SWEET HOME CENTRAL SCHOOL DISTRICT
OF AMHERST AND TONAWANDA

M E M O R A N D U M

TO: Michael V. Ginestre, Superintendent of Schools

FROM: Donald G. Feldmann, Assistant Superintendent of Finance & Plant Services

DATE: January 31, 2024

RE: Universal Pre-Kindergarten Community Based Organization RFP recommendation

Background

Specification for the Request for Proposal (RFP) for Universal Pre-Kindergarten Community Based Organization were developed by the Business Office and Office of Instruction. The specifications were for up to four (4) Universal Pre-Kindergarten classrooms to accommodate up to seventy-two (72) students. Specifications were available on December 9, 2024 and proposals were due back to the District on January 7, 2025. The current RFP the District was working under expires on June 30, 2225 and was no longer eligible to be extended.

The District received one response to its request:

- **Eilmar Inc / Four Seasons Child Care Center**

TOTAL COST OF PROPOSAL FOR 2025-26 School Year: $6,194.44 per student

Recommendation

I recommend that we award this RFP in total to **Eilmar Inc. / Four Seasons Child Care Center** for the 2025-26 school year. Four Seasons has been a long-time partner for the District for Universal Pre-Kindergarten. They currently host three sections of our UPK program at St. Leo's. If enrollment remained steady and we offered three sections next year under this proposal, the **total cost would be $334,499.76**. This would represent **no cost change** from the current school year.

With Board of Education approval, the District does have the option of extending this agreement for the 2026-27 and 2027-28 school years.

Sweet Home Central School District
Of Amherst & Tonawanda
Board of Education
1901 Sweet Home Road
Amherst, New York 14228

NOTICE TO BIDDERS

The Board of Education of Sweet Home Central School District ("District") of the towns of Amherst and Tonawanda, in accordance with Section 103 of General Municipal Law, hereby invites the submission of sealed RFPs from reputable and qualified Universal Pre-Kindergarten providers for:

UNIVERSAL PRE-KINDERGARTEN (UPK) PROGRAM 2025-2026
4 Sections – 72 Students Total

Sealed bids must be clearly marked and will be received until 2:00 pm on January 7, 2025:

Sweet Home Central School
District Business Office
Attn: Donald Feldmann, Asst. Superintendent for Finance & Plant Services
1901 Sweet Home Road
Amherst, NY 14228

Each RFP will be awarded to the vendor with the highest points scored based on the following criteria:

1. 10 points - Quality of proposal submitted
2. 10 points - Completeness of the proposal submitted
3. 15 points - Experience in the field and qualifications of the professional staff assigned to the program
4. 30 points - Overall cost of program
5. 15 points - References
6. 20 points - Proximity of facility to Sweet Home CSD and walkthrough inspection of facility

The Board of Education reserves the right to reject any or all submissions.

Name of Bidder Eilmar Inc. / Four seasons child care center

Address of Bidder 885 Sweet Home Rd. Amherst, NY 14226

Contact Person Margaret Blake Becky Crozier Phone (716) 508-1140

Email Address missbecky@fourseasonsfamily.com Fax # N/A

TABLE OF CONTENTS

1. Introduction....3
2. Proposal Due Date....3
3. Pre-Proposal Questions....3
4. Contract Term....3
5. Nature of Services Required....3-6
6. District Oversight....6-7
7. Transportation....7
8. NYSED Requirements....7
9. Proposal Submission, Scoring & Evaluation....7-8
10. Investigation of Qualifications....8
11. Insurance Requirements....8-10
12. Anticipated Proposal Timeline....10
13. Proposal Requirements....10-12
14. Evaluation Process....13
15. Terms of Engagement....13
16. Appendix A: Sweet Home Central District UPK/Statewide Universal Full Day Pre-Kindergarten Program (SUFDPK) Expectations....14-16
17. Appendix B: Agency Information Form....17-18
18. Appendix C: Non-Collusive Bidding Certification....19
19. Appendix D: Resolution – for Corporate Bidders Only....20
20. Appendix E: Background/Criminal Certification....21
21. Appendix F: Proposer Warranties & Certification....22
22. Appendix G: Certification of Compliance with the Iran Divestment Act....23
23. Appendix H: Hold Harmless Agreement....24
24. Appendix I: Agency Questionnaire....25-28
25. Appendix J: Proposed Budget....29

1. INTRODUCTION

The Sweet Home Central School District, hereinafter referred to as "the District," invites proposals ("RFP") from qualified agencies (The Agency) to collaborate with the District's Universal Pre- Kindergarten (UPK) Program for the 2025-2026 school year, with an option to renew for the 2026-2027, 2027-2028 school years. The District is seeking the Agency to provide the site and run the entire program for approximately 72 students.

2. PROPOSAL DUE DATE

Proposals will be accepted up until **2:00 PM** on **January 7, 2025** at the district office of Sweet Home Central School District, 1901 Sweet Home Road, Amherst, NY 14228 at which time and place all RFPs received timely will be publicly opened.

3. PRE-PROPOSAL QUESTIONS

All questions and answers should be emailed to dfeldmann@sweethomeschools.org no later than January 3, 2025, 4pm.

The District reserves the right to amend the RFP based on questions and issues raised at any time prior to the RFP submission deadline.

Failure of any Proposer to receive any Addendum or interpretation issued shall not relieve any Proposer from any obligations under his/her Proposal submitted. Only questions answered by formal written Addenda will be binding.

Information obtained from any source other than the aforementioned website is not official and may be inaccurate.

4. CONTRACT TERM

The contract, once awarded, shall be in effect from July 1, 2025 through June 30, 2026, with an option to renew for two additional one-year periods, at the discretion of the District, under the same terms and conditions as mutually agreed by the District and the awarded firm.

Proposals will remain firm for a period of 45 days following the date of the opening, and shall thereafter remain firm until and unless the Proposer provides written notice to the Sweet Home Central School District, Assistant Superintendent for Finance & Plant Services that the proposal has been withdrawn.

5. NATURE OF SERVICES REQUIRED

The District is seeking proposals from qualified agencies to Subcontract with the District under a Universal Pre-Kindergarten S 3602-e(12), under the United States Department of Education and United States Department of Health and Human Services in Partnership with New York State Education Department. The Agency will work in collaboration and under the supervision of the District to provide Universal Pre-Kindergarten placements. The Agency is expected to enhance program quality by adopting "best practices" program

standards including valid and reliable measures of environmental quality, the quality of teacher-student interactions, and student outcomes.

Successful proposer(s) shall provide Universal Pre-Kindergarten program services consisting of but not limited to, the following:

A. Five (5) hours of instruction per day, five (5) days per week program for the four-year old's (children born before December 1, 2021) for at least 180 days during the 2025-2026 school year. The UPK program calendar should align with the Sweet Central Home School District's calendar.

B. The program must be aligned with all of the District's policies and will meet the requirements of the expectations set forth in Appendix A. The proposer will also follow all the regulations and policies regarding Statewide Universal Full Day Prekindergarten Program (SUFDPK) registration and enrollment.

C. Agency must be able to screen the new entrants (Part 117 of Regulations) as per Child Screening and Assessment, Section 151-1(c): Health and Nutrition for the following; possibly gifted, a child with a disability and limited English proficiency utilizing district approved assessments.

D. The Agency will work with the District to align curriculum and instruction with NYS Prekindergarten Foundation for the Next Generation Learning Standards during the contracted period.

E. The Agency will also adopt approved quality indicators of assessment using evidence-based research that is developmentally appropriate and aligned with the district's curriculum of instruction, as determined by the Board of Education and Superintendent of Schools.

