

REQUEST FOR PROPOSALS

Universal Pre-Kindergarten Program

I. Overview

The Saugerties Central School District Board of Education has authorized the establishment of a Universal Pre-Kindergarten, to be implemented in Community Based Organizations (CBO), pending approval by the State. The full day program will be in session 180 days at a minimum of six (6) hours per day following the Saugerties calendar. Proposals for a 180 day program with five (5) hours per day will also be considered. The district is requesting proposals from CBOs to accommodate a Universal Pre-Kindergarten program for district students for the 2025-26 school year.

Proposals will be accepted through Monday, July 21, 2025, at 2:00 p.m. at the Saugerties District Office. All proposals will be evaluated by a committee appointed by the Superintendent of Schools, and contracts awarded based on the agency's ability to fulfill the goals, curriculum guidelines and NYSED Standards set forth by the Board of Education as well as New York State Regulations.

Program Budget: The District will only pay the eligible agency the per pupil amount awarded by NYS less administrative costs. The District is willing to commit \$5,690 per pupil in Universal Pre-K funding for the 2025-26 school year (pending approval of the NYS budget). Funding for subsequent years is established by NYS. Parents cannot be charged a fee for participating in the Universal Pre-Kindergarten Program.

Contract Term: The contract, once awarded, shall be in effect from September 1, 2025, through June 30, 2026. Any contract awarded through this RFP may, at the District's sole discretion, be annually renewed for up to four (4) additional terms (i.e., through the 2029-2030 school year) under the same terms and conditions set forth in the contract originally awarded for the period of September 1, 2025, through June 30, 2026.

Requirement of a Full-Day program consisting of 6 instructional hours per day, five days per week for three and/or four-year-olds as of December 1 of the subsequent school year for at least 180 days. Proposals for a 180 day program with five (5) hours per day will also be considered.

Criteria for evaluations of proposals shall include:

1. a valid BEDS (Basic Educational Data System) Code issued by the New York State Education Department
2. the eligible agency's capacity to effectively, efficiently and immediately provide needed services;
3. the eligible agency's proposal to meet the standards, goals, and objectives of the school district's pre-kindergarten program plan;

4. the ease of utilization and accessibility of the program to parents;
5. capacity to provide ongoing staff development;
6. staffing patterns and qualifications;
7. documentation that all applicable health and safety codes and licensure or registration requirements are met;
8. anticipated fiscal share and other resources that contribute to the universal pre-kindergarten program;
9. current program design and experience in providing developmentally appropriate programs;
10. fiscal solvency, financial stability (e.g., 3 years financial reports).
11. stability of staff in relation to average duration of employment, rate of turnover and ability to fill vacancies in a timely manner;
12. articulated mission/philosophy statements;
13. record management and documentation procedures followed by the agency;
14. administrative structure;
15. capacity and experience in serving children with disabilities;
16. capacity and experience in service children and their parents when they are limited English proficient;
17. children's progress as demonstrated by assessments;
18. program assessment; and
19. location/accessibility (comply with ADA, NYS Uniform Fire Prevention and Building Codes.)

II. Proposal Requirements

All proposals must include:

1. a detailed description of the services to be provided by the eligible agency;
2. a detailed narrative which describes how the eligible agency proposes to meet the NYSED Standards and Saugerties Central Schools goals and objectives for the pre-kindergarten program as approved by the board of education or trustees in the universal pre-kindergarten program plan;
3. NYSED issued BEDS Code, proof of eligibility to run a New York State Education certified pre-school program is required, along with the appropriate teacher certifications.
4. a description of the eligible agency's staff qualifications, staffing patterns, child-staff ratio and administrative structure;
5. the number of students that can be accommodated in the program. Note any differences in services that would be provided to a group of thirty versus a smaller number of students.
6. a completed non-collusion statement;
7. documentation of insurance coverage;
8. documentation of Facility Quality including: current License, current Fire and Safety Inspection, current Office of Child and Family Services (OCFS) Inspection,
9. a statement indicating that the agency abides by Federal and New York State regulations and Saugerties Board of Education policies;
10. evidence of an agency's ability to fulfill the criteria noted under Section 1.

III. Deadline

One full copy of the proposal with supporting documents is to be delivered to the Saugerties Central School District Office by 2:00 p.m., Monday, July 21, 2025.

For further information contact: Mailing address for Proposals:

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| Michael Staiger | 310 Washington Avenue Extension |
| Business Official | Call Box A |
| Saugerties Central School | Saugerties, NY 12477 |
| District | |
| (845) 247-6500 | |

UPK Goals Curriculum Outline

Pertinent NYS Education Department Standards and Regulations

Please address each area with CBO policy that reflects how goal/standard will be met.

Standard Area: Classroom Environment

- Provide daily schedule which allows for a balance of intentionally planned active and quiet play; indoor and outdoor gross motor activities; and individual and small group activities. Approximately one-third of the daily schedule is designated for children to engage in self-initiated activities.
- The classroom is divided into clearly defined, well-equipped learning centers including, but not limited to: dramatic play; blocks and construction; library, language arts, technology/media; science and nature; mathematics and manipulative materials; writing; creative arts; sand and water play and music.
- Provide an environmental rating that is valid and reliable such as ECKERS, measuring the environmental quality, and evaluates the program's strengths and weaknesses and make improvements that will increase program quality.

