



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**



PRE-K ENHANCEMENT AND EXPANSION PROGRAM

**High-Quality Designation Application: New Community-Based Organizations (CBOs)  
Fiscal Year 2022 (FY22)**

**SECTION I – PROGRAM INFORMATION**

1. Name of Community-Based Organization:
2. Facility Address:
3. City:
4. State:
5. ZIP:
6. Ward:
7. Telephone Number:
8. Fax Number:
9. Website Address:
10. The CBO has been in operation since (month/year):
11. Expiration date of current OSSE license (month/day/year):

***Contact Information***

12. Name(s) of Owner:
13. Business Address (*if different from facility address*):

14. City:

15. State:

16. ZIP:

17. Telephone Number:

18. Fax Number:

19. Email Address:

20. Name and Title of Application Contact:

21. Address (*if different from facility address*):

22. City:

23. State:

24. ZIP:

25. Telephone Number:

26. Fax Number:

27. Email Address:

***Ownership Information***

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

Nonprofit 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***

*The Pre-K Enhancement and Expansion Program (PKEEP) requires high-quality pre-K programs to be able to 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.*

29. Does the CBO participate in the subsidized child care program?

Yes                       No

30. Does the CBO participate in the Head Start program?

Yes

No

*The Pre-K Enhancement and Expansion Program (PKEEP) requires high-quality pre-K programs to 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.*

31. Does the CBO participate in the Child and Adult Care Food Program?<sup>1</sup>

Yes

No

32. 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

### ***School Year 2021-22 Enrollment Projection Information<sup>2</sup>***

*The Pre-K Enhancement and Expansion Program (PKEEP) requires high-quality pre-K programs 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 note, the number of projected pre-k age children must not be larger than the number of pre-k age children the provider currently has licensed capacity to serve in-person.** Please answer the following questions according to the number of District of Columbia students you project to serve in the PKEEP during the 2021-22 School Year:*

33. What is the total number of 3-year-olds you project to serve?:

34. Of the total projected enrollment from question 33, what is the total number of 3-year-olds projected to be in subsidized child care?:

35. Of the total projected enrollment from question 33, what is the total number of 3-year-olds projected to be in the Head Start Program?:

36. Of the total projected enrollment from question 33, what is the total number of 3-year-olds projected to be at-risk<sup>3</sup>?:

37. What is the total number of projected PKEEP classrooms for 3-year-olds?:

38. What is the total number of 4-year-olds you project to serve?:

39. Of the total projected enrollment from question 38, what is the total number of 4-year-olds projected to be in subsidized child care?:

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<sup>1</sup> Providers participating in the District's subsidy program must participate in CACFP, if at least 50% of enrolled children are eligible to receive subsidized child care for at least six continuous months. See [Section 4073\(a\) of the Healthy Tots Act of 2014](#) for more details and exceptions.

<sup>2</sup> 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.

<sup>3</sup> To be eligible for at-risk funding, a pre-K age student must be in foster care, homeless, or on TANF or SNAP.

40. Of the total projected enrollment from question 38, what is the total number of 4-year-olds projected to be in the Head Start Program?:

41. Of the total projected enrollment from question 38, what is the total number of 4-year-olds projected to be at-risk?:

42. What is the total number of projected PKEEP classrooms for 4-year-olds?:

43. What is the total number of projected mixed age classrooms (e.g., PKEEP 3 and PKEEP 4)?:

44. What is the total number of projected Pre-K Enhancement and Expansion Funding classrooms?:

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

**SECTION III. ACCREDITATION INFORMATION**

*The Pre-K Enhancement and Expansion Program (PKEEP) requires high-quality pre-K programs to be accredited by a national accrediting body approved by OSSE.*

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

Yes  No

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

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

Yes  No

49. If you answered yes to question 48 above, please explain and attach supporting documentation:

50. 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

51. If you answered yes to question 50 above, please explain and attach supporting documentation:

**SECTION IV– SCHOOL YEAR 2021-22 OPERATING DATA**

*The Pre-K Enhancement and Expansion Program (PKEEP) requires high-quality pre-K programs operate at least thirty-nine (39) weeks a year, for a total of at least one hundred eighty (180) days. High-quality pre-K programs must also 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.*

52. Does the CBO intend to start the 2021-22 school year on Sept. 2, 2021 - for PKEEP students per the District of Columbia Public Schools 2020-21 school year calendar?