F. The program will serve food that will meet National School Lunch Program and School Breakfast Program (NSLP and NSP) requirements. Meals/Snacks need to be provided in an environment conducive to staff/child interaction and appropriate to meet children's needs. There should be sufficient time for eating and interaction and social emotional growth.

G. Provide support services to children and families such as social and health related services by partnering with the District and other established partners.

H. Follow the district established school calendar and hours of operation, including the requirement of a minimum of five (5) instructional hours per day. Teachers, leaders and staff are expected to participate in District provided professional development days.

I. The Agency will help the transition of Universal Pre-Kindergarten students to Kindergarten by providing the following services:

1. Strengthening their cognitive skills.

2. Increase early literacy skills (reading, writing, speaking, listening and information processing).

3. Increase their creative and artistic abilities.

4. Improve inter and intra personal skills, feelings of self-worth, and become independent at a developmentally appropriate level.

5. Increase appreciation of diversity and improve understanding of their own heritage and its relationship to self-image and interactions with others.

6. Enhance personal, physical and emotional wellness following the components of NYSED Social Emotional Learning Benchmarks. NYSED - Social Emotional Learning

7. Increase physical skills including fine and gross motor movement, kinesthetic and spatial relationships.

8. Encourage parental involvement in their child's education.

9. Ensure parents have ease of utilization and access to program and program services.

10. Integrate preschool children with disabilities.

J. The Agency will also meet the needs of English Language Learners in the following categories:

1. Language Instruction Educational Programming — Included in the U.S. DOE's Every Student Succeeds Act's (ESSA) Early Learning Non-Regulatory Guidance which contains explicit language related to the instruction to ELLs and providing professional development to teachers: "States must assist teachers (including preschool teachers), principals, and other school leaders, state educational agencies, and schools in establishing, in implementing and sustaining effective language instruction educational programs designed to assist in teaching English Learners including immigrant children and youth." [SEC.3102 Purposes]. In light of this guidance, the Agency teachers must:

   A. Understand language development.
   B. Recognize the connection between the home language and English.
   C. Connect oral language to emergent literacy.
   D. Provide developmentally, culturally and linguistically responsive Pre-K academic curriculum and instruction.

2. Multilingual Learner Identification — Establish the use of NYSED's *Emergent Multilingual Learners Language Profile for Pre-Kindergarten Students* to identify students who speak a language other than English.

K. All individuals providing services to students in the Universal Pre-Kindergarten Program must comply with the New York State Safe Schools Against Violence in Education (SAVE) law fingerprinting requirements. All such individuals must be cleared by the New York State Education Department in accordance with the provisions in the SAVE law prior to providing service under the Universal Pre-Kindergarten Program. Proof must be presented to the District of such clearances.

L. The Agency will keep daily attendance records and will provide them monthly to the District's Administrator of the Pre-Kindergarten Program.

M. Universal Pre-Kindergarten regulations specify that the nursery/daycare center cannot charge parents for the portion of its program that is paid for by Universal Pre-Kindergarten funds. As a result, all participating families may be asked to sign a form verifying that they are not being charged tuition at all). In addition, if a proposer is reimbursed by an outside funding source (e.g. State, Federal and or foundation funds) for a child, it cannot also accept Universal Pre-Kindergarten funding for the portion of the day already being subsidized.

6. DISTRICT OVERSIGHT

The District will provide direct oversight of the program via a District-employed New York State Certified School Administrator. The Administrator's responsibilities will include:

A. Will monitor the resulting contract and provide oversight of the Agency's program and support services.

B. Will have complete access to the buildings and will make announced and unannounced visits to the sites at any time when the program is in operation. Also, during the course of the year, District staff members will be making periodic visits to the facilities to ensure that the program is conducted in a developmentally appropriate way, provides rich academic experiences for the student and complies with the standards for preschool programs established by the state.

C. Will oversee the Agency's program in the implementation of the requirements of the New York State Education Department ("NYSED") through a quarterly Quality Assurance review. The Agency must attend at least four leadership meetings with the District annually.

D. The District will provide support or provide guidance in hiring, staff observations and evaluations, if deemed necessary.

E. Collaborate with the on-site Education Director on all program management, educational issues, design and implementation of Kindergarten transition and vertical articulation, child find responsibilities, talented and gifted, and curriculum.

F. Participate in the development, structure and delivery of instructional services, including program assessment.

G. Provide a direct link to the School District Administration for program services' coordination.

H. The District will provide support or guidance in consultation with Assistant Superintendent for Curriculum and Instruction and/or Director of Curriculum of Instruction on teacher continuance based on the observation and evaluation processes, if deemed necessary.

I. Will coordinate with the District and Central Registration on procedures for participation in the program.

7. TRANSPORTATION

Depending on the location of the Agency, the District may provide transportation for students in the program.

8. NYSED REQUIREMENTS

Please review the NYSED site for additional information:

https://www.nysed.gov/sites/default/files/programs/early-learning/reformated-family-faqs_0.pdf

9. PROPOSAL SUBMISSION, SCORING AND EVALUATION

Please provide one (1) original and two (2) copies of your proposal response. **Submittals that are faxed, or emailed, will NOT be accepted.** Proposals received will be evaluated by a committee.

These proposals are being solicited through a fair and open process. Agencies that are willing to provide the described services as requested above, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

1. 10 points - Quality of proposal submitted
2. 10 points - Completeness of the proposal submitted
3. 15 points - Experience in the field and qualifications of the professional staff assigned to the program
4. 30 points - Overall cost of program
5. 15 points - References
6. 20 points - Proximity of facility to SCSD and walkthrough inspection of facility

Proposals will be evaluated considering the methods to be used to meet the requirements of the Scope of Services and the availability of qualified personnel who are proposed to work on this project. Included will be the reasonableness of the time schedule proposed to complete this project. Assessment of the Proposers past and present performance will be one of the means of evaluating the credibility of the Proposal and the relative capability to meet the requirements of the Scope of Services.

Proposals will also be evaluated considering the Proposer's experience, knowledge, and the qualifications as well as the full-time availability of personnel assigned.

The award will be made to that responsible Proposer, whose Proposal conforms to the requirements of this RFP, and is considered most advantageous to the District, considering the Proposal Evaluation criteria in this section. In making the determination of the award, the School District's decision will be final.

The District reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the services from other sources if deemed most advantageous to the objectives of the District.

During the evaluation process, the Board of Education or its designee, may, at its discretion, request any one or all agencies to make oral presentations. Such presentations will provide agencies with an opportunity to answer any questions the Board of Education or its designee may have regarding the agency's proposal. Not all agencies may be asked to make such oral presentations.

The District reserves the right without prejudice to reject any or all proposals.

10. INVESTIGATION OF QUALIFICATIONS

The work and services described in this Request for Proposals include the performance of activities directly affecting the safety of the students of the District and the public generally. The District may make any investigation necessary to determine the ability of any Proposer to fulfill the Contract, and the Proposer shall furnish the District with all such information for this purpose as the District may request.

The District reserves the right to investigate all references and information submitted by the Proposer pursuant to the requirements of these documents. The final selection of the agency shall be made at the discretion of the District's Board of Education based upon all relevant factors, including but not limited to price.

11. INSURANCE REQUIREMENT

A. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the proposer hereby agrees to effectuate the naming of the district as an

unrestricted additional insured on the proposer's insurance policies, with the exception of workers' compensation and professional liability. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract.

B. The policy naming the district as an additional insured shall:

1. From an A.M. Best rated "secured" insurer, authorized to conduct business in New York State.

2. Contain a 30-day notice of cancellation.

3. State that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers.

4. The district shall be listed as an additional insured by using endorsement CG 2026 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.

