



# The Terri Lynne Lokoff National Child Care Teacher Awards

## Official Application

The Terri Lynne Lokoff National Child Care Teacher Awards is open to child care teachers throughout the 50 states, the District of Columbia, and on U.S. Military bases and installations. The Awards acknowledge the critical role of child care teachers in providing high-quality child care. Award recipients will receive \$1,000 -- \$500 as a stipend to acknowledge each child care teacher's special dedication and \$500 to fund the classroom enhancement project they each designed. The award recipients will be honored at a special ceremony on Thursday, April 19, 2012 and will receive an all expense paid trip to the Philadelphia area. The top ten qualifiers become finalists for the **Helene Marks Award** to become the National Child Care Teacher of the Year. The teacher chosen as the Helene Marks Award Recipient receives an additional \$1,000 award.

### Eligibility Requirements

#### **The Following Criteria Must Be Met In Order for an Application to be Considered:**

- \* Eligible applicants must be full-time child care teachers employed in a home, group or center-based program that is fully compliant with local and state regulations for operating child care programs. Applicants must work a minimum of 32 hours per week, 12 months per year at the same center. Teachers must be with the same children for 10 consecutive months.
- \* Applicants must be working as paid, full-time child care teachers in their current regulated program for a minimum of 36 consecutive months (3 years) by December 2011.
- \* Applicants may apply having worked in a teaching position for the same child care entity for 36 consecutive months (3 years) in more than one location.
- \* Applicants employed by a U.S. Military child care facility must be in their current location for a minimum of 12 consecutive months.
- \* Programs must be open a minimum of 10 hours a day, 5 days a week, 12 months per year.
- \* Applicants must be teachers of infant, toddler or preschool age children.
- \* Only one teacher per application may apply for this award.
- \* Only one application per center may be submitted.
- \* Multi-site agencies may submit one application per site.
- \* TLLCCF Child Care Teacher Award winners from 1994 to 2007 may reapply.
- \* Full day Head Start with a Wrap-around Care Program. Must be with same children all day.

### Not Eligible

- \* Teachers of part-day Head Start without Wrap-around Care Programs or other part-day preschool programs.
- \* Teachers of kindergarten children in childcare or other settings.
- \* Teachers of school age children in child care settings. (i.e. before/after school programs).
- \* Administrative Teachers (staff who have administrative responsibilities that prevent them from being a full-time teacher.)
- \* Co-teachers or teaching teams are not eligible to share this award (Only one recipient per award).
- \* TLLCCF Child Care Teacher Award winners from 2008 to present.
- \* Projects that include capital improvements to centers/homes will not be considered.
- \* **Applications completed, revised or modified by anyone other than the applicant (including but not limited to a grant writer, director, or any administrative staff) are not eligible.**

### Deadline

\* **Completed applications must be postmarked by December 5, 2011. No exceptions will be made.**

#### **How recipients are selected**

Applications are reviewed by a committee of early childhood educators and specialists. Applications are read multiple times. The top 50 scoring child care teachers meeting the eligibility guidelines become the award recipients. The Helene Marks Award can be won once in a lifetime by a National Child Care Teacher Awards recipient, even if they qualify for one of the top ten spots.

**The Terri Lynne Lokoff Child Care Foundation (TLLCCF)** is a non-profit foundation dedicated to improving the quality of child care for all children. The TLLCCF funds benefit thousands of children, programs and educational scholarships at many outstanding child care agencies and academic institutions.



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### Application Instructions

Application must include the following information:

**Part I –** Applicant Information —Type or neatly print answers in the spaces provided. Application may not be retyped or altered. Applications that are not legible will be disqualified.

**Part II –** Two Essay Questions - Maximum one typewritten page per question. Margins-half inch to an inch, acceptable fonts: Times Roman, Garamond, Arial, and Arial Narrow - 12pt minimum, double space. No Photos. Print your name and center's name on each page.

