



WATERTOWN CITY SCHOOL DISTRICT

1351 Washington Street
Watertown, New York 13601

Watertown City School District Universal Prekindergarten Program Agency/Organization Application

Request for Proposals (RFP) 2020-2021

Please return to:

Stacey Eger
Assistant Superintendent for Curriculum & Instruction
Watertown City School District
1351 Washington Street
Watertown, New York 13601

I. GENERAL INFORMATION

Program Name:			
Address:			
Phone:	Fax:	Email:	
Name of person completing this application:			Email:
Name of Chief Executive Officer:		Phone:	Email:
Fiscal Agent:		Phone:	Email:
Name of Contact Person:	Title:	Phone:	Email:

Directions: Please complete the following form and return the original and three copies to the above address by **June 11, 2020**. If you have any questions concerning this application, please call Stacey Eger at 315-785-3708 or contact her by email at seger@watertowncsd.org.

The application process will include a site visit to your agency by the Assistant Superintendent or Program Coordinator, Stacey Eger and/or Peg Drappo, and interview with agency staff.

The Watertown City School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities, including vocational educational opportunities, without regard to sex, race, color, national origin, creed or religion, marital status, age, gender preference, or disability. Inquiries regarding this non-discrimination policy may be directed to: Tina Lane, 1351 Washington Street, Watertown, New York 13601.



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Watertown, New York 13601

Request for Proposals (RFP): 2020-2021 Universal Prekindergarten Program

INTRODUCTION

The Watertown City School District issues this Request for Proposals to seek high-quality community-based providers that demonstrate best practice for three and four-year-old students in prekindergarten to provide Prekindergarten Education services for the Watertown City School District. Funding for preschool service providers for the Watertown City School District is contingent upon the district receiving EPK funding from The New York State Education Department. Therefore, all applicants must agree to provide services aligned to the requirements placed up the Watertown City School District by the New York State Education Department, including aligning instruction to the [New York State Prekindergarten Learning Standards](#) for four-year-old students, and the [New York State Early Learning Guidelines \(2012 edition\)](#) for three-year-old students.

ELIGIBILITY	Community nursery schools and/or preschool special education agencies, including private schools, parochial schools, and school in libraries and other public sites are eligible to apply.
LENGTH OF CONTRACT	September 1, 2020 – June 30, 2021 (Renewable depending on state funding and reapplication)
DEADLINE	Send one original and three hardcopies of the application by May 1, 2020 .
FUNDS	Approximately \$8,000 per child. This amount is based upon preliminary projections from the New York State Education Department and may be modified based on the State budget enacted by the Legislature and the Governor.
CONTACT	Stacey Eger Assistant Superintendent for Curriculum & Instruction Watertown City School District 1351 Washington Street Watertown, New York 13601 315-785-3708 seger@watertowncsd.org
TARGETED POPULATION	To qualify for the prekindergarten program, students must: <ol style="list-style-type: none">1) Reside within the Watertown City School District2) Be 3 years of age on or before December 1, 2020 The Watertown City School District reserves the right to certify the eligibility of all children in the prekindergarten program.