C. The proposer agrees to indemnify the district for any applicable deductibles.

D. Required Insurance:

1. Commercial General Liability Insurance $1,000,000 per occurrence/ $2,000,000 aggregate.

2. Automobile Liability $1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.

3. Workers' Compensation and N.Y.S. Disability Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees.

4. Professional Errors and Omissions Insurance $1,000,000 per occurrence/ $2,000,000 aggregate for the professional acts of the consultant performed under the contract for the district. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.

5. Excess Insurance On a "Follow-Form" basis, with limits of $3,000,000 each occurrence and aggregate.

6. Daycare Providers Errors and Omissions Insurance $1,000,000 each occurrence and aggregate. Coverage for the errors and omissions of the board, administrators and employees.

E. Proposer acknowledges that failure to obtain such insurance on behalf of the district constitutes a material breach of contract. The contracted vendor is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the district to object to the contents of the certificate or the absence of the same shall not be deemed a waiver of any and all rights held by the district. The district is a member of the Utica National Insurance Group. The proposer further acknowledges that the procurement of such insurance as
required herein is intended to benefit not only the District but also the Utica National Insurance Group, as the District's insurer.

12. ANTICIPATED PROPOSAL TIMELINE

The following is a list of key dates up to and including the date proposals are to be submitted:

- Request for proposals issued: **December 9, 2024**
- Due date for proposals: **January 7, 2025 2:00 PM**

13. PROPOSAL REQUIREMENTS

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the agency seeking to provide the service of administering the District's universal Pre-Kindergarten (Pre-K) Program. The substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the agency and of the particular staff to be assigned to this engagement. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposing agency's capabilities to satisfy the requirements of the request for proposal.

A. Submission of Proposals: No late submissions will be accepted. The proposers are solely responsible for ensuring that the proposal is received by the Assistant Superintendent for Finance & Plant Services prior to the time and date set forth herein. The entire responding proposal to the request shall be placed in a sealed envelope marked with the words: "2025-2026 RFP UPK."

All proposals must be sent to the following address and received at that address in the Sweet Home Central School District by January 7, 2025.

Sweet Home Central School District
Donald Feldmann, Assistant Superintendent for Finance & Plant Services
1901 Sweet Home Road
Amherst, NY 14228

B. Proposal Content: The proposal package shall include the following items:

1. One (1) original and two (2) copies

2. Title Page showing the RFP's subject; the agency's name; the name, address and telephone number of a contact person; and the date of the proposal.

3. A signed letter of transmittal that briefly states the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the agency believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm offer to provide the service of administering the District's Universal Pre-Kindergarten (Pre-K) Program for the 2025-2026 school year with an option to annually renew for 2026-2027, 2027-2028 school years.

4. Three (3) parental references with name and contact information.

5. List of school district clients (if any) to whom services were provided in:

    a. 2023-24 school year.

    b. 2024-25 school year.

6. The name(s) of principals, partners, or employees in the agency who have done business with the District in the last 5 years and the nature of that business with the District. For purposes of this subparagraph, "doing business with the District" includes vending or other contractual obligations to the District or being an applicant for employment in the District.

7. Disclosure and description of any disciplinary proceedings pending against the Agency in any jurisdiction or whether discipline has been previously imposed against the Agency in any jurisdiction. If discipline has previously been imposed, state the date, jurisdiction, nature of the ethics violation and the penalty imposed. If proceedings are pending, specify the jurisdiction, the charges and the likely time of their disposition.

8. Disclosure and description of any arrests or convictions against any members of the agency.

9. Assurance of ability to provide executed copies of the Certificates of Insurances.

10. Describe the proposed site including the street address, number of classrooms, square footage. **The following documents must be included in the submittal.**

    a. Certificate of Occupancy.

    b. Asbestos Environmental Building Management Plan (AHER or ASHARA).

    c. Fire inspection reports.

    d. Fire alarm reports.

    e. If property is owned by the Agency, a copy of your most recent mortgage statement.

    f. Memorandum of Agreement/Lease with property owner, if the property is being leased.

11. A completed Agency Information Form **(See Appendix B).**

12. A completed Non-Collusive Certification **(See Appendix C).**

13. A completed Non-Collusive Resolution (Required for Corporations) **(See Appendix D).**

14. A completed Background / Criminal Check Certification **(See Appendix E).**

15. A completed Proposer Warranties **(See Appendix F).**

16. A completed and notarized Iran Divestment Act Certification **(See Appendix G).**

17. A completed and notarized Hold Harmless Agreement **(See Appendix H)**

18. A completed Agency Questionnaire **(See Appendix I)**

19. A completed Proposed Budget **(See Appendix J)**

20. If awarded this bid, the following documentation must be provided:

    a. A signed privacy agreement form.
    b. A completed W-9 form
    c. A vendor information form

14. EVALUATION PROCEDURES

These proposals are being solicited through a fair and open process. Agencies that are willing to provide the described services as requested above, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

1. 10 points - Quality of proposal submitted
2. 10 points - Completeness of the proposal submitted
3. 15 points - Experience in the field and qualifications of the professional staff assigned to the program
4. 30 points - Overall cost of program
5. 15 points - References
6. 20 points - Proximity of facility to SCSD and walkthrough inspection of facility

Those criteria and the other requirements herein are intended to be non-restrictive for the purpose of obtaining participation of qualified professionals and uniformity in the manner of submission of proposals.

The District reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the services from other sources if deemed most advantageous to the objectives of the District.

The District's determination of the applicant(s) who is/are most advantageous to the goals and objectives of the District shall be final and conclusive. The appointment shall be determined by majority vote of the Board of Education on a resolution at an open public meeting. No applicant shall cause or influence, or attempt to cause or influence, any District official, officer or employee to secure unwarranted privileges or advantages.

During the evaluation process, the Board of Education or its designee, may, at its discretion, request any one or all agencies to make oral presentations. Such presentations will provide agencies with an opportunity to answer any questions the Board of Education or its designee may have regarding the agency's proposal. Not all agencies may be asked to make such oral presentations.

The District reserves the right without prejudice to reject any or all proposals.

15. TERMS OF ENGAGEMENT

A one (1) year engagement in the 2025-2026 school year with the option to renew annually for the 2026-2027 and 2027-2028 school years, at the Board's option, is contemplated by the Board of Education according to the terms listed above.

APPENDIX A: SWEET HOME CENTRAL SCHOOL DISTRICT UPK/ STATEWIDE UNIVERSAL FULL-DAY PREKINDERGARTEN PROGRAM (SUFDPK) EXPECTATIONS:

1. **Facility Quality:** The Agency will provide a facility that is well maintained, clean and appropriate for educating students who are four (4) years of age. There will be adequate space for outdoor play with appropriately maintained equipment. The bathrooms will be immediately accessible and barrier free. The classrooms will be arranged into learning areas/centers and allow for the safe movement and activity for the number of children enrolled. Inspections will be made regularly by the District and areas in need of correction will be addressed in a timely manner. All buildings, premises, equipment and furnishing used for the Universal Pre-Kindergarten program shall be safe and suitable for the comfort and care of the children, shall comply with all applicable requirements of the Americans with Disabilities Act and shall be provided and maintained in a state of good repair and sanitation. Buildings and classrooms operated by eligible agencies shall meet all applicable fire, safety and building codes. Section 151.1.10 of the Regulations of the Commissioner of Education sets forth the requirements which must be met by all facilities used for Universal Pre-Kindergarten classes.

2. **Curriculum and Instruction:** The Agency will provide for an age and developmentally appropriate curriculum and activities that are learner-centered and play-based. Curriculum materials will be selected and/or approved by the District.

