



Office of the State Superintendent of Education



PRE-K ENHANCEMENT AND EXPANSION PROGRAM

High-Quality Designation Application

Fiscal Year (FY) 2020-21

SECTION I – PROGRAM INFORMATION

Name of Community-Based Organization:

Facility Address:

City: State: Zip:

Ward:

Telephone Number: Fax Number:

Website Address:

The CBO has been in operation since (month/year):

Expiration date of current OSSE license (month/day/year):

Contact Information

Name(s) of Owner:

Business Address (*if different from facility address*):

City: State: Zip:

Telephone Number: Fax Number:

Email Address:

Name and Title of On-Site Administrator (e.g., Director):

Address (if different from facility address):

City: State: Zip:

Telephone Number: Fax Number:

Email Address:

Name and Title of Application Contact:

Address (if different from facility address):

City: State: Zip:

Telephone Number: Fax Number:

Email Address:

Ownership Information

Under what legal entity is the CBO operating? (check one)

- Non-profit corporation S corporation C corporation Partnership
 Sole proprietorship Other

If other, please explain and include the name of the legal entity that owns the CBO:

SECTION II – ELIGIBILITY CRITERIA

Funding Sources Information

Pursuant to 5-A DCMR § 3500.3 of the pre-K enhancement and expansion program regulations, the high quality pre-K program shall determine if the child is eligible for subsidized child care. If so, they must provide the support necessary to help families initially acquire or maintain subsidized child care if they are eligible.

Does the CBO participate in the subsidized child care program?

- Yes No

Does the CBO participate in the Head Start program?

- Yes No

Pursuant to 5-A DCMR §3500.3 of the pre-K enhancement and expansion program regulations, each high quality pre-K program shall participate in the Child and Adult Care Food Program (CACFP), as authorized by Section 17 of the National School Lunch Act, approved October 7, 1975 (89 Stat. 522; 42 U.S.C. § 1766), unless exempted from participation through a waiver from OSSE.

Does the CBO participate in the Child and Adult Care Food Program?

Yes

No

If the CBO does not participate in the Child and Adult Care Food Program, does it possess a waiver from OSSE?

Yes

No

Not Applicable

Pursuant to 5-A DCMR § 3500.3 of the pre-K enhancement and expansion program regulations, each high quality pre-K program shall Enroll and maintain a class size of no fewer than fifteen (15) and no more than sixteen (16) children in classrooms where the youngest child is three (3) years old or a class size of no fewer than sixteen (16) and no more than twenty (20) in classrooms where the youngest child is four (4) years old.

2019-20 School Year Enrollment Information

*Please answer the following questions according to the number of District of Columbia students **currently served** in the PKEEP during the 2019-20 School Year:*

Total number of 3-year-olds served:

Total number of 3-year-olds in subsidized child care:

Total number of 3-year-olds in the Head Start Program:

Total number of at-risk 3-year-olds:

Total number of PKEEP 3 classrooms:

Total number of 4-year-olds served:

Total number of 4-year-olds in subsidized child care:

Total number of 4-year-olds in the Head Start Program:

Total number of at-risk 4-year-olds:

Total number of PKEEP 4 classrooms:

Total number of mixed age (e.g. PKEEP 3 and PKEEP 4) classrooms:

Total number of 5-year-olds served:

Total number of 5-year-olds in subsidized child care:

Total number of 5-year-olds in the Head Start Program:

Total number of at-risk 5-year-olds:

2020-21 School Year Enrollment Projection Information¹

Pursuant to 5-A DCMR § 3503.2 of the pre-K enhancement and expansion program regulations, the high quality pre-K program shall submit to OSSE, by August 1st of each year, a projection of the number of pre-K age children it anticipates enrolling, including the projected number of children eligible and receiving subsidized child care. Please answer the following questions according to the number of District of Columbia students you project to serve in the PKEEP during the 2020-21 School Year:

Total number of 3-year-olds you project to serve:

Total number of 3-year-olds projected to be in subsidized child care:

Total number of 3-year-olds projected to be in the Head Start Program:

Total number of 3-year-olds projected to be at-risk:²

Total number of projected PKEEP classrooms for 3-year-olds:

Total number of 4-year-olds you project to serve:

Total number of 4-year-olds projected to be in subsidized child care:

Total number of 4-year-olds projected to be in the Head Start Program:

Total number of 4-year-olds projected to be at-risk:

Total number of projected PKEEP 4-year-old classrooms:

Total number of projected mixed age classrooms (e.g. PKEEP 3 and PKEEP 4):

Total number of projected Pre-K Enhancement and Expansion Funding classrooms:

Accreditation Information

Pursuant to 5-A DCMR § 3501.1 of the pre-K enhancement and expansion program regulations, a CBO designated as a high quality pre-K program must be accredited by a national accrediting body approved by OSSE.

Is the CBO accredited by a national accrediting body approved by OSSE?

Yes

No

By which agency is the CBO accredited? Provide the agency's full name, address, telephone number, and website address.

Has the CBO ever been denied accreditation, removed from accreditation, or voluntarily withdrawn its accreditation from any accreditation agency?

Yes

No

If yes, please explain and attach supporting documentation:

¹ A child must be (i) three (3) years of age on or before September 30 of the program year for which the child is being enrolled; (ii) four years of age; or (iii) five years of age after September 30 of the program year for which the child is being enrolled.

² To be eligible for at-risk funding, a pre-K age student must be in foster care, homeless, or on TANF or SNAP.

Are any adverse or negative actions pending against the CBO from any regulatory agency (e.g., local, federal, accrediting agency, certification agency, etc.)?

Yes No

If yes, please explain and attach supporting documentation:

2020-21cSchool Year Operating Data

Pursuant to 5-A DCMR § 3500.3 of the pre-K enhancement and expansion program regulations, the high quality pre-K program shall operate at least thirty-nine (39) weeks a year, for a total of at least one hundred eighty (180) days.

Does the CBO confirm alignment with September 3rd as the first day of school for PKEEP students per the District of Columbia Public Schools 2020-21 school year calendar?

Yes No

If not, please list the first day of school for the 2020-21 school year:

Does the CBO confirm alignment with June 24th as the last day of school per the District of Columbia Public Schools 2020-21 school year calendar?

Yes No

If not, please list the last day of school for the 2020-21 school year:

Will your CBO operate at the required number of days per the aforementioned regulations?

Yes No

Pursuant to 5-A DCMR § 3500.3 of the pre-K enhancement and expansion program regulations, each high quality pre-K program shall operate Monday through Friday, beginning no earlier than 7:00 a.m.; provide at least six and a half (6.5) hours of pre-K education services.

Will your CBO operate at the required times per the aforementioned regulations?

Yes No

SECTION III – PROGRAM SCOPE

Early Intervention services

Pursuant to 5-A DCMR § 3501.1 of the pre-K enhancement and expansion program regulations, a CBO designated as a high quality pre-K program, must have a plan that meets OSSE’s requirements to ensure inclusion of children with disabilities, in accordance with Federal law.

Will the CBO serve children receiving early intervention or early stages services during 2020-21 school year?

Yes No

If the CBO plans to serve children receiving early intervention or early stages services during the 2020-21 school year, describe in detail how the organization will ensure the inclusion of children with disabilities, in accordance with federal law.

Describe in detail how the CBO will recruit and select children to participate in its PKEEP:

Curriculum Information

Pursuant to 5-A DCMR § 3501.1 of the pre-K enhancement and expansion program regulations, a CBO designated as a high quality pre-K program shall provide a comprehensive educational program and use age-appropriate instructional practices in the implementation of that program. Programs shall use, as the basis of their education programs, one of the following curriculum models: (1) Creative Curriculum®; (2) HighScope®; (3) Tools of the Mind®; (4) Core Knowledge®; (5) Opening the World of Learning®; (6) Houghton Mifflin Pre-K®; (7) Frog Street®; (8) Montessori®; or (9) Another curriculum approved by OSSE that is both research-based and nationally recognized.

