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## **Sample Application to Establish a School Operated Prekindergarten Education**

**DO NOT COMPLETE THIS FORM. Complete the [surveymonkey application](#).**

### **Establishment of a Public School Operated Prekindergarten Education**

Prior approval from the Agencies of Education and Human Services must be received before a school district may establish a school operated prekindergarten education program. School districts are required to use this application to request permission to establish a new school operated PreK program. This new requirement applies to all school districts whether they choose to offer universal prekindergarten education starting in 2015 or 2016; it replaces the community needs assessment districts were required to complete under Act 62.

Responses to completed applications will be provided within thirty (30) business days from submission of a completed application.

#### **1. Capacity of Proposed Pre-K Program**

What is the total number of children your proposed Pre-K program could serve?

Of the total number, how many children would be 3 years old?

Of the total number, how many children would be 4 years old, including any 5 year olds not enrolled in kindergarten?

#### **2. Characteristics of Proposed School Operated Pre-K Program**

Where would the proposed Pre-K program be located? (please provide the name of the schools)

Has the space been licensed by the Child Development Division at DCF? If not, when is the licensing visit planned?

How many Pre-K classrooms are you planning to establish?

Would the classroom(s) be multi-age or single age groupings?

What are the hours and days of your proposed Pre-K classes?

Are you willing to serve children with identified special needs?

**3. What is your proposed staffing for this new Pre-K program?**

**Data and Rationale for Establishing a School Operated Pre K Program**

**1. What are the characteristics of the families in your region?**

How many two to five year old children reside in your region (i.e., your school district and bordering districts)?

Where are the children in your region currently receiving early childhood education and services?

What do the parents of these young children say they want and need for their children?  
How do you know this?

**2. What are the characteristics of the early education and care programs in your region?**

What is the total number of early childhood programs (centers and homes) located in your region (i.e., your school district and bordering districts)?

How many of these programs are Prequalified Pre-K programs?

Where are the Prequalified PreK programs within your region located?

What is the enrollment capacity of these Prequalified Pre-K programs?

What outreach have you made to the Prequalified Pre-K programs in your region?

Do the Prequalified Pre-K programs in your region have the capacity to serve children with special needs? Why or why not?

**3. How will the establishment of a school operated prekindergarten program affect existing early childhood programs (centers and homes) in the region? Please explain thoroughly and identify your sources of information.**

**4. Please list the dates, times and locations of community meetings to discussion establishing a school operated prekindergarten program in your school district. How were these meetings publicized? Please summarize all public comments you received.**

**5. What additional activities were used to gather information from the community/ region about establishing a school operated Pre-K program? (Additional activities**

could include holding a community forum, sending a questionnaire to families with young children, surveying Prequalified Pre-K programs in the region, researching existing data reports and school census, meeting with existing groups).

6. Please explain why there is a need to establish a school operated Pre-K program in your region. Refer to the data provided above as well as other information when you write the rationale for your request below.
7. What will be the implications of the decision to expand prekindergarten education on the school district's budget and property tax rate?
8. Please list the contact information for the person completing this application.

Name:

Title:

SU/SD or School:

Address:

Town/City:

Email Address:

Phone Number:

By submitting this application you agree that the information submitted is true and correct to the best of your knowledge.