3. **Screening and Assessment:** The Agency will administer the District approved screening assessment to each student at the beginning of each school year as well as at the end of the school year. The results of this screening assessment will be used to determine if a referral to the District's Committee for Pre School Special Education ("CPSE") is appropriate and to identify if additional supports are necessary. In addition, the Agency will administer the District approved and curriculum based assessment three times per school year- specifically in the Fall, Winter and Spring.

4. **Ensuring Continuity of Instruction and Transition to School-Age Programs:** With guidance from the District, the Agency will provide workshops and parent meetings regarding the Pre-Kindergarten to Kindergarten transition process. Specifically, each Universal Prekindergarten ("UPK") teacher will visit the District's Kindergarten classroom at least once annually.

5. **Identification, Inclusion, and Support of Students with Special Needs:** The Agency will assure that students with disabilities participate in regular education activities unless otherwise indicated in the students' Individualized Education Program ("IEP") and that accommodations are made, as needed. The Agency will use the results of the screening assessment, classroom observations, and teacher or parental concerns to identify children who may require a referral to the CPSE. The Agency will work with parents and the District to make referrals for testing and services.

6. **Inclusion, instruction, and Support of English Language Learners:** The Agency will support diversity, parent involvement and the retention/promotion of a student's home language as he/she progresses toward English learning. As much as is practicable, the

   Agency will provide oral and written communication to parents/families in their preferred language. The Agency will provide opportunities for students' literacy development in the home language, while also promoting acquisition of English in an inclusive classroom setting. The Agency will ensure that the developmental and social emotional screening processes, and the provision of special services for students, are inclusive and respectful of their language and culture.

7. **Staffing:** All Agency UPK teachers must possess a teaching license or certificate valid for services in the early childhood grades or be in compliance with the NYSED section 151-1.3 regulation.

   Eligible Agency On-Site Director Requirements

   Unless **all** universal pre-kindergarten teachers at an eligible agency site possess a teaching license or certificate valid for services in the early childhood or childhood grades, the agencies operating such programs should employ an on-site education director during the hours the universal pre-kindergarten program runs. If one or more teachers from the eligible agency does not have certification in the early childhood grades, an on-site director is required and is responsible for program implementation.

   If the on-site director does not have the required certification, the agency must employ an on-site education director who has the following:

   - At a minimum, a bachelor's degree or higher in early childhood education, **AND**
   - Have a study plan to become certified within 5 years upon the start date of their appointment of an on-site director.
   - These study plans must be submitted to the district, who will submit to NYSED a District Oversight plan by **October 31st** of each school year through the NYSED Business Portal's Monitoring and Vendor Performance System (MVPS).

   Until the on-site education director meets the requisite on-site education director qualifications as set forth in Commissioner's regulations 151-1.3(e)(2)(i), the school district must oversee prekindergarten program implementation by the eligible agency.

   Furthermore, the Agency must have at least one teacher and one teaching assistant or teacher aide working in each UPK classroom. If there are more than 18 children in a UPK classroom, there must be one additional teacher assistant or teacher aide working in that classroom. No UPK classroom will have more than 20 children.

8. **Professional Development:** To ensure continuity from Pre-K to grades K-3, all Agency UPK teachers and Education Directors will be required to attend relevant grades K-3 professional development activities. The District will provide pre-K specific professional development each year. The Agency is responsible for tracking the professional development hours attended by each teacher and the Education

Director. The Education Director will be required to pursue professional development dedicated to implementing and sustaining effective language instruction educational programs designed to assist in teaching English Language Learners including immigrant children and youth.

9. **Family Engagement and Support:** The Agency will provide parents with opportunities to gain an understanding of the SUFDPK program and curriculum, participate in parent education programs, understand the process of applying for kindergarten in the District and provide written feedback about the program in the form of an end-of-year questionnaire/survey. Written communication to parents will be provided in the parents' native language when possible.

10. **Physical Well-being and Health:** The Agency will provide a daily healthy snack and lunch for each student. Teaching staff will sit with and actively engage with children during meal time. The Agency will provide adequate time for daily outdoor play as weather permits. The Agency will provide children with adequate time and appropriate location for a daily rest period.

11. **Partnerships with Community, Non-profit, and Educational Institutions:** Efforts will be made with various community/non-profit organizations and educational institutions to form partnerships that will result in field trips and guest speakers/events to benefit the academic, social and emotional needs of Pre-K students.

12. **Program Oversight and Fiscal Management:** The Agency must comply with all fiscal requirements including: creating an annual budget that will be submitted and approved by the District, maintaining income and expense reports supported by detailed invoices, and any other financial and programmatic records that detail allocation of UPK/SUFDPK funds. The Agency will maintain a UPK/SUFDPK budget that is separate from all other funding sources. The Agency will have processes and systems in place to safeguard against supplanting funds. The District will maintain separate budget codes for UPK and/or SUFDPK funds.

APPENDIX B: AGENCY INFORMATION FORM

Agency's Name:	Ellmar, Inc / Four Seasons Child care center
Address:	885 Sweet Home Rd Amherst, NY 14226
Telephone:	(716) 568-1140
Fax:	N/A
E-mail Address:	missbecky@fourseasonsfamily.com
Web/blog site address:	www.fourseasonsfamily.com
Contact Person and Title:	Becky Crozier Co-Director
Type of Organization	Public Institution / Private Non Profit / Private Profit (circled)
Please attach proof of organizational status (e.g. 501Oc(3) IRS letter)	
Statement of the Organization's Mission:	Children are gifts to parents and to the community. They represent wonder, joy and goodness, the future of humanity and our hope for a better world. Open and trusting, each child is an individual and a special person. We share a parents responsibility for the well being and advancement of each child socially, physically and academically. We will respect and nurture each child in our care.
Chief Executive Officer:	Margaret Blake
Signature of Chief Executive Officer:	Margaret

UNIVERSAL PRE-KINDERGARTEN AGENCY REFERENCE FORM

AGENCY NAME: _____

Please list three (3) parental references:

Contact Name/Title	Christy Wach
Address:	245 Rambling Rd. East Amherst NY 14051
Telephone:	(716) 907-8226
Email:	CLwach82@gmail.com
Date(s) of Service:	5/2022 - 7/1/2024

Contact Name/Title	Matthew Woitz
Address:	1 San Fernando Lane East Amherst NY 14051
Telephone:	(716) 913-4058
Email:	zevo82@yahoo.com
Date(s) of Service:	2019 to current - multiple children

Contact Name/Title	Katelyn Barber
Address:	540 Campbell Blvd Getzville, NY 14068
Telephone:	(716) 935-0719
Email:	krsriot@530@gmail.com
Date(s) of Service:	2015 to current - multiple children

Please list three (3) references that your firm has serviced in a manner similar in scope to the specifications contained in this Proposal:

School District/Public Sector:	Sweet Home Central School District
Contact Name/Title	Elizabeth Kosakowski
Address:	1901 Sweet Home Rd Amherst, NY 14228
Telephone:	(716) 250-1400
Email:	
Date(s) of Service:	1998- current

School District/Public Sector:	
Contact Name/Title	
Address:	
Telephone:	
Email:	
Date(s) of Service:	

School District/Public Sector:	
Contact Name/Title	
Address:	
Telephone:	
Email:	
Date(s) of Service:	

APPENDIX C: NON-COLLUSIVE BIDDING CERTIFICATION

The following statement is made pursuant to Section 10 3-D of the General Municipal Law, as amended by Chapter 675 of the Laws of 1966, and Section 139-D of the State Finance Law, as amended by Chapter 675 of the Laws of 1966, and Section 2604 of the Public Authorities Law, as amended by Chapter 675 of the Laws of 1966.