1. Describe your current classroom and include the following information:
  - Number, ages and descriptive developmental information about the children.
  - The physical arrangement of your classroom and how it is responsive to the needs of the children.
  - Your typical morning and your role in relation to the children's experience.
2. Describe the proposed classroom enhancement project you would like to create. Provide specific information about your role and relationship with the children in implementing your idea.

**Part III –** Budget -- List all costs associated with your project: Answers must be typed or neatly printed on the enclosed chart.

**Part IV -** Provide the following documents:

- \* **Provide** a copy (not the original) of the center's current state license or a current document demonstrating full compliance with local and state regulations for operating child care programs. This document must provide dates of validity. If applicable, a copy of accreditation certificate (not the original) should be included.
- \* **One** letter of support from a current parent of a child in the program/classroom.
- \* **One** letter of support from Director (if center employee) or Administrator (if affiliated home-based operator).
- \* **One** letter from a colleague.
- \* **Family** providers without an administrator or colleague must submit two letters of support from current parents.
- \* **Listing** of calendar days the Child Care Center or Home Facility is closed for the 2011-2012 year. Please include holidays and/or vacation.

**\*NOTE: Other than letters of support, the application must be the work product of the applicant. Applications completed, revised or modified by anyone other than the applicant (grant writer, director, or any administrative staff) are not eligible. By signing the Applicant's Consent Form the applicant certifies that he/she has authored the responses. Only applications containing all completed forms and requested materials are considered. Applicants are subject to disqualification if the guidelines listed above are not followed. NO EXCEPTIONS.**

**All applicants will be notified by mail if they have won prior to March 1, 2012.**

**Send completed applications to: Terri Lynne Lokoff Child Care Foundation - TR**

**Ross Corporate Center  
100 Ross Road, Suite 160  
King of Prussia, PA 19406  
610-992-1140**



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### Guidelines for Letters of Support

Applicant's  
Name \_\_\_\_\_

The above named teacher has applied for the Terri Lynne Lokoff National Child Care Teacher Awards. As part of the selection process, your views help us to assess the teacher's skills and abilities.

- \* On one 8-1/2 x 11 page, please explain how the above named teacher and his/her classroom exemplify the best in quality child care. Please cite specific examples.
- \* Include the length of time you have known the applicant.
- \* It is preferable that letters be typed on personal or professional letterhead. Neatly handwritten letters are acceptable. Please include the date written and your signature.

Letters of support are required as they are an integral part of the selection process.

Thank you in advance for helping to support quality child care.

Thank you for your participation,

*Marcy K. Bacine*

Marcy K. Bacine  
Child Care Specialist  
Terri Lynne Lokoff Child Care Foundation



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### Part I – APPLICANT INFORMATION

Date \_\_\_\_\_

(PLEASE PRINT)

Applicant Name \_\_\_\_\_

Program Director (centers only) \_\_\_\_\_

Program Name \_\_\_\_\_

Program Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Program phone \_\_\_\_\_ Home phone \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail work \_\_\_\_\_ E-Mail home \_\_\_\_\_

I learned about the Awards program (Check One) Twitter  NAEYC  NAEYC affiliate  CCRR  T.E.A.C.H.

From a past recipient  Facebook  I won in (give year) \_\_\_\_\_ Other (Please specify) \_\_\_\_\_

No. of children in center/program \_\_\_\_\_ No. of children in classroom \_\_\_\_\_

Hours of operation \_\_\_\_\_

No. of years at this program \_\_\_\_\_ Date of hire at this center \_\_\_\_\_ No. of years in the field \_\_\_\_\_

Please check one:

Child Care Center  Family Child Care Home  Group Home

Education (indicate highest level of completed education) \_\_\_\_\_

If you have a college degree, name area of concentration \_\_\_\_\_

List other child care scholarships and awards won if any \_\_\_\_\_

List membership in professional organizations \_\_\_\_\_

Name/Title of Project \_\_\_\_\_

We agree that if this grant is awarded, \$500 will be used to implement the project described in the application and \$500 will be given directly to the teacher.

