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# PreKindergarten Program Qualification

## *Readiness Checklist and Online Application Instructions*

The PreKindergarten (PreK) *“I’m Ready to Apply”* checklist below is a tool designed to assist you with identifying and gathering the necessary information and documents as you prepare to submit your program PreK qualification online application to become a recognized publically funded private or public PreK education program. If your program has multiple sites, complete checklist for each site.

Please note: In order to apply to become a qualified PreK program, your program must be in good regulatory standing with Department for Children and Families [Childcare Licensing Regulations](#) and all program personnel must have fingerprint and criminal record background check clearance completed [DCF Forms for childcare providers](#). If checks were not completed and approved, you may not apply to become a qualified PreK provider.

<i><u>PreK Qualification “Ready to Apply” Checklist</u></i>	YES, I have this information!	NO, I still need to gather this information
1. Do you know if you are submitting a New or Renewal application?	<input type="checkbox"/>	<input type="checkbox"/>
2. Verify your program information in the Bright Futures Information System ( <a href="#">BFIS</a> ).		
a. Program legal name	<input type="checkbox"/>	<input type="checkbox"/>
b. Physical Address	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing Address	<input type="checkbox"/>	<input type="checkbox"/>
d. Total capacity of children	<input type="checkbox"/>	<input type="checkbox"/>
3. I located our Childcare license # on our CDD childcare license. I am ready to enter this number exactly how it is stated on our childcare license certificate.	<input type="checkbox"/>	<input type="checkbox"/>
4. Contact information: name, position, email, and phone. This should be the name of the individual completing the online application, their position, and email.	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you know if your program is not owned, operated or managed by, or affiliated with a church, religious group, religious society, or other faith-based organization AND/OR does not provide any religious education, materials, resources or worship?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you know your programs quality rating?		
a. My program has NAEYC accreditation.	<input type="checkbox"/>	<input type="checkbox"/>
b. My program has a minimum of 4 STARS with at least 2 points in each of the 5 arenas.	<input type="checkbox"/>	<input type="checkbox"/>
c. My program has 3 or 4 STARS with an approved plan to obtain 2 points in each of the 5 arenas. Do you know the date of the approved STARS Plan?	<input type="checkbox"/>	<input type="checkbox"/>

<b><u>PreK Qualification “Ready to Apply” Checklist</u></b>	<b>YES, I have this information!</b>	<b>NO, I still need to gather this information</b>
7. I’ve reviewed my program curriculum and am ready to choose at least three standards that best align my curriculum with the <a href="#">VELS</a> standards.	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you have an employed or contracted licensed early childhood educator (ECE) or early childhood special educator (ECSE) and do you have the following information:		
a. Educator Name as registered in Vermont Online Licensing System for Educators ( <a href="#">ALIS</a> )	<input type="checkbox"/>	<input type="checkbox"/>
b. License Type: I (Level 1), II (Level 2), E (Emergency), P (Provisional), R (Retired)	<input type="checkbox"/>	<input type="checkbox"/>
c. License Expiration Date enter for the licensed educator.	<input type="checkbox"/>	<input type="checkbox"/>
d. Endorsement Type: Choose ECE or ECSE.	<input type="checkbox"/>	<input type="checkbox"/>
9. Enter the number of sessions you operate per week. This is the number of AM/PM and/or full day sessions.	<input type="checkbox"/>	<input type="checkbox"/>
10. Are you prepared to provide assurance that your program serves students with an Individualized Education Plan (IEP)?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are you prepared to provide assurance that your program will serve students for a minimum of 10 hours per week, 35 weeks of the school calendar year.	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered “Yes” to all items on this checklist and decided that your program is “Ready to Apply”, please go to [PreK Qualification Application](#) to complete and submit your application.

**Please note the following:**

- Applications must be submitted online; applications that are mailed or emailed will be returned.
- Once you log on to the [PreK Qualification Application](#), be certain to answer all questions and when complete submit your application online.
- Upon submission, you will receive an email that the AOE has received your application. You will also receive copy of your application in PDF format.
- Incomplete applications will not be processed.
- Staff from the Agency of Education and the Department for Children and Families will review completed applications, verify content, determine eligibility, and notify applicants within 30 business days of receiving a completed application.
- If your application is denied, you may request reconsideration within 10 business days of notification of denial.
- The link to this *Readiness Checklist and online Application Instructions* and to the PreK Qualification Application is located at [AOE Universal PreK](#).

For more information, contact Mack Jones at [Mack.Jones@vermont.gov](mailto:Mack.Jones@vermont.gov) or 802-479-1142.