Does the CBO have an OSSE sponsored Teaching Strategies® subscription using Creative Curriculum®?
 Yes No

If not, which curriculum does the CBO currently use in its PKEEP? (check all that apply)

- HighScope® Core Knowledge®
- Opening the World of Learning® Houghton Mifflin Pre-K® Frog Street®
- Montessori® Other (please specify)

If the CBO does not currently use the OSSE sponsored Teaching Strategies® subscription, describe in detail how the CBO selected its curriculum.

Child Assessments

Pursuant to 5-A DCMR § 3501.1 of the pre-K enhancement and expansion program regulations, a CBO designated as a high quality pre-K program shall assess children enrolled in the program with a tool aligned with the curriculum at least three (3) times during the program year and the assessments shall be shared with families at least two (2) times during the program year. The program shall ensure that child assessment procedures reflect appropriate practices for young children. The program shall provide the results of the assessment for each child to OSSE within a month after conducting the assessment.

If the CBO does not currently use the OSSE sponsored Teaching Strategies® subscription, does the PKEEP currently utilize child assessment tools that are aligned with the curriculum selected by the program?

Yes No

If yes, how many times during the program year are children assessed?

If yes, how many times during the program year are child assessments shared with families?

If no, please explain what child assessment tool your program utilizes.

Pursuant to 5-A DCMR § 3501.1 of the pre-K enhancement and expansion program regulations, a CBO designated as a high quality pre-K program must ensure that the daily active play for each pre-K age child includes, at a minimum, two (2) hours of active play time, including a minimum of forty-five (45) minutes of outdoor play time, weather permitting. In inclement weather, active play shall be encouraged and supported in a safe indoor play area.

Does the PKEEP provide for active play time for each PKEEP child?

Yes No

Does the PKEEP provide for outdoor play time (weather permitting) for each PKEEP child?

Yes No

Pursuant to 5-A DCMR § 3501.1 of the pre-K enhancement and expansion program regulations, a CBO designated as a high quality pre-K program must hold two (2) parent-teacher conferences a year.

Does the program meet the aforementioned requirement?

Yes No

Technical Assistance

Does the CBO engage in technical assistance to improve the quality of its PKEEP?

Yes No

If yes, list all organizations that provide technical assistance to the CBO's PKEEP. (list all that apply)

Comprehensive Services

Pursuant to 5-A DCMR § 3501.1 of the pre-K enhancement and expansion program regulations, a CBO designated as a high quality pre-K shall ensure all children receive within forty-five (45) days of enrollment a developmental screening that includes assessments of social and emotional development. High quality pre-K programs shall also ensure children receive vision and hearing screenings.

Does the CBO currently provide comprehensive health and support services for all children enrolled in the PKEEP?

Yes No

If yes, list all organizations that provide comprehensive health and support services for all children enrolled in the PKEEP. (list all that apply)

If yes, describe in detail how the CBO ensures that all PKEEP children receive a developmental screening within 45 days of enrollment that includes assessments of social and emotional development and vision and hearing screening.

Teaching and Learning

Pursuant to 5-A DCMR § 3501.1 of the pre-K enhancement and expansion program regulations, a CBO designated as a high quality pre-K program must employ at a minimum, one (1) teacher and one (1) teacher assistant (for each high-quality pre-K classroom) who meet the minimum educational requirements listed in the following questions.

How many PKEEP teachers are currently employed by the CBO?

How many PKEEP teachers hold at least a bachelor's degree in child development, early childhood education, early childhood special education, or child and family studies?

How many PKEEP teachers hold a bachelor's degree in a field other than child development, early childhood education, early childhood special education, or child and family studies and have earned eighteen (18) credits in early childhood education?

How many PKEEP teachers hold a bachelor's degree in a field other than child development, early childhood education, early childhood special education, or child and family studies and have successfully completed an applicable Early Childhood Praxis Exams?

How many PKEEP assistant teachers are currently employed by the CBO?

How many PKEEP assistant teachers hold an associate's degree in early childhood education, child development, early childhood special education, or child and family studies?