Yes  No

53. If not, please list the first day of school for the 2021-22 school year:

54. Does the CBO confirm alignment with June 23 as the last day of school per the District of Columbia Public Schools 2020-21 school year calendar?

Yes  No

55. If not, please list the last day of school for the 2021-22 school year:

56. Will your CBO operate for at least 180 days, as required by the aforementioned regulations?

Yes  No

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

Yes  No

## **SECTION V – PROGRAM SCOPE**

### ***Inclusion and Services for Children with Disabilities***

*The Pre-K Enhancement and Expansion Program (PKEEP) requires high-quality pre-K programs have a plan that meets OSSE’s requirements to ensure inclusion of children with disabilities, in accordance with Federal law.*

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

Yes  No

59. 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.

### ***Curriculum Information***

*The Pre-K Enhancement and Expansion Program (PKEEP) requires high-quality pre-K programs consistently use a comprehensive curriculum that is aligned with the District of Columbia’s early learning standards. High-quality pre-K programs 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.*

60. Does the CBO have an OSSE sponsored Teaching Strategies® subscription using Creative Curriculum®?

Yes  No

61. 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)

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

**Child Assessments**

*The Pre-K Enhancement and Expansion Program (PKEEP) requires high-quality pre-K programs assess children enrolled in the program with a tool aligned with the curriculum at least three (3) times during the program year, to share the assessments with families at least two (2) times during the program year and provide the results of the assessment for each child to OSSE within a month after conducting the assessment. High-quality pre-K programs shall ensure that child assessment procedures reflect appropriate practices for young children.*

63. Does the CBO currently use the OSSE sponsored Teaching Strategies® subscription?

Yes  No

64. If no, please explain what child assessment tool the CBO utilizes.

65. 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

66. How many times during the program year are children assessed? (*highlight selection*)

- Once
- Twice
- Three times
- Four times or more

67. How many times during the program year are child assessments shared with families? (*highlight selection*)

- Once
- Twice
- Three times
- Four times or more

**Daily Active Play**

*The Pre-K Enhancement and Expansion Program (PKEEP) requires high-quality pre-K programs 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.*

68. Will the PKEEP provide for active play time for each projected PKEEP child?

Yes  No

69. Will the PKEEP provide for outdoor play time (weather permitting) for each PKEEP child?

Yes  No

*The Pre-K Enhancement and Expansion Program (PKEEP) requires high-quality pre-K programs hold two (2) parent-teacher conferences a year.*

70. Does the CBO plan to hold at least two (2) parent-teacher conferences during the 2021-22 school year?  
 Yes  No

**Technical Assistance**

71. Does the CBO engage or plan to engage in technical assistance to improve the quality of its CBO?  
 Yes  No

72. If yes, please indicate dates or months (if known) at this time.

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

**Comprehensive Services**

*The Pre-K Enhancement and Expansion Program (PKEEP) requires high-quality pre-K programs ensure all children receive a developmental screening within forty-five (45) days of enrollment. The screenings must include assessments of social and emotional development. High-quality pre-K programs shall also ensure children receive vision and hearing screenings.*

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

75. Does the CBO currently provide comprehensive health and support services for all children projected to be enrolled in the PKEEP?  
 Yes  No

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

**Teaching and Learning**

*The Pre-K Enhancement and Expansion Program (PKEEP) requires high-quality pre-K programs 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.*

77. What is the total number of projected PKEEP teachers that will be employed by the CBO for the 2021-22 school year?

78. Of the total number of PKEEP teachers reported in Question 77, what is the total number of projected PKEEP teachers who will hold at least a bachelor's degree in child development, early childhood education, early childhood special education, or child and family studies?

79. Of the total number of PKEEP teachers reported in Question 77, what is the total number of projected PKEEP teachers who will 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?

80. Of the total number of PKEEP teachers reported in Question 77, what is the total number of projected PKEEP teachers who will 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?

81. What is the total number of projected PKEEP assistant teachers that will be employed by the CBO for the 2021-22 school year??