<p>GOALS</p>	<ol style="list-style-type: none"> 1. To implement <i>The Creative Curriculum</i>®, aligned with the New York State Early Learning Guidelines (2012 or newest edition) and New York State Prekindergarten Learning Standards, to ensure continuity with instruction in the early elementary grades and integration with the Watertown City School District’s K-12 instructional program. 2. To develop early literacy and emergent reading instruction based on effective, evidence-based practices. Essential components of this program shall include: <ul style="list-style-type: none"> • Background knowledge • Phonological awareness • Expressive and receptive language • Vocabulary development • Phonemic awareness 3. To provide learner-centered activities designed and provided in a way that promote the child’s total growth and development, ensuring that: <ul style="list-style-type: none"> • Children are encouraged to be self-assured and independent through a balanced schedule of teacher-initiated and child-initiated learning activities. • Instructional materials and equipment shall be arranged in learning centers that promote a balance of individual and small group activities. • Teachers shall use the intentional planning to focus instruction to meet differentiated learning styles of students. 4. To establish a process for assessing the developmental baseline and progress of all children participating in the program, documenting ongoing assessment of the development of language, cognitive, and social skills, and using the results to inform classroom instruction and professional development.
<p>TIME FRAME</p>	<p>Applicants must agree to provide instruction for at least five hours per school day, 25 hours per week for full-day programs, and at least two and one-half hours per school day, 12.5 hours per week for half-day programs.</p> <p>Prekindergarten programs must operate 180 days per year, five days per week. Vacations will follow the Watertown City School District calendar.</p>
<p>EXPENDITURES</p>	<p>This funding from the Watertown City School District relies on NYSED EPK funding, which disallows charging the parent/guardian of a participating child any fee for the preschool education program provided. The applicant will therefore also not charge for the preschool education services provided in connection with their proposed program.</p>

II. CERTIFICATION

All prekindergarten teachers employed by applicants must meet requirements pursuant to Commissioner's Regulations Subpart 151-1.3(e)(iii) and paragraphs d-1 and 3-2 of subdivision 12 of Section 3602-e of Education Law, which require that teachers meet ONE of the following criteria:

- NYS Early Childhood Teacher (Birth – Grade 2) Certificate
- NYS Students with Disabilities (Birth – Grade 2) Certificate
- A bachelor's degree in ECE or a related field and have a written plan for becoming certified within five years of commencing employment as a prekindergarten teacher
- for Pre-K teachers employed by a community-based organization (CBO) that is regulated by another State agency, the qualifications established by the program's regulatory authority and have a written plan for becoming certified within five years of commencing employment as a prekindergarten teacher
- for Pre-K teachers employed by a community-based organization (CBO) that is not regulated by another State agency, meet the qualifications established by the program's administration and have a written plan for becoming certified within five years of commencing employment as a prekindergarten teacher.

CBOs that employ teachers who are not certified must have a supervisor who is certified for service in the early childhood or childhood grades and who is on-site during the hours of prekindergarten operation.

Checking this box indicates that the Agency Executive Director or Owner of the applicant organization guarantees that:

- All teachers will meet the certification requirement as specified above for the duration of any funding received from the Watertown City School District through this application.
- The applicant will provide appropriate certification documentation for all teachers.
- If the applicant fails to provide documentation satisfying one of the above approved certification criteria for each teacher, they will be in violation of the agreement with the Watertown City School District and subject to reasonable penalties from the district.

Certification

I, , on behalf of , do agree to these above terms regarding teacher certification for preschool education services provided.

III. PROGRAM NARRATIVE

Program Narrative must be clear, readily legible, and conform to the following requirements: (1) not to exceed 10 pages; (2) single line spacing; (3) Arial font at font size of 10 points or larger, or Times New Roman or Calibri at a font size of 11 points or larger; and (4) margins must be at least one inch on all sides. A font size of less than 10 points may be used for tables or captions.

The program narrative must address how your organization will meet the following standards.

A. **Curriculum**

Describe how:

- Applicants will use *The Creative Curriculum*® for all prekindergarten education services provided to the Watertown City School District.
- Curriculum is evidence-based, developmentally appropriate, and addresses the key domains of child development. It emphasizes language, emergent literacy, early mathematics skills, social and emotional development, physical abilities, and structured and unstructured play.
- Curriculum aligns with the [New York State Next Generation Prekindergarten Learning Standards](#) for four-year old students and the [New York State Early Learning Guidelines \(2012 edition or newer\)](#) for three-year old students.
- The program provides accommodations, modifications, and supports to enable preschool children with disabilities or children with Individual Education Programs (IEPs) to be effectively included in the full range of the program's activities.
- The program implements modifications and supports to ensure that participating children who are English Language Learners or Emergent Multilingual Learners are provided equal access to the program and opportunities to achieve the same program goals and standards as other participating children.
- The program will ensure continuity with the Watertown City School District's Kindergarten to Grade 3 curriculum.
- All teaching staff will participate in professional development including but not limited to Creative Curriculum, Teaching Strategies Gold, and Second Step, Ages and Stages and book studies related to relevant topics in early childhood.
- Observations will occur in every classroom by the prekindergarten coach and administrator annually. The Teaching Strategies Fidelity Tool for Teachers will be used to guide the classroom teacher with environment, management and developmentally appropriate curriculum and practices.

