

By signing below, _____ (*Program Name*) agrees to follow the 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 ALL of the following:**

- _____ Ensure each child in the class is four years old on or before September 1, 2016.
- _____ 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 is 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-K 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 a Bachelor's Degree in Early Childhood Education or Child Development, at minimum
 - 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 and the OSR First Class Framework to inform and guide instruction.

- _____ Use *Alabama Developmental Standards for Preschool Children* as the standards for guiding and informing instruction (found at <http://children.alabama.gov/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 lead teaching staff attend **30 hours** of professional development opportunities, at least 15 hours of which will be provided by the Office of School Readiness. Auxiliary teaching staff must attend **20 hours** of professional development opportunities, at least 10 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/engagement plan.
- _____ Understand that funding is contingent upon the fulfillment of the above requirements, state funding availability and successful site visits.
- _____ Will not subcontract. ADECE requires that all staff members at the grantee site must be employed by the Grantee. This is of vital importance to maintain consistent standards for all Grantee employees. The subcontracting of employees can lead to inconsistencies that can negatively impact the delivery of instruction to the students in the Pre-K program.

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

Signature _____

Date _____

Authorized Person _____

If the Pre-K classroom will be located in a public school, this document must also be signed by the principal of the school where the classroom is to be located.

Principal Signature

Printed Name