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



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### PART III. – BUDGET

APPLICANT'S NAME: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

LIST ALL COSTS ASSOCIATED WITH YOUR PROJECT:

<u>Item Description</u>	<u>Quantity</u>	<u>Cost Per Item</u>	<u>Total Cost</u>
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

<b>Total Project Cost</b>	\$
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If your project costs exceed \$500 please indicate if you have secured additional funds and the source of those funds. Please use space below.

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**CHECK LIST – This page must be the first page of the completed application.**

**I have enclosed one copy of the completed application and included the following:**

- Part I, Applicant Information Sheet
- Part II, Essay questions: project proposal and description of classroom
- Part III, Budget
- Part IV, Copy of current state license or document demonstrating full compliance with local and state regulations for operating child care programs. Document must show date of inspection/review from state entity.
- Accreditation certificate (if applicable).
- Letter of support from a current parent of a child in your classroom or family/group home.
- Letter of support from Director (if center employee) or Administrator (if affiliated home-based provider).
- Letter of support from a colleague.
- Family providers without an administrator or colleague must submit two letters of support from current parents.
- Calendar of Dates closed for Child Care Center or Home for 2011-2012 year.
- Applicant's Consent Form. (This must be the first page.)

**\*\*Please verify that all of the above checked items are enclosed before signing and sending your application. Your application will not be reviewed by the selection committee unless all necessary information is included.**

Do not include photographs or any additional information not required or asked for, it will not be considered.

Yes, I have included all of the required information that I checked above. I understand that my application will not be accepted if anything has been omitted or I have not followed all of the directions.

- I affirm that I am the sole author of the answers to the written questions and that all statements made in this application are true and correct to the best of my knowledge. \_\_\_\_\_(Initial)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_  
(Please Print)

Program Director's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Centers Only)



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### Applicant's Consent Form - THIS MUST BE THE LAST PAGE OF APPLICATION

I, \_\_\_\_\_, certify that if selected as one of the Terri Lynne Lokoff National Child Care Teacher Awards Recipients, I will:

- \* Adhere to the guidelines for any requested materials, including travel documents, bios, photos, and recipient information form by the expected date.
- \* Implement the proposed project with the grant monies received.
- \* Forward a report and photos of the program that I designed by July 30, 2012.

**Note:** Attendance to the awards ceremony is expected, but not mandatory.

I hereby grant the Terri Lynne Lokoff Child Care Foundation and any affiliated companies related to the Terri Lynne Lokoff National Child Care Teacher Awards that they may authorize, and to their respective successors, assigns, licensees, employees and agents, the following rights to and in connection with the production, exhibition, distribution, advertising, promotion, publicizing (through the press or media) or of other charitable endeavors, throughout the universe, in all now known and hereafter devised media, including but not limited to book publication, magazine articles, web site, social networking sites, and in any language: (a) to use this application or any excerpts therefrom; (b) to televise, photograph, film, tape or otherwise record me or my voice; and (c) to use my name, physical likeness or voice; and, (d) use any images or reports provided by applicant in conjunction with its application or follow up reports.

I further acknowledge and understand that the Terri Lynne Lokoff National Child Care Teacher Awards is the sole responsibility of the Terri Lynne Lokoff Child Care Foundation and not the responsibility of any and all sponsors, whether title sponsor or otherwise.

If I am selected as a recipient of the Terri Lynne Lokoff National Child Care Teacher Awards, any monies awarded to me and the facility that I am employed at as entered on the application will be payable as follows: \$500 will be used to fund the project of my creation and \$500 may be used at my own discretion.

Applicant's Name: \_\_\_\_\_  
(Please Print Clearly)

Signature: \_\_\_\_\_ Date \_\_\_\_\_