By submission of this bid proposal, the bidder certifies that he/she is complying with Section 103-D of the General Municipal Law as follows: Statement of non-collusion in bids and proposals to political subdivisions of the state: Every bid or proposal hereafter made to a political subdivision of the state of any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury:

Non-Collusive Bidding Certification:

a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

3) No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with, provided however, that if in any case the Bidder cannot make the forgoing certification, the Bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reason therefore. Where (a) (1) (2) and (3) have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his/her designee, determines that such disclosure was not made for the purpose of restricting competition. The fact that a Bidder has (a) published price lists, rates or tariffs covering items being procured, (b) informed prospective customers of proposed or pending publications of revised price lists for such items or (c) sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a). Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation or local law, and where such bid contains the certification referred to in subdivision II of this section, shall be deemed to have authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

The undersigned hereby acknowledges receipt of the following Addenda and other authorized modifications to the contract documents, but agrees to be bound by all such modifications whether listed herein or not.

Addendum No.1 dated _____through Addendum No. _____ -dated- _____

The bidder affirms the above statement as true under the penalties of perjury.

Margaret Blake
Name (please print)

Signature

APPENDIX D: RESOLUTION — FOR CORPORATE BIDDERS ONLY

RESOLVED THAT _ be authorized to sign and submit the bid or proposal of this corporation for the following project:

Describe the project

And to include in such bid or proposal the certificate as to non-collusion required by SECTION ONE HUNDRED THREE — D of the General Municipal Law as the act and deed of such corporation and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by;

Corporation at a meeting of its Board of Directors held on the day of and is still in full force and effect this day of.

(SEAL OF CORPORATION)

APPENDIX E: BACKGROUND/CRIMINAL CERTIFICATION

(This form must be signed and notarized)

As part of this submission, I certify that I have performed background / criminal checks on all staff / employees under our employ, who will be assigned to the District as per as the contract from this RFP. I understand that all staff / employees might come in direct contact with students and they have not been convicted of a felony or any offense in sexual nature involving a child.

Furthermore, I understand that the duty to certify is continuous in nature and extends to future staff / employees and staff / employees of subcontractors for the duration of the contract.

Signature: _____ Date: _____

Affirmed to me third this day of January, 2025

SIERRA HELTON
Notary Public-State of Florid
Commission # HH 578308
My Commission Expires
August 01, 2028

Notary Signature: _____ Date: 01-03-2025

OCFS
Firm's Name

295 main street
Address

Buffalo NY 14203
City, State Zip

Margaret Blake
Print Name

(716)568-1140
Phone #

Margaret
Signature

Fax #

APPENDIX F: PROPOSER WARRANTIES AND CERTIFICATION

We warrant that we are willing and able to comply with State of New York laws and regulations.

A. We are willing and able to obtain an error and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

B. We will not delegate or subcontract our responsibilities under an agreement without the express prior written permission of the Sweet Home Central School District.

C. We warrant that all information provided by us in connection with this proposal are true and accurate.

D. We warrant that we have read the Request for Proposal (RFP) to provide the service of administering the District's Pre-Kindergarten (Pre-K) Program and fully understand its intent. We certify that we have adequate personnel, equipment, and facilities to fulfill the requirements thereto. We understand that our ability to meet the criteria and provide the required services shall be reviewed by the District, which will develop a recommendation for the Board of Education's consideration regarding the selection of the most advantageous agency proposal.

E. We understand that all information included in, attached to, or required by this RFP shall become public record upon delivery to the District. We certify that the completion of the Proposal is a binding commitment to provide the service of administering the District's Pre-Kindergarten (Pre-K) Program requested as proposed herein.

F. We certify, under penalty of perjury, that our agency has implemented written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment training to all of our employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the NYS Labor Law.

OCFS
Firm's Name

295 main street
Address

Buffalo, NY 14203
City, State Zip

Margaret Blake
Print Name

Phone #

Signature

Fax #

APPENDIX G: CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

(This form must be signed and notarized)

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the District receive information that a Bidder/Contractor is in violation of the above- referenced certification, the District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I Sierra, being duly sworn, deposes and says that he/she is the

owner of the Elmar | Four seasons Corporation and that neither the

Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

SIGNED

SWORN to before me this 3rd day of January 2024

SIERRA HELTON
Notary Public-State of Florida
Commission # HH 578308
My Commission Expires
August 01, 2028

Notary Public: _____

APPENDIX H: HOLD HARMLESS AGREEMENT

(This form must be signed and notarized)

It is hereby agreed and understood that the contractor agrees to hold harmless and indemnify Sweet Home Central School District Board of Education, Sweet Home Central School District, or any officer, agent, servant, or employee of the Sweet Home Central
School District from any lawsuit, action, proceeding liability, judgment, claim or demand which may arise out of:

A. Any injury to person or property sustained by the contractor, its agents, servants or employees or by any person, firm, or corporation employed directly or indirectly by them upon or in connection with their performance under the contract, however caused;
B. Any injury to person or property sustained by any person, firm, or corporation, caused by any act, default, error or omission of the contractor, its agents, servants, or employees or any person, firm or corporation, directly or indirectly employed by them upon or in connection with performance under the contract.

The assumption of indemnity, liability and loss hereunder shall survive contractor's completion of service or other performance hereunder and any termination of this contract.

The contractor at its own expense and risk shall defend any legal proceedings that may be brought against the Sweet Home Central School District, Sweet Home Central School District Board of Education, or any officer, agent, servant, or employee of the Sweet Home Central School District on any claim or demand, and shall satisfy any judgment that may be rendered against the Sweet Home Central School District, Sweet Home Central School District Board of Education, or any officer, agent, servant, or employee of the Sweet Home Central School District.

This Indemnification, Defense and Hold Harmless Agreement shall apply to any lawsuit, action, proceeding, liability, judgment, claim or demand, of whatever name or nature, notwithstanding that Dealer may deem the same to be frivolous or without merit. It is intended that this Agreement be interpreted in the broadest manner possible so as to insulate all of the entities, parties and individuals named above form any liability, cost or judgment, monetary or otherwise, as the same may relate to the personnel and services provided by the Dealer.

Signature: _____

Affirmed to me this day 3rd of, 2024

SIERRA HELTON
Notary Public-State of Florida
Commission # HH 578308
My Commission Expires
August 01, 2028

APPENDIX I: AGENCY QUESTIONNAIRE

Please include a document with your responses to the following questions as part of your proposal. Responses should include reference to the question section(s) and number(s).

1. Enrollment

A. What is your current enrollment of all children in your programs?
   a. How many of the children currently enrolled will be eligible (4 years old on before December 1, 2021) for the Pre-Kindergarten program beginning in September 2021?
   b. How many of the children who are eligible reside in the Sweet Home Central School District?

B. Of the children eligible for the Pre-Kindergarten program beginning in September 2024, how many
families are eligible for ANY public assistance? (i.e. Department of Social Services, Day Care Assistance, Food Stamps, etc.)

C. How many of your 4-year old children are?

Hispanic:		English Language Learners:	
Black/White:		Disabled & receive Special Education Services:	
Other Ethnic Background:			

2. Staffing Patterns

A. Do you have any class sizes greater than 18 for students who will turn 4 on or before December 1,2025? If yes, please list the number of classes and the staffing ratio. (Refer to 8NYC RR 151-1.5 and 8NYCC R 151-1.6 of Regulations)

B. What is your current class size for students who will turn 4 on or before December 1, 2025?

C. Do you use volunteers, student placements, senior aides, foster grandparents, etc. in your 4year-old classrooms? (If yes, describe briefly)

D. Do you have any classrooms with un-certified teachers? If yes, can you comply with NYSED Commissioner's Regulations 151.1.3 (e) (iii): For eligible agencies collaborating with the district to provide prekindergarten services, a bachelor's degree in early childhood education or a related field, or a teaching license or certificate valid for services in the childhood grades pursuant to Part 80 of this Title, and a written plan to obtain a certification valid for service in the early childhood grades within five years.

