

## Prequalified Prekindergarten Education Program Annual Assurance Checklist

As a prequalified universal prekindergarten education program, you are required to submit an annual assurance form to the Vermont Agency of Education. Submission of the annual assurance will verify that your program will maintain compliance with all UPK requirements under Act 166. Please complete this Annual Assurance form to maintain your prequalification status. If your program has multiple sites, complete a separate application for EACH site.

This readiness checklist will help programs to prepare prior to submitting annual assurance information and evidence. Please review this checklist before starting the on-line annual assurance form to verify information needed to complete the form.

<b>Prequalified Prekindergarten Education Program Annual Assurances Checklist</b>	Yes, I have this information.	No, I still must gather this information.
<b>Requirement 1:</b> Do you know that your organization will not use public tuition money for religious education, religious materials, or worship?		
<b>Requirement 2:</b> My program meets the minimum requirement. I confirm my organization has attained a minimum of 3 STARS with an approved plan.		
<b>Program Information:</b> Program Type: Public School District or Supervisory Union/District /Private Licensed Center/ Private Registered or Licensed Family Child Care Home.		
<b>Program Information:</b> Organization Type: For Profit/Non-Profit/Head Start/Public School.		
<b>Program Information:</b> Physical and Mailing Addresses Verify all contact information with Bright Futures <a href="#">BFIS</a> . Please note it is critical that the program name, location, address, director's name, email etc. that is entered on the prequalification application matches exactly to your program information as listed in BFIS.		
<b>Program Information:</b> Primary Contact Name/Position/Email/Phone.		
<b>Program Information:</b> Secondary Contact Name/Email/Phone.		
<b>Program Information:</b> Child care license number from your certificate.		
<b>Program Information:</b> What is the quality (STARS) rating of your program?		
<b>Program Information:</b> What hours does your program designate for Pre-K instruction? Example: Monday through Friday, 9am-Noon. Must equal at least 10 hours.		

<p align="center"><b>Prequalified Prekindergarten Education Program Annual Assurances Checklist</b></p>	<p align="center">Yes, I have this information.</p>	<p align="center">No, I still must gather this information.</p>
<p><b>Vermont Early Learning Standards (VELS): Developing Self:</b> For each section, please indicate all of the goals on which your program’s curriculum aligns with the VELS standards.</p>		
<p><b>Vermont Early Learning Standards (VELS): Communication and Expression:</b> For each section, please indicate all of the goals on which your program’s curriculum aligns with the VELS standards.</p>		
<p><b>Vermont Early Learning Standards (VELS): Learning About the World:</b> For each section, please indicate all of the goals on which your program’s curriculum aligns with the VELS standards.</p>		
<p><b>Personnel Qualification:</b> Number of Vermont licensed educators your program has. UPK Personnel Qualifications require all PreK programs to have a Vermont licensed early childhood educator (ECE) or Vermont licensed early childhood special educator (ECSE). However, the specific requirements vary depending upon the type of early learning and development program.</p>		
<p><b>Personnel Qualifications:</b> For each Vermont licensed educator you will need the following information: <b>Name/Date of Birth/License Type/Expiration/Endorsement.</b> This information should be verified and entered as registered in Vermont Online Licensing System (<a href="#">ALIS</a>).</p>		
<p><b>License Type:</b> I (Level 1), II (Level 2), E (Emergency), P (Provisional), R (Retired).</p>		
<p><b>License expiration date for each licensed educator.</b></p>		
<p><b>Endorsement Type: Select ECE, ECSE or Both.</b> Vermont licensed early childhood educator (ECE) or Vermont licensed early childhood special educator (ECSE). Please document the highest license type/level held.</p>		
<p><b>Assurances:</b> Do you include children with disabilities, or are you willing to include children with disabilities in your program?</p>		

**In this section you are asked to confirm that your program upholds the Universal Pre-K Education Program prequalified eligibility requirements.**

1. I assure that the information I have provided is accurate and correct to the best of my knowledge.
2. I assure that the prekindergarten education I will provide is non-religious.
3. I assure that the prekindergarten education program will operate a minimum of 10 hours per week, and 35 weeks during the academic year.

4. I assure to adhere to all applicable federal and state laws including, but not limited to, Part B of IDEA, Section 504 of the Rehabilitation Act of 1973, the ADA and Title VII of the Civil Rights Act of 1964 and, for children receiving ECSE services who are enrolled in the prekindergarten program, allow access to ECSE service providers.
  - a. I assure to adhere to and report child incident data on restraint and seclusion requirements under State Rule 4500.
  - b. I assure to adhere to and report child incident data on Suspension and Expulsion requirements under 16 V.S.A. § 829(e)(10).
  - c. I assure that this program does not discriminate on the basis of race, color, national origin, creed, marital status, sex, disability, age, toileting, gender identity or sexual orientation in its prekindergarten education program and instructional activities.
5. I assure to report child assessment data (that are accessible by VT AOE) by July 31.
6. I assure to provide parents or guardians with a report of child's developmental progress at least twice per year and offer parents two opportunities per year to meet with the teacher.
7. I assure to provide opportunities for effective parental involvement and participation.
8. I assure to permit on-site visits, announced and unannounced, by representatives from the Agency of Education, the Department for Children and Families, and partner School District staff.
9. I assure to participate in the state approved prekindergarten education monitoring system, described in Section 2612.
10. I assure to report any changes in compliance that could affect the program's status as a qualified prekindergarten education program to the Agencies of Education and Human Services within five days of the change.

**Additional Information may be uploaded in this section.** i.e. program/parent handbooks, lesson plans aligned with VELs, parent engagement flyers, or recent professional development for staff evidence.

**Website/Links Textbox** for program/family handbooks or program website.

**Reminders:**

Before you submit: Please review your Annual Assurance Form to ensure all information is correct before submitting.

Annual Assurance Forms with incorrect information will be declined and you will need to submit a new form.

**For questions please contact the Early Education Team.**

Phone: 802-828-4847 or 802-828-1332

Email: [AOE.UPK@vermont.gov](mailto:AOE.UPK@vermont.gov)