Standard Area: Teaching Staff Qualifications

Staff qualifications:

- (1) Prekindergarten teachers providing instruction shall possess:
 - (i) a teaching license or certificate valid for service in the early childhood grades pursuant to Part 80 of the Regulations of the Commissioner of Education; or
 - (ii) a teaching license or certificate for students with disabilities valid for service in early childhood grades pursuant to Part 80 of the Regulations of the Commissioner of Education; or
 - (iii) for eligible agencies collaborating with the district to provide pre-kindergarten services, a bachelor's degree in early childhood education or a teaching license or certificate valid for services in the childhood grades pursuant to Part 80 of Regulations of the Commissioner of Education, and a written plan to obtain a certification valid for service in the early childhood grades within five years.
 - (iv) If an eligible agency employs personnel that will provide pre-kindergarten services who are licensed by an agency other than the New York State Department of

Education to meet the staff qualifications prescribed by the licensing or registering agency, please indicate so on in the proposal as the District will need to apply to the Commissioner of Education by August 1st, for a waiver.

(2) 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 shall employ an on-site education director during the hours that the pre-kindergarten program is in operation that will be responsible for program implementation. The on-site director shall possess a teaching license or certificate valid for services in the early childhood or childhood grades pursuant to Part 80 of the Regulations of the Commissioner of Education. If the agency is unable to employ an on-site education director who meets these qualifications the agency may employ an on-site education director who possess a bachelor's degree or higher in early childhood education, and the agency must have a written plan to obtain a certification valid for services in the early childhood grades within five years of the date of such individual begins employment as a site director. The written plan must be submitted to the Department of Education by October 31 of each year. The District shall oversee program implementation by the eligible agency until the on-site director meets the required qualifications.

(3) A pre-kindergarten teaching assistant providing instructional support in a prekindergarten classroom shall meet qualifications pursuant to Part 80 of the Regulations of the Commissioner of Education.

The Saugerties Central School District Deputy Superintendent, or their designee, will make site visits (announced and unannounced) throughout the year and will provide direct oversight of the program. One of the visits will be to evaluate and measure teacher-student interactions to increase the understanding of the impact of the various interactions that occur within classrooms and to identify and support the use of classroom practices and processes that have the most positive effects on children's learning.

- CBO should provide yearly evaluations of staff using a valid and reliable evaluation tool.

Standard Area: Curriculum Planning and Implementation

CBO should explain their process and implementation of this written curriculum or curriculum framework that is being used and how it pertains to the following:

- is developmentally appropriate;
- for three-year old students, *aligns with the* NYS Early Learning Guidelines;
- *for four-year old students, aligns with the* NYS Prekindergarten Foundation for the Common Core; and ensures continuity with the district's Prekindergarten to Grade 3 curriculum
- CBO should explain further trainings for additional staff in curriculum planning and implementation.
- CBO should explain how District policy will be met within their organization.
- CBO should explain how they will incorporate curriculum for students with Special Needs (Special Education/Language other than English).

Standard Area: Child Screening and Assessment (CSA)

The Saugerties Central School District requires that the CBO uses a PreKindergarten screening tool and a tool to monitor student progress throughout the year. These tools should address the following areas: Language and Literacy skills, Cognitive Skills, and Social Emotional Development.

- CBO should explain their all screening and assessment procedures, including assessing and documenting progress at least three times per year, how assessments are shared with families, and how data is collected and protected.
- CBO should explain how assessment results are used to inform instruction and address the needs of individual students.
- CBO should provide examples of all assessment tools and how they are used to inform program practice.

Standard Area: Professional Development

The Saugerties Central School District collaborates with CBOs in identifying needs and planning of professional development focused on improving teacher performance. CBO lead teachers are expected to attend the Saugerties Central School District Superintendent Conference days, as needed, allowing collaboration with K-3 teachers.

- CBO should explain their policy on professional development;
- How PD is connected to the goals and needs of the UPK students, including approaches that are grounded in research;
- How PD is *integrated in all the domains of early learning as set forth in the NYS Prekindergarten Foundation for the Common Core for four-year old students or the NYS Early Learning Guidelines for three-year old students*;
- Explain qualifications of the Trainers;
- How CBO evaluates its PD, over time and addresses the benefits and practice, not just the satisfaction level of participates.

Standard Area: Family Engagement

The Saugerties Central School District recognizes the importance of active participation and engagement of parents and/or guardians in the education of their children.

- CBO should describe their family engagement policies and include a description and sample copy of all methods of communication, family gatherings, orientation, parent evenings etc.
- CBO are required to have families complete a program evaluation annually. Please submit a copy of the evaluation and process by which suggestions are taken into consideration.

The Saugerties Central School District provides, directly or through referral, support services to all children and their families as necessary to maximize a child's successful participation in the prekindergarten program. Whenever possible, support services are provided in collaboration with other community organizations in a non-duplicative manner as well as provided to the maximum extent practicable in the language or mode of communication which the parents and/or guardians and child best understands.

- CBO should provide all partnerships with community and educational institutions.