E. Do you have an on-site Education Director to oversee the program? If no, will you have one prior to the start of the program?

3. **Capacity**

How many classrooms currently serve 4-year-old children?

A. Of those classrooms, how many have mixed groups of 3 and 4-year-old children?

B. Could your facility expand to include more 4-year-old classrooms? If yes, how many additional classrooms?

C. How many 4-year-old children, who reside in the Sweet Home Central School District, could you accept in your program?

D. Please list the qualifications of staff members that will be assigned to each class; include relevant certifications and experience.

E. Do you have an on-site administrative director? If yes, what are his/her qualifications?

F. Please describe the history of staff turnover throughout the course of the last three years, and provide your timeline to fill each vacancy.

4. **Facility**

A. Are you currently an Office of Children and Family Services (OC FS) certified child care center?

A. If yes: License Expiration Date: _____

B. If no:

a. OCFS Seeking License Date:
b. Are there students of compulsory education (ages 6-16) in the same building or physical address? _____

B. Does your facility meet the NYS Uniform Fire Prevention and Building Codes as defined under Section 151-1.10 of the Regulation of the Commissioner of Education (8NYC RR)?
Yes _____No_____

C. What are the fire drill procedures followed by the staff and children in your center?

D. Is your facility equipped to accommodate children with disabilities? (Briefly describe)

E. What is the average square footage per UPK student in your facility?

F. Do you have an indoor gross motor space?
(If yes, please describe the space and equipment available for the children's use.)

G. Do you have access to an outdoor green space, i.e. playground?
(If yes, please describe the space and equipment available for the children's' use.)

H. Is the area fenced in?

5. Staff Qualification

A. Please indicate the total number of staff in each degree area.

	Administrative degree/Describe:
	MS
	NYS Certified Teacher B—2 or N—6
	NYS Certified Teacher B-2 or N-6 with Early Childhood Annotation
	NYS Certified Teacher B-2 or N-6 with Bilingual Annotation
	NYS Certified Special Education Teacher B-2 or N-6
	BA/BS Early Childhood Education
	BA/BS Other/List
	Associates Degree
	Child Development Associate (CDA)
	NYS Certified Teaching Assistant (please indicate phase)

B. Briefly describe the administrative structure currently utilized at your facility.

C. What staff development opportunities do you presently offer your staff? How often is staff able to attend staff development activities?

D. Do you follow hiring practices mandated by the guidelines with regard to the New York State Office of Children and Family Services?

E. Please provide a resume and detailed work experience of the Education Program Director.

F. Describe the process for coverage or substitution of staff as well as the ability of the organization to fill vacancies in a timely manner.

6. Program

A. Explain the philosophy and goals of your organization.

B. Describe the program model currently used with your enrolled 4 year olds.

C. Do you presently collaborate with any other agencies to provide programming for 4 year olds? If so, please list these agencies, their function, and describe the programming provided

D. Are you willing to follow the Universal Pre-K guidelines for curriculum?

E. Is your current program educationally-based and designed pursuant to 8NYSRR 151-1.3 (i.e. meets social, cognitive, linguistic, emotional, cultural, and physical needs of children as well as coordination of support services and providing continuity within the elementary program)? If so, please explain the resources, approaches, and support services utilized and how continuity is evaluated internally.

F. How do you promote early literacy in your program?

G. Pursuant to 8NYSRR 151-1.3 (b) Assessments, monitoring and reporting, describe your assessment procedures for establishing developmental baselines and monitoring progress for the children enrolled in your program. Include the names of the instruments used for assessment and how/when they are administered.

H. Please note that starting in the 2008-2009 school year and from then forward, school districts must annually report the percentage of Pre-Kindergarten children making significant gains, as determined by the Commissioner, in language, cognitive, and social skills. How will your assessment program address this requirement?

I. What is your center/program's experience serving children considered English Language Learners?

J. What is your center/program's experience serving children with disabilities and providing equal access to them?

K. Does your center/program offer family support services (parenting class, social work, etc.) to your clients?

L. How are parents included in the decision-making process at your center?

M. Describe your current meal/food program.

N. What do you feel you would need from the Sweet Home Central School District (excluding funding) to support Pre-Kindergarten collaboration?

O. What are the hours/days of service of your current program? Are you prepared to operate your program on the Sweet Home Central School District calendar?

APPENDIX J: PROPOSED BUDGET

Please Note: Parents/Guardians cannot be charged a fee for participation in the UPK Program.

REQUIRED:

2025-26 Annual Cost per Student $ 6,194.44

Note: This cost must only include the cost of providing Universal Pre-Kindergarten services to the student for the instructional period only. This cost cannot include any before or after care.

Total number of open seats

72

OPTIONAL:

Provide a spreadsheet detailing any additional program costs, if any including but not limited to professional salaries, support staff salaries, purchased services, supplies and materials, travel expenses, employee benefits, indirect costs and equipment that the agency would require of the Sweet Home Central School District.

The District at its discretion may renew/extend their agreement with the selected collaborating agency beyond the 2025-26 school year.

If awarded this RFP, a Certificate of Insurance must be provided to the Sweet Home Central School District with limitations as specified in the contract.

Do Projected Costs (both required and optional) meet the requirements of 8NYC RR 151-1 of the Regulations of the Commissioner of Education?

Yes X No_____

If no, please explain: _____

Margaret Blake
Print Chief Executive Officer

Signature of Chief Executive Officer

Four Seasons Child Care Proposal

UPK 2025-2026 School Year

Appendix I: Agency Questionnaire Responses

1. Enrollment
   A. The current enrollment of all children in our program is as follows: 57 currently enrolled in the daycare and 54 currently enrolled in UPK
      a. 13 of the day care children will be eligible for PreK in September of 2025.
      b. 4 of those children reside in the Sweet Home school district.
   B. 7 children eligible for PreK in September 2025 are eligible for public assistance.
   C. The current ethnicity of our 4yr old UPK program are as follows:
      Hispanic- 1
      Black/White- 29
      Other Ethnic Background- 21
      English Language Learners- 17
      Disabled & receive Special Education Services- 6

2. Staffing Patterns
   A. We do not have any class sizes greater than 18 for students who will turn 4 on or before December 1, 2025
   B. Our current class size for students who will turn 4 on or before December 1, 2025, is 16 at our day care and 18 for UPK students.
   C. Yes, we do use interns and student teachers in our classrooms when they are available. We would use parent and family volunteers if necessary and if they were properly cleared.
   D. Yes, we do have classrooms without un-certified teachers, but they are qualified to be head teachers according to NYS OCFS and we have an onsite education director who is a certified NYS Teacher Birth -2 with a Masters in Curriculum and Instruction to oversee all of the teachers and their classroom management.
   E. Yes, we do have an on-site Education Director overseeing the program.