82. Of the total number of PKEEP assistant teachers reported in Question 81, what is the total number of projected PKEEP assistant teachers who will hold an associate degree in early childhood education, child development, early childhood special education, or child and family studies?

83. Of the total number of PKEEP assistant teachers reported in Question 81, what is the total number of projected PKEEP assistant teachers who will hold an associate 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?

*The Pre-K Enhancement and Expansion Program (PKEEP) requires high-quality pre-K programs ensure PKEEP 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.*

84. For PKEEP teachers referenced in question 77, does the CBO currently pay wages equivalent to the aforementioned regulations for District of Columbia Public School pre-K teachers?

Yes  No

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

86. For PKEEP assistant teachers referenced in question 81, does the CBO currently pay wages equivalent to the aforementioned regulations for District of Columbia Public School pre-K assistant teachers?

Yes  No

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

*The Pre-K Enhancement and Expansion Program (PKEEP) requires high-quality pre-K programs have a professional development and training plan for pre-K teachers and assistant teachers.*

88. Will the CBO meet the above requirement to have a professional development and training plan for pre-K teachers and assistant teachers? (check one)

Yes  No

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

90. Will the CBO provide job embedded coaching to teachers and/or assistant teachers?

Yes  No

**SECTION VI-NARRATIVE INFORMATION**

91. Describe in detail how your current or future Pre-K Enhancement and Expansion Program will improve overall quality of the CBO's educational program?

## **APPENDIX – SUPPORTING DOCUMENTATION**

The following supporting documents must be submitted with the Pre-K Enhancement and Expansion Program 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.

A1. Signed Certification Statement signed by the CBO's Owner or On-site Administrator attesting to the accuracy of the information contained in the application.

A2. Evidence the CBO is currently accredited.

A3. Evidence the CBO participates in the Head Start program, if applicable.

A4. Evidence the CBO participates in the Child and Adult Care Food Program.

- If exempted from participation, provide the waiver from OSSE.

A5. PKEEP specific program budget for FY 2021-22. Please note, the budget must reflect the CBO's plan to comply with the pay parity requirement.

A6. Teacher and assistant teacher salary schedule.

A7. Current organizational chart.

A8. Signed job descriptions for all employees who will be paid or have the responsibility for the PKEEP program.

- If a position is vacant, provide the unsigned job description and the projected hire date.

A9. All curriculum and assessment tool subscription contact(s)/agreement(s)

- Documentation is not needed for any current PKEEP provider that uses the OSSE sponsored Teaching Strategies® subscription

A10. All comprehensive services contracts/agreements the CBO is planning to use for the PKEEP.

A11. All technical assistance contracts/agreements the CBO is planning to use for the PKEEP.

A12. The professional development and training plan for PKEEP teachers and assistant teachers the CBO is planning to use for the PKEEP, including the date it was last revised.

A13. CBO's family engagement plan, including the date it was last revised.

A14. List of the dates or date ranges of parent teacher conferences in the 2020-21 school year. Please note, conferences can be conducted through a variety of modalities, such as virtually.

A15. 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.

A16. Daily schedule for the PKEEP classroom for the 2021-2022 school year.

A17. Please submit the following to Christina Crayton, early childhood education policy officer, at [Christina.Crayton@dc.gov](mailto:Christina.Crayton@dc.gov). 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. \*Please note, all foreign credentials must be translated into English by an independent foreign educational.

## **SECTION VIII - APPLICATION SUBMISSION**

Applicants have two options to submit the completed high-quality designation application and all supporting documentation:

- 1) Using the FY22 PKEEP Google form ([new PKEEP applicants](#) or [current PKEEP CBOs](#)) to submit the application and supporting documents virtually; or
- 2) Using **this PDF** that can be emailed to Christina Crayton, early childhood education policy officer, at [Christina.Crayton@dc.gov](mailto:Christina.Crayton@dc.gov).

The completed application package must be received by OSSE no later than **Monday, April 26, 2021, at 5 p.m. EDT**. OSSE reserves the right to not consider incomplete or late submissions.

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

Christina Crayton  
Early Childhood Education Policy Officer  
Policy, Planning, and Research Unit  
Division of Early Learning  
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Government of the District of Columbia  
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