

First Class Plus Grant



First Class
Alabama's Voluntary
Pre-K Program

ALABAMA DEPARTMENT OF CHILDREN'S AFFAIRS
OFFICE OF SCHOOL READINESS
2013-2014

Overview of First Class: Alabama's Voluntary Pre-Kindergarten Program

Alabama's First Class Pre-Kindergarten Program builds on a system that is voluntary and open to all children. The goal is to expand the program and provide high quality Pre-Kindergarten to all the four-year-old children in the state of Alabama whose parents desire it for them.

First Class Plus Grants

First Class Plus Grants are only available to new classrooms for the first year of operation. These grants are designed to provide funding for the required equipment, supplies and materials necessary for a high quality learning environment.

Grant amount is up to \$120,000 for the first year only. Programs will need to apply for the appropriate type of grant after the first year of operation. Funding of subsequent grants will be based on performance and compliance with the grant requirements in the first year of funding by the Office of School Readiness.

**The Alabama Office of School Readiness
First Class: Alabama's Voluntary Pre-Kindergarten Program
2013-2014 Grant Application**

Instructions

The Office of School Readiness announces the request for proposals for First Class: Alabama's Voluntary Pre-K Program. Please follow the directions in the application carefully. Make sure you read this RFP thoroughly before completing.

Eligibility to Apply: Public school systems, faith-based centers, college/university lab schools, and licensed childcare centers in all counties are eligible.

Please use the Office of School Readiness 2012-2013 Operating Guidelines for First Class Pre-Kindergarten Programs and the *Alabama Developmental Standards for Preschool Children* for programs serving four-year-olds. You can find these documents on the Office of School Readiness section of the Department of Children's Affairs website listed below.

<http://children.alabama.gov/pages/?pageID=10>

Proposal Submission

The proposal deadline is no later than **Monday, May 6 at 5:00 p.m.**

Proposals may be submitted by mail, fax, email or in person.

Mailing Address:

Alabama Department of Children's Affairs
P.O. Box 302755
Montgomery, AL 36130
Attention: 2014 Grant Proposal

Fax:

334-353-2699 (Call Johnny Davis to verify receipt of document at 334-353-2715)

Email:

osrinfo@dca.alabama.gov

Hand delivery (do NOT mail to the following address; mail does not recognize the following address):

Postsecondary Education Building
135 S. Union Street, 2nd Floor
Montgomery, AL

Grantor: Alabama Department of Children's Affairs

Contact for Pre-K Grants: Jan Hume, Director, Office of School Readiness

Section A: Title Page

Instructions: Complete each item. The authorized person (e.g. Executive Director, Superintendent, and Program Director) must sign and date.

Program Name: _____

Program Type (*i.e. private child care, faith-based, college/university center, public school*):

Center Address: _____

City: _____ County: _____ Zip Code _____

Application Contact Person: _____

Title: _____

Telephone Number: _____ FAX: _____

E-mail Address: _____

Mailing Address: _____

City: _____ County: _____ Zip Code _____

Proposed Pre-Kindergarten Program Director (*if different from above*):

Person authorized to give final approval and sign application and contract:

Name: _____

Title: _____

Signature: _____ Date: _____

Designated administrator of the pre-k program if funded (Program Director):

Name: _____

Title: _____

Signature: _____ Date: _____

FIRST CLASS CONTACT INFORMATION

COUNTY: _____

NAME OF SITE: _____

(as name appears on W-9/legal documents)

Pre-K Site **PHYSICAL** Address:

(location of classroom)

Pre-K Site **MAILING** Addresses:

I. Location for Checks

II. Location to Receive ALL OSR Correspondences

Director:

Name- _____
Work #- _____
Cell #- _____ / Fax _____
E-Mail- _____

Chief Fiscal Officer:

Name- _____
Work #- _____
Cell #- _____ / Fax _____
E-Mail- _____

Lead Teacher:

Name- _____
Work #- _____
Cell #- _____ / Fax: _____
E-Mail- _____

Auxiliary Teacher:

Name- _____
Work #- _____
Cell #- _____ / Fax: _____
E-Mail- _____

Section B: Quality Commitment Assurances

Instructions: Please check each item to verify that requirements for the proposed site will be met. The authorized person must sign and date.

All Pre-Kindergarten Providers must follow the operating guidelines established by the Office of School Readiness, to qualify, a potential provider **MUST**:

- ___ Child must be four years old on or before September 1, 2013.
- ___ Each classroom shall have no more than 18 students with a 9:1 student to staff ratio.
 - Programs can apply for a waiver to allow up to 20 children (10:1 ratio) or less than 18 children(>9:1) per classroom if they can document that the waiver will not adversely affect the students and will not affect the program's ability to meet other standards. (e.g. children with involved disabilities)
- ___ Have adequate classroom space – a minimum of 35 square feet of floor space per child or 630 square feet (*in one room*) for 18 children. Room space should not include closet space. Please include room dimensions with your grant application. (*Also provide photographs of room*).
- ___ Have access to an age-appropriate playground (*Provide photographs of playground and equipment*).
- ___ 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 (*all programs must meet the OSR High Quality Pre-K Standards, see Appendix A*)
- ___ Have background checks for personnel of the Pre-Kindergarten program class.
- ___ Have teachers who meet the following credentials:
 - 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
 - Assistant 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 and OSR approved comprehensive, developmentally appropriate curriculum. (Please note that OSR is currently reviewing curricula and will provide a list of approved curricula with funding notification.)