3. Capacity
   Currently we have 4 classrooms serving 4-year-old children. 3 Classes of UPK and 1 class in the day care.
   A. 1 day care classroom currently is a mixed 3- and 4-year-old class.
   B. We could use our existing day care preschool classroom as an additional UPK classroom.
   C. We could accept 72 4-year-old Sweet Home District children at our center.
   D. We have a NYS certified teacher who has been a UPK teacher with Four Seasons for the past 18 years. We also have a Teacher who has her Bachelor's degree in Early childhood and is currently pursuing her teachers certification and has been a teacher with Four Seasons for the past 16 years and we have a Teacher with an

Associate's degree and has been with UPK program for the past 16 years. All teachers are under the direction of our Education Director who has been with Four Seasons for 20 years and is a NYS certified teacher Birth through 2 and has her Masters in curriculum and instruction.

E. Yes, our Director has her NYS certification Birth through 9 and her Masters in Curriculum and Instruction.
F. We have had minimal turnover in the last 3 years at the daycare. Our majority of our teachers at the daycare have been with Four Seasons for an average of 7+ years. We have replaced our last UPK Teacher with a long-standing employee this year in the role of our 3rd UPK Teacher under the direction of our Education Director.

4. Facility
   A. Our daycare is currently licensed through OCFS. Our current license expires on 3/11/2028.
   B. Yes, our facility meets NYS Uniform Fire Prevention and Building codes.
   C. We complete 1 fire drill each month and 2 shelter in place drills each calendar year.
   D. Our center collaborates with specialists, families and educators with developing and implementing effective supports and plans that nurture the unique strengths and abilities of each child with special needs. Our center has ramps for those who cannot use stairs. Our fire system has both flashing and alarm sounds. Our teachers also make modifications of curriculum and classroom activities based on children's individual needs.
   E. The average square footage of each of our classrooms is 675 square ft. The average square footage per student is 37.5
   F. We use the Event Center for indoor gross motor space. The kids do karate and yoga weekly and the classes also utilize the event center space for obstacle courses, balance beams, parachutes, balls, hula hoops, and our indoor climber.
   G. We have outdoor green space, a fenced in playground and a black top area where the children can play with balls, ride on toys, and sidewalk chalk.
   H. The playground area is fenced in.

5. Staff Qualification
   A. Staff Totals with degrees.
      2 staff with master's degrees
      2 NYS Certified Teachers Birth through 2
      4 BA/BS Other
      2 associate's degrees
   B. We currently have 2 co-directors at the day care. One of the directors also oversees the UPK program and staff.
   C. UPK staff attend all required Sweet Home staff development. The teachers completed ELL Foundations professional development in October and Enhanced Learning for Emergent Multi-Lingual students. The daycare closes 1 full day each school year for mandatory professional development and training and in addition all staff is required to complete 15 hours of training each year.
   D. The day care follows all hiring practices and guidelines required by OCFS.
   E. Our Educational Director, Kristy Clark's resume is attached.

F. When substitute coverage is needed, we use extra daycare staff to fill in when necessary. We are continually advertising for hiring so we can be prepared when new hires are required.

6. Program
   A. Our philosophy
      A childcare center should create an environment that invites all children to happily interact with one another, to make friends and to learn. Parents expect the childcare center they choose to be a home away from home, a place where children are safe and cared for.

      Our goals are to create a happy and safe environment for all children where we can assist in the advancement of each child socially, physically and academically.
   B. We follow a student lead center based program at Four Seasons as well as utilize the current Sweet Home School district curriculums for Early Literacy (Fountas & Pinnell), Math (Building Blocks) and handwriting (Verbal Pathways).
   C. We collaborate with several other organizations for our 4-year-olds.
      Karate- to support gross motor development
      Yoga- to support gross motor development
      BEST Program- Supports District Social and Emotional Learning
      STEM/Lego- Age-appropriate program that engages students in science STEM concepts.
   D. We are willing to follow the UPK guidelines for curriculum
   E. Yes, our program is currently educationally based. We utilize the BEST program to support Social and Emotional learning. We incorporate the STEM/Lego program. We provide Karate and Yoga to support gross motor development. We collaborate with the Sweet Home Family support center as well as the Parent Network of WNY to help support early intervention.
   F. We support early literacy in our program by using Fountas & Pinnell Early Literacy SR Shared Reading Classroom set, Literacy Beginnings and Sounds Letters and Words.
   G. We use several assessment tools in our center. We use Brigance to screen children twice a year. The first is at the time of enrollment and the second is at the end of the year. We also use CLI Engage 3 times a year to monitor progress. We complete Sweet Home's Progress Reports 3 times a year to monitor progress as well and as a way for parents to view progress.
   H. Our above-mentioned process will fulfill the state's requirement for assessment.
   I. Four Seasons utilizes Sweet Home's resources for interpreters. We also use Class Dojo which translates messages to parents, and we also have many different languages represented around the room to help children learn and transition.
   J. Our building is accessible for individuals with disabilities. The teachers also use behavior mods to help children adjust throughout the day. We utilize extra staff when needed to help in the classrooms and we use the Sweet Home social worker as a resource when necessary.

K. We refer Sweet Home families to the Sweet Home family support center, and we also refer and use The Parent Network of WNY as a resource to all of our families and staff.
L. We send out a year end survey to our families so they can provide feedback to us. We also have a suggestion box located at the front of our center where parents can make suggestions or voice concerns at any time.
M. Our UPK children receive meals from Sweet Home, and we utilize Cater Tots food catering for the rest of our children at the day care.
N. The support received from Sweet Home is very helpful. We are very appreciative of the Special Education support services for which we have been receiving. That would be one of the most important things we feel is necessary with all the children who require extra support enrolled in our offsite program.
O. Our day care center is open from 7am-5:30pm Monday through Friday. We are able to follow and operate our program according to the Sweet Home Calendar. We are also able to provide care before and after UPK hours for families who need additional care.

CERTIFICATE OF INCORPORATION OF
EILMAR, INC.

F960920000368

Under Section 402 and 405 of the Business Corporation Law

The undersigned, natural persons of the age of eighteen or older, for the purposes of forming a business corporation under Section 402 and 405 of the Business Corporation Law, do hereby certify:

(1) The name of the proposed corporation is EILMAR, INC.

(2) The purpose or purposes for which this corporation is formed are limited to the establishment, ownership and operation of day care centers for children, provided, before each such facility shall be established and opened, the prior written approval of the Department of Social Services shall be obtained.

(3) 20% or more of ownership of this corporation, in stock or equity interest therein, shall be limited to persons who have been approved by the Department of Social Services.

(4) No stockholder shall, directly or indirectly, dispose of 20% or more of the stock of the corporation, or equity interest therein, or any lesser percentage, thereof, if such disposition shall effect a transfer of control of the corporation, without the prior written approval of the Department of Social Services.

(5) No certificate of amendment, merger, consolidation or dissolution shall be filed without the prior written approval of the Department of Social Services.

(6) The office of the corporation is to be located in the County of Erie, and State of New York.

(7) The aggregate number of shares which the corporation

466854
UP 394 - $40
401C - $6 (S)

shall have the authority to issue is 200 shares, no par common stock.

(8) The Secretary of State is designated as agent of the corporation upon whom process against it may be served. The post office address to which the Secretary of State shall mail a copy of any process against the corporation served upon him is 660 Robin Road, Amherst, New York 14228.

(9) The shareholders of the corporation shall have the power to restrict the power of the Board of Directors so long as such agreement is in writing and signed by the parties.

(10) The duration of the corporation shall be perpetual.

IN WITNESS WHEREOF, this certificate has been subscribed this 21st day of August 1996, by the undersigned incorporators who affirm that the statements made herein are true under the penalties of perjury.

