**Peacock Family Services’ Major Income Sources for Past Two Years**

<b>Source</b>	<b>2017</b>	<b>2018</b>
<b>Earned Income</b>	\$650,000	\$639,157
<b>Contributed Income</b>		
Windermere Foundation	\$6,000	\$5,000 received (tuition support)
Bainbridge Community Foundation	\$5,000	\$8,000 received (tuition support)
Early Achievers	\$5,000	\$5,000 received (org support)
Dahlia Center	\$5,000	\$2,500 received (org support)
Safeway Foundation	\$3,000	declined
One Call for All	\$3,567	\$4,217 received (org support)
Event Sponsorships & Donations	\$18,354	\$27,294 received (org support)
Event Income	\$7,855	\$5,148 received (org support)

**ATTACHMENT B**  
**INSURANCE REQUIREMENTS**

**A. Insurance Term**

The Service Provider shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, its agents, representatives, or employees.

**B. No Limitation**

The Service Provider's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Service Provider to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

**C. Minimum Scope of Insurance**

The Service Provider shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Service Provider's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Directors and Officers Liability insurance coverage.

**D. Minimum Amounts of Insurance**

The Service Provider shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Directors and Officers Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

**E. Other Insurance Provision**

The Service Provider's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Service Provider's insurance and shall not contribute with it.

**F. Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

**G. Verification of Coverage**

Before commencing work and services, the Service Provider shall provide to the person identified in Section 9 of the Agreement a Certificate of Insurance evidencing the required insurance. The Service Provider shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Service Provider before commencement of the work. The City reserves the right to request and receive a certified copy of all required insurance policies.

**H. Notice of Cancellation**

The Service Provider shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

**I. Failure to Maintain Insurance**

Failure on the part of the Service Provider to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Service Provider to correct the breach, immediately terminate this Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Service Provider from the City.

**J. City Full Availability of Service Provider Limits**

If the Service Provider maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Service Provider, irrespective of whether such limits maintained by the Service Provider are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Service Provider.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/4/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>Sears &amp; Associates, Inc.</b> 115 Hall Brothers Loop NW Suite 109 Bainbridge Island, WA 98110	<b>CONTACT NAME:</b> Tamara Orr <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b>
	<b>E-MAIL ADDRESS:</b> tammy@searsandassociates.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURER A : Philadelphia Insurance Co Main</b>	
<b>INSURER B :</b>	
<b>INSURER C :</b>	
<b>INSURER D :</b>	
<b>INSURER E :</b>	
<b>INSURER F :</b>	

**INSURED**

**Peacock Family Services dba Peacock Family Center**  
 305 Madison Ave N, Suite C  
 Bainbridge Island, WA 98110

### COVERAGES

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Premises/Operations <input checked="" type="checkbox"/> Prod./Comp. Ops. GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		PHPK1917411	2/10/2019	2/10/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 <b>WA STOP GAP</b> \$ 1,000,000
A	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK1917411	2/10/2019	2/10/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Directors &amp; Officers</b>			PHSD1319928	2/10/2019	2/10/2020	Per Claim/Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Subject to policy conditions, exclusions and endorsements.

City of Bainbridge Island is additional insured as respects the Named Insured's business operations. **Washington State L&I Dept. Worker's Compensation** proof of insurance coverage is attached.



### CERTIFICATE HOLDER

### CANCELLATION

City of Bainbridge Island 280 Madison Ave. Bainbridge Island, WA 98110	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Kathleen R Sears</i>
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STATE OF WASHINGTON

Department of Labor &amp; Industries

# Certificate of Workers' Compensation Coverage

March 4, 2019

WA UBI No.	602 915 497
L&I Account ID	174,863-00
Legal Business Name	PEACOCK FAMILY SERVICES
Doing Business As	PEACOCK FAMILY SERVICES
Workers' Comp Premium Status:	Account is current.
Estimated Workers Reported (See Description Below)	Quarter 4 of Year 2018 "11 to 20 Workers"
Account Representative	Employer Services Help Line, (360) 902-4817
Licensed Contractor?	No

## What does "Estimated Workers Reported" mean?

Estimated workers reported represents the number of full time position requiring at least 480 hours of work per calendar quarter. A single 480 hour position may be filled by one person, or several part time workers.

## Industrial Insurance Information

Employers report and pay premiums each quarter based on hours of employee work already performed, and are liable for premiums found later to be due. **Industrial insurance accounts have no policy periods, cancellation dates, limitations of coverage or waiver of subrogation** (See [RCW 51.12.050](#) and [51.16.190](#)).



**POLICY CHANGE DOCUMENT**

**POLICY NO.:** PHPK1917411

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Philadelphia Indemnity Insurance Company | 4865      Sears and Associates, Inc.

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NAMED INSURED      Peacock Family Services  
dba Peacock Family Center

MAILING ADDRESS      305 Madison Ave N Ste C  
Bainbridge Island, WA 98110-1832

POLICY PERIOD:      FROM 02/10/2019      TO 02/10/2020      at  
12:01 A.M. Standard Time at your mailing address shown above.

CHANGE EFFECTIVE 03/01/2019      CHANGE # ~~XXXXXXXXXXXX~~ J0XC00PA 1

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**DESCRIPTION**

In consideration of the premium reflected, the policy is amended as indicated below:

Added:  
Additional Insured:  
City of Bainbridge Island

Per attached

Path ID 12555179

Total Annual  
Additional/Return Premium \$      0.00  
NO CHANGE

Total Prorate  
Additional/Return Premium \$      0.00  
NO CHANGE

COUNTERSIGNED  
(Date)

BY  
(Authorized Representative)

03/04/2019  
\_\_\_\_\_  
Issue Date

# Philadelphia Indemnity Insurance Company

## Additional Insured Schedule

**Policy Number:** PHPK1917411

### Additional Insured

City of Bainbridge Island  
Attn: City Manager  
280 Madison Ave N  
Bainbridge Island, WA 98110-1812

CG2026 - General Liability  
Re: Grant

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

<p><b>Name Of Additional Insured Person(s) Or Organization(s):</b>  City of Bainbridge Island</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.