_____ Use a philosophical approach and curriculum that are developmentally appropriate and that address the eight domains in the OSR Performance Standards for four-year-olds. The domains are:

Emergent Literacy
Creative Arts
Technology
Social and Emotional Development

Emergent Numeracy
Science and Environmental Education
Physical Health and Development
Approaches to Learning

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 in a coaching relationship with the Office of School Readiness for continuous improvement of classroom practice, environment, and administration.

_____ Provide verification of financial solvency including a recent certified financial statement or most recent audit.

_____ Understand that funding is contingent upon the absolute fulfillment of the First Class Pre-K requirements, state funding availability, and a successful site visit.

_____ Review and adhere to the Alabama Office of School Readiness High Quality Standards for Pre-Kindergarten. www.children.alabama.gov/pages/?pageID=21

_____ Utilize GOLD assessment and report data for students in accordance with OSR guidelines.

_____ Develop and implement parent involvement plan.

_____ Use Alabama's Developmental Standards for Preschool Children as the standards for providing instruction.

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

Section C: Program Description (Narrative)

Instructions: Please explain, in detail, your efforts in the areas below. This section should be 3-5 pages. Please use roman numeral heading as outlined below for each section of your proposal. Note: Incomplete applications (i.e. missing information, photographs, etc.) will *not* be read.

I. OVERVIEW (10 points)

Please provide an overview of your program.

- Describe your program (history, mission, and vision of program) and your target population
- Describe how children will be selected for the classroom(s) i.e., random selection, promotion, assessment of need, or a combination. (*Note: First come first serve will not be allowed, e.g. families waiting in line and spending the night for slots. Also, teachers and administrators children will not be given preference for slots, this is not allowed.*)
- Include evidence that the program will be housed in an appropriate sized room (35 sq ft per child) with pre-existing playground equipment, located near appropriate water fountain and toilet. (*Attach pictures of classroom and playground.*)

II. EVIDENCE OF NEED (25 points)

Provide and describe evidence of need for establishing a Pre-Kindergarten class in your local community. Include the number of four-year-olds in your community, number of Pre-Kindergarten programs operating in your area, economic conditions in the community, and other factors you deem appropriate to demonstrate need (e.g. academic factors).

III. QUALIFICATIONS/PRIOR EXPERIENCE (5 points)

- Provide the qualifications of the person(s) who will be responsible for the operation/administration of the program. Describe prior experience in administering grants and in providing services for Pre-Kindergarten children. Include level of education, certification/credentials, curriculum training, and other related workshops/classes attended.
- Include the resume or vitae of the person who will be the Program Director or Administrator. Experience and education in early childhood or child development is preferred.

IV. COLLABORATION (10 points)

- Provide three letters of support, one letter **must** be from your local Children's Policy Council and the other two from any partnering agencies or community organizations.
- Describe how you will engage parents through professional development and volunteer opportunities.

V. CLASSROOM PRACTICE (25 points)

- Describe how your curriculum will address each of the eight domains (*Emergent Literacy, Emergent Numeracy, Creative Arts, Science and Environmental Education, Technology, Social and Emotional Development, Approaches to Learning, and Physical Health and Development*) described in the Alabama Performance Standards for four-year-olds.
- Provide an overview of how you will set up your classroom(s) and how the 6½ hours of developmentally appropriate practice will be fulfilled. Discuss schedule, planning, child experiences and teacher/child interactions.

Section D: Budget
(25 Points)

Instructions: Please include a proposed classroom budget, using the First Class Pre-K Budget Form provided. Include a one-page, double spaced budget narrative describing how funding is needed to help your program meet the “Alabama High Quality Pre-K Standards.” Please show how you are going to provide a 25% match, which can include parent fees, local/federal funding, private donation, or additional in-kind costs. In addition to your match and cost to run a quality pre-k program, please base your budget on no more than \$120,000.

Include a narrative with the budget section to include an explanation and description of all other funds that will be used for this classroom. Include source and total amount.

(Note: Remember that this amount cannot be used to supplant funds, only to supplement.)

Budget form is available for download at
<http://children.alabama.gov/pages/?pageID=10>
In the section titled “New” of the OSR website.

Alabama First Class Pre-K Site Budget Worksheet

Name of Program:			
Date:		County:	
Category			
First Class Amount		Matching Funds	Total
Personnel			
Lead Teacher			
Assistant Teacher			
Administrator			
Substitutes			
Background checks			
Fringe Benefits			
Insurance			
Retirement			
Payroll Taxes			
Educational Equipment and Supplies			
Instructional materials			
Classroom furnishings			
Classroom equipment			
Playground equipment and supplies			
Professional Development			
Registration			
Travel (mileage)			
Lodging and food			
Other Equipment and Supplies			
Classroom maintenance and cleaning			
Computer support			
Utilities			
Parent programs and involvement			
Safety equipment and supplies			
Food for children			
Health Services			
Health screenings and referrals			
Special education services			
Health services and supplies			
Travel (Other than professional development)			
Home visits			
Travel in support of classroom			
TOTAL			

First Class amount not to exceed \$120,000