ANTHONY VITANZA
7 Kepf Drive Unit 4
W. Amherst, New York 14228

MARGARET BLAKE
660 Robin Road
Amherst, New York 14228

EILEEN VITANZA
7 Kepf Drive Unit 4
W. Amherst, New York 14228

JAMES HANSEN
162 Ilion
Tonawanda, New York 14150

STATE OF NEW YORK
DEPARTMENT OF SOCIAL SERVICES

ALBANY, NEW YORK

KNOW ALL PERSONS BY THESE PRESENTS:

Pursuant to the provisions of Section 460-a of the Social Services Law and Section 405 of the Business Corporation Law, due inquiry and investigation having been made, approval is hereby given to the filing of the annexed certificate of incorporation of

EILMAR, INC.

This approval will, upon the filing of the certificate with the Secretary of State, authorize the corporation to establish and operate day care centers for children in perpetuity.

IN WITNESS WHEREOF, this document is executed and the seal of the New York State Department of Social Services is affixed this 16th day of September, 1996

BY:
Suzanne Z. Sennett
Director,
Bureau of Early Childhood Services
Division of Services and Community Development

3

State of New York
Department of State } ss:

I hereby certify that the annexed copy has been compared with the original document in the custody of the Secretary of State and that the same is a true copy of said original.

Witness my hand and seal of the Department of State on

SEP 20 1996



Special Deputy Secretary of State

DOS-1266 (5/96)

960920000368

Poole
02

ORIGINAL

CERTIFICATE OF INCORPORATION

OF

EILMAR, INC.

RECEIVED
SEP 20 11 09 AM '96

FILED
SEP 20 12 16 PM '96

1cc
STATE OF NEW YORK
DEPARTMENT OF STATE
FILED SEP 20 1996
TAX $ 10.
BY:
Erie

PAUL SHATKIN, ESQ.
385 FRANKLIN ST.
BUFFALO, NEW YORK 14202

4

960920000380

Y. S. DEPARTMENT OF STATE
VISION OF CORPORATIONS AND STATE RECORDS

162 WASHINGTON AVENUE
ALBANY, NY 12231

FILING RECEIPT

TITY NAME : EILMAR, INC.

DOCUMENT TYPE : INCORPORATION (DOM. BUSINESS) COUNTY: ERIE

SERVICE COMPANY : ALEXANDER POOLE & CO., INC. SERVICE CODE: 02 *

FILED: 09/20/1996 DURATION: PERPETUAL CASH #: 960920000380 FILM #: 960920000368

ADDRESS FOR PROCESS

THE CORPORATION
360 ROBIN ROAD
AMHERST, NY 14228

REGISTERED AGENT

EXIST DATE

09/20/1996

STOCK: 200 NPV

STATE OF NEW YORK
DEPARTMENT OF STATE
EXCELSIOR

FILER

PAUL SHATKIN ESQ
385 FRANKLIN ST

BUFFALO, NY 14202

FEES		170.00	PAYMENTS	170.00
FILING	:	125.00	CASH	: 0.00
TAX	:	10.00	CHECK	: 170.00
CERT	:	0.00	BILLED	: 0.00
COPIES	:	10.00		
HANDLING	:	25.00		
			REFUND	: 0.00

DOS-1025 (11/89)

Kristy L Clark
22 Brittany Drive
Amherst, New York 14228
(716) 998-5853
Email: Misskristy@FourSeasonsFamily.com

Certification

New York State Certification in Early Childhood Education

Education

State University of New York College at Buffalo
Buffalo, New York
Childhood and Early Childhood Curriculum and Instruction, M.S.ED, 5/08
GPA: 4.0

State University of New York College at Buffalo
Buffalo, New York
Bachelor of Science, Early Childhood Education, 12/04
Concentration in Social Studies
Major GPA: 3.8

Niagara County Community College
Sanborn, New York
Associate's degree in liberal arts, 12/00

Management Experience

Educational UPK Director- September 2024- Current

- Oversee classroom teachers
- Monitor UPK curriculum
- Classroom observations
- Teacher meetings

Director – July 2024- Present
Four Seasons Child Care Center- Amherst NY

- Oversee classroom teachers
- Develop and assist with classroom curriculum
- Classroom observations
- Staff Scheduling
- Monthly teacher meetings
- Daily communication with parents
- Center billing
- Following OCFS Regulations
- Monthly inspections for New York State

Assistant Director- 2022-2024

- Assistant Director and Owner with daily operations

Director September 2008 to 2017
Four Seasons Child Care Afterschool Program at Willow Ridge Elementary - Amherst, NY

- Worked with children in grades K-5.
- Supervised staff members
- Maintains classroom equipment, work area, student files/records, and attendance records.
- Monthly inspections for New York State.
- Conduct monthly fire drills.

Teaching Experience

Pre-K Head Teacher March 2006 to June 2024
Four Seasons Childcare and Preschool - Getzville, NY

- Worked with Children from the ages of 6 weeks to 4 years old.
- Designed and implemented a curriculum in a 4-year-old classroom.
- Designed a center-based program for 4-year-olds.
- Supervised staff of Pre-K classrooms for director and reported back with questions or concerns.
- Held monthly staff meetings with staff.
- Communicate with the director daily about parent questions or concerns.

Substitute Teacher October 2005 to March 2006
North Tonawanda City Schools, Sweet Home Central School District, Niagara Wheatfield School District

- Substitute teaching in classrooms from Kindergarten to 6th Grade including specials and special education

Teacher December 2004 to September 2005
Doodle Bugs! Childcare and Preschool - Amherst, NY

- Worked with children from the ages of 18 months to 3 years old.
- Implemented curriculum in a toddler classroom and developed parent involvement activities.
- Designed daily centers for children to play at.
- Assisted director and director assistant with parent concerns.

Student Teacher October 2004 to December 2004
Gasport Elementary School - Gasport, New York

- Designed and implemented lesson plans in all subject areas for a first grade class by the New York State Learning Standards.
- Developed a Thematic Unit on Thanksgiving
- Created an interactive bulletin board on Thanksgiving.
- Supervised Guided Reading groups.

Student Teacher September 2004 to October 2004
George Southard Elementary School -_Lockport, New York

- Designed and implemented center based activities.
- Designed and implemented lessons in all subject areas for a Kindergarten classroom.
- Developed a Thematic Unit on All About Me.
- Worked with students on their fine motor skills such as writing names, and cutting paper.

Teacher's Aide August 2000 to June 2004
Four Seasons Child Care Center - Amherst, New York

- Worked with children from ages 6 months to 9 years of age.
- Assisted the classroom daily activities.
- Helped teacher plan daily activities.
- Assisted teachers in diapering of children, potty training , bottle-feeding, table manners, and early literacy.
- Evening hours I took phone messages, employee issues, and nightly closing routine.
- Communicated on a daily basis with director with nightly activities and parent concerns.

Junior Participation January 2004 to May2004
Cayuga Heights Elementary School- Depew, New York

- Developed and implemented a Thematic Unit in Social Studies on Suburbs for a second grade classroom.
- Designed an interactive bulletin board on mapping skills.

Junior Participation September 2003 to December 2003
St. Amelia's Elementary School- Kenmore, New York

- Developed and implemented a Unit on Eric Carle.
- Designed a learning center with actives using Eric Carle books.

Additional Experience

Counselor June 2004 to August 2004
Happyland Day Camp - Williamsville, New York

- Supervised children between the ages of 4 and 5.
- Supervised the before and after camp program with children, ages 3 and 13.
- Developed lessons and activities that coordinated with the theme of the week for children between the ages of 4 and 5.

W-Kids Center - Amherst, New York

- Supervised children between the ages of 3 and 9 years old.
- Planned and assisted children in art activities.
- Assisted children in computer games.
- Trained new employees.

Classes and training

- CPR
- First Aid
- Child Abuse Seminar