



## First Class Pre-K Program Quality Assurances

By signing below, \_\_\_\_\_ (*Program Name*) agrees to follow the operating guidelines established by the Office of School Readiness. Please read and initial each item indicating your understanding that as a potential provider, **you will be held accountable for upholding the quality assurances and that your funding is contingent on strict adherence to the assurances. As a First Class Pre-K provider you will be required to do the following:**

- \_\_\_\_\_ Ensure each child in the class be four years old on or before September 1, 2014.
- \_\_\_\_\_ Ensure that each classroom shall have no more than 18 students with a 9:1 student to staff ratio.
- \_\_\_\_\_ Have adequate classroom space: 35 square feet of floor space per child (*in one room*) for 18 children. Room space should not include closet space. Please include room dimensions with your grant application.
- \_\_\_\_\_ Have access to an age-appropriate fenced playground with at least 60 square feet per child. Playground must be fenced if grant awarded
- \_\_\_\_\_ Have water and toilet facilities easily accessible to the classroom.
- \_\_\_\_\_ Hold a current license from the Department of Human Resources or willingness to be licensed and inspected by DHR, or in the case of public schools, meet DHR safety requirements.
- \_\_\_\_\_ Have background checks for personnel of the Pre-Kindergarten program class.
- \_\_\_\_\_ Employ teachers who have the following credentials and qualifications and pay them according to the OSR required pay scale:

### Lead Teacher

- Must be 21 years of age or older
- Must have **at least one** of the following credentials listed below:
  1. Certified in Early Childhood Education
  2. Four-year degree in Child Development

### Auxiliary Teacher

- Must be 19 years of age or older
- Must possess a high school diploma or equivalent
- Must possess a Child Development Associate credential/or appropriate coursework in the field of Early Childhood Education or Child Development (9-12 hours in child development/ECE/or appropriate other coursework)

- \_\_\_\_\_ Commit to using the Teaching Strategies GOLD® assessment tool to fidelity and the OSR First Class Framework to inform and guide instruction.

\_\_\_\_\_ Use Alabama's Developmental Standards for Preschool Children as the standards for guiding and informing instruction.

*Please visit <http://www.children.alabama.gov> for Alabama Developmental Standards for Preschool Children.*

\_\_\_\_\_ Provide 180 days of children's program, 6.5 hours per day, and 7 teacher preparation/in-service days.

\_\_\_\_\_ Provide health screenings for all children (physical exam, vision, hearing, dental), and crisis intervention/mental health services.

\_\_\_\_\_ Assure that teaching staff attend **30 hours** of professional development opportunities, at least 15 hours of which will be provided by the Office of School Readiness. Substitutes must be provided while teachers are at professional development. Student teacher ratio must remain at OSR required levels.

\_\_\_\_\_ Fully participate with the Office of School Readiness staff for continuous improvement of classroom practice, environment, and administration.

\_\_\_\_\_ Provide verification of financial solvency including a recent certified financial statement or most recent audit summary.

\_\_\_\_\_ Input program management information into OSR data system and report information in accordance with OSR guidelines.

\_\_\_\_\_ Develop and implement parent involvement plan.

\_\_\_\_\_ Understand that funding is contingent upon the fulfillment of the above requirements, state funding availability and a successful site visit.

**I certify that the proposed Pre-K classroom will comply with the above requirements:**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Authorized Person

If classroom will be located in a public school, this document must also be signed by Principal of school where site is to be located.

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Printed Name