How many PKEEP assistant teachers hold an associate's degree in a field other than child development, early childhood education, early childhood special education, or child and family studies and have earned nine (9) credits in early childhood education?

Pursuant to 5-A DCMR § 3501.1 of the pre-K enhancement and expansion program regulations, a CBO designated as a high quality pre-K program shall ensure the following teachers and assistant teachers be paid wages equivalent to District of Columbia Public School pre-K teachers or assistant teachers, respectively, based on years of experience.

For PKEEP teachers that hold a bachelor's degree in early child development, early childhood education, or child and family studies, or who have a bachelor's degree and have completed eighteen (18) credits in child development, early childhood education, or child and family studies, does the CBO currently pay wages equivalent to District of Columbia Public School pre-K teachers?

Yes No

If not, please describe the CBO's plan to comply with the pay parity requirement:

For PKEEP assistant teachers that hold an associate's degree in early childhood education or who have completed nine (9) credits in child development, early childhood education, or child and family studies, does the CBO currently pay wages equivalent to District of Columbia Public School pre-K assistant teachers?

Yes No

If not, please describe the CBO's plan to comply with the pay parity requirement:

Pursuant to 5-A DCMR § 3501.1 of the pre-K enhancement and expansion program regulations, a CBO designated as a high quality pre-K program must have a professional development and training plan for pre-K teachers and assistant teachers.

Does your program meet this requirement? (check one)

Yes No

How many days each year does the program offer to teachers in order to engage in activities such as professional growth?

Narrative Information

Describe in detail the nature of the CBOs effort or contribution to maintain or enhance the quality of the program. In addition, please describe why you wish to become a part of the Pre-K Enhancement and Expansion Program.

SECTION IV – SUPPORTING DOCUMENTS

The following supporting documents must be submitted with the Pre-K Enhancement and Expansion High-Quality Designation Application. **An application package that does not include all supporting documents is considered incomplete.** All documents must be clearly labeled (corresponding to the below list) and legible (easy to read) to facilitate an easy and intuitive navigation and review.

1. Signed Certification Statement signed by the CBO’s Owner or On-site Administrator attesting to the accuracy of the information contained in the application.
2. Evidence the CBO is currently accredited.
3. Evidence the CBO participates in the Head Start program, if applicable.
4. Evidence the CBO participates in the Child and Adult Care Food Program.
 - If exempted from participation, provide the waiver from OSSE.
5. FY2020-21 PKEEP budget.
6. Current organizational chart.
7. PKEEP Teacher/Assistant Teacher Certification: ***Option 1:*** OSSE's Professional Development Information System (PDIS) Credential Certificate or ***Option 2:*** Evidence of all degrees (official or unofficial transcripts), other education, and/or certifications for all PKEEP teachers and assistant teachers.
 - All foreign credentials must be translated into English by an independent foreign educational credentials evaluation service.
8. Signed job descriptions for all employees involved in administering the pre-K program.
 - If a position is vacant, provide the unsigned job description and the projected hire date.
9. Copy of all curriculum subscription contract(s)/agreement(s)
 - Documentation is not needed for any current PKEEP provider that uses the OSSE sponsored Teaching Strategies® subscription
10. Copy of all comprehensive services contracts/agreements
11. Copy of all technical assistance contracts/agreements.
12. Copy of the professional development and training plan for PKEEP teachers and assistant teachers, including the date it was last revised.
13. Copy of the CBO’s family engagement plan, including the date it was last revised.
14. Copy of the CBO’s plan for continuous improvement, ongoing classroom assessments, and the collection of authentic child assessment data at least three (3) times a year.
15. Daily schedule for PKEEP classroom.

SECTION V - APPLICATION SUBMISSION

Applicants have two options to submit the completed high-quality designation application and all supporting documentation: 1) using the FY21 PKEEP [google form](#) or 2) using this form that can be emailed to Christina Crayton, early childhood education policy officer, at Christina.Crayton@dc.gov. The completed application package must be received by OSSE no later than **Monday, April 6, 2020** at **5:00 pm EDT**. OSSE reserves the right to not consider incomplete or late submissions.

For questions regarding the high-quality application, please contact:

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