B. **Learning Environment, Materials, and Supplies**

Describe how:

- The program uses space, scheduling, and other environmental factors that will advance student learning and development.
- The schedule allows for a balance of intentionally planned active and quiet play; indoor and outdoor gross motor activities; and individual and small group activities.

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- Classroom materials will be used to advance student learning and development opportunities.
 - The program uses activities that will advance student learning and development opportunities and will encourage students to be self-assured and independent through a balanced schedule of teacher-initiated and child-initiated learning activities.
 - The classroom is arranged with clearly defined, well-equipped learning centers including, but not limited to: dramatic play; blocks and construction; library, language arts, technology/media; science and nature; mathematics and manipulative materials; writing; creative arts; sand and water play; and music.
 - If the applicant will be serving three-year-old students, how has or will an appropriate classroom environment be created for that age group that differs from the classroom environment for four-year-old students?

C. Participation in Professional Development

Describe how:

- The program and its teachers will participate in professional development through opportunities provided through the Watertown City School District and statewide including (but not limited to) professional development regarding: Creative Curriculum, Pyramid Model, Second Step, and Professional Book Studies.

D. Family Engagement

Describe how:

- The program provides parents with programmatic information.
- The program provides opportunities for active engagement of parents and/or guardians in the education of their children and does so in a language they understand.
- The program provides, directly or through referral, support services to children and their families necessary to support the child's participation in the prekindergarten program.

E. Suspension and Expulsion

The New York State Education Department is committed to reducing and severely limiting expulsion and suspension practices, with the goal of eliminating these practices in all early childhood settings. To that end, the Watertown City School District requires that no preschool education providers funded through this application suspend or expel any student without first consulting with district administrators. Preschool children are not to be sent home without explicit approval from the district and a plan for that child's safety. Briefly describe:

- How the program will implement behavioral and social-emotional supports to prevent suspensions and expulsions.
- A communication plan for consulting the Watertown City School District regarding disciplinary measures for prekindergarten students.

F. Quality Indicators

Describe how:

- The program will adopt an approved research-based set of quality indicators including, but not limited to, valid and reliable measures of environmental quality, the quality of teacher-student interactions, and child outcomes. NYS approved quality indicators can be found in the [New York State Pre-K Self-Assessment and Quality Improvement Action Plan](#).

IV. BUDGET

Budget of Proposed Expenditures

- [FS-10 Budget Form](#) attached and includes:
 - Salaries and benefits, staff development, parent involvement
 - Materials and supplies:
 - Manipulatives
 - Items for imaginative play
 - Books
 - Art/music supplies
 - Table toys
 - Outdoor supplies

V. CAPACITY

1. If selected, how many children can you serve in the Universal Prekindergarten Program? ____
2. Briefly describe the location(s) of your prekindergarten classrooms.

3. Within the past two years, do you have any record of violation(s) of health and safety codes and/or licensure or registration requirements of collaborating non-profit organizations, community-based organizations, charter schools, and/or libraries and museums?

Yes No

(If yes, please include any record of violation(s) within the past two years of health and safety codes and/or licensure or registration requirements, where applicable, with an assurance that any such violations have been corrected.)

4. If your agency does not meet all the criteria needed to implement the Universal Prekindergarten Program, are you willing to work towards meeting those criteria?

Yes No

VI. PROOF OF INSURANCE: Bidders must enclose proof of insurance.

VII. SIGNATURE

Agency Executive Director/Owner Signature: _____ Date: ____