

**Orchard Park Central School District  
Universal Pre-Kindergarten Program  
Community-Based Organization Application  
*Due: February 2, 2026***



Completed Applications may be emailed, mailed, or delivered to:

Paul Pietrantone, UPK Coordinator  
Orchard Park Central School District  
2240 Southwestern Blvd.  
West Seneca, NY 14224  
[ppietrantone@opschools.org](mailto:ppietrantone@opschools.org)

The Orchard Park Central School District is issuing this Request for Proposals (RFP) to identify qualified community-based organizations to operate Universal Prekindergarten (UPK) classrooms pursuant to New York State Education Law §3602-e and applicable Commissioner's Regulations. Awards are contingent upon NYSED funding approval.

Community-based organizations selected to operate Universal Prekindergarten classrooms shall cooperate fully with Orchard Park Central School District oversight, including scheduled and unscheduled site visits, benchmark assessments, submission of required enrollment, attendance, and assessment data, and compliance with all district reporting and accountability requirements, as well as any reviews or audits conducted by the New York State Education Department.

Please note, awards are not guaranteed, and the District may fund fewer or more student slots than requested. Selection through the RFP process does not constitute a contract. Final operation is subject to Board of Education approval and contract execution.

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**Deadline for submission is February 2, 2026**

Directions: Please complete all sections of the application, entering answers in the white boxes.

<b>SECTION 1: ORGANIZATIONAL INFORMATION</b>		
Agency/Organization's Legal Name:		
Agency/Organization's DBA Name (if different from above):		
Agency/Organization's Address:		
Telephone Number:		
Agency/Organization email address:		
Name and Title of Person Completing Application:		
Years the Agency/Organization has been doing business:		
Type of Organization <i>Please attach proof of organizational status (e.g., 501 (c) (3) IRS letter)</i>		
<input type="checkbox"/> Public Institution	<input type="checkbox"/> Private Non-Profit	<input type="checkbox"/> Private Profit
Federal Tax ID Number:		

## SECTION 2: PROPOSAL SUMMARY

Number of full-day UPK students proposed to be served for the 2026-2027 school year:

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Number of classrooms allocated for UPK students for the 2026-2027 school year:

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Community based organizations will need to provide to all students in the UPK program:

- Snacks and Lunches (lunches are reimbursed at \$2.75/per student/per attendance day)
- Classroom Supplies and Materials

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Classroom ratio: One Teacher and One Classroom Aide for 18 Students

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2026-2027 Reimbursement to Community-Based Organizations:

- \$5,400/year per student
- \$2.75/per person/per lunch served

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The program will be offered Monday-Friday from 9:00 am - 3:15 pm.

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**Please note:** Parents cannot be charged a fee for participation in the UPK program or require that specific supplies need to be purchased.

**SECTION 3: BACKGROUND OF THE AGENCY/ORGANIZATION**

Organization's Mission Statement:

Describe your agency's organizational structure:

Hours of full-day program operation:

Number of NYS-certified teachers for this location:

Number of teaching assistants/aides for this location:

What is the average classroom square footage per child at this location?

Is there an indoor gross motor space available at this location?

- If yes, please describe space and available equipment.
- If not, please describe plans to meet programmatic gross motor requirements.

Is there an outdoor gross motor space available at this location?

- If yes, please describe space and available equipment.
- If not, please describe plans to meet programmatic gross motor requirements.

Describe your organization's history of providing quality early childhood programs. Please include information regarding services provided to children with disabilities and children with limited English proficiency.

Please list licensure/certification/affiliations held by your agency and attach copies of these documents to this packet (i.e., OCFS, Quality Stars, NAEYC, DSS etc)

Please describe and attach copies of your agency's recruitment, screening, and hiring procedures for classroom staff. Please address how your agency ensures NYS NYS-mandated fingerprint clearance of employees.

Please list and attach administrative/educational certification(s) held by onsite administrator/supervisor(s). If the agency operates classrooms at more than one physical location, please identify each site.

Please identify the plan for appropriate classroom coverage (maintaining adult/child ratio as well as appropriate certification) in the event of staff absences.

Please describe the employee evaluation process/frequency utilized by your agency.

Please describe any professional development opportunities you would provide for your staff.

Are these opportunities voluntary or required?

Voluntary

Required

If applicable, please describe professional development mandates/structures within your agency, as well as credentials of the professional development provider(s).

## SECTION 4: PROGRAMMATIC UPK REQUIREMENTS/SERVICES

Detail how your organization will meet the following goals and objectives of the Orchard Park Central School District's UPK program plan:

- *Children will strengthen their cognitive skills.*
- *Children will increase their early literacy skills.*
- *Children will strengthen their fine and gross motor skills.*
- *Children will enhance their interpersonal/social skills.*
- *Children will enhance intrapersonal skills, improving independence and self-reliance.*
- *Children will develop their character, developing tolerance, acceptance and respect.*

Describe your assessment procedures to ensure that learning objectives were met. Please include how your organization handles the collection of baseline data, ongoing monitoring of students' progress, and year-end summative assessments.

Describe the early childhood services your organization would provide through the UPK program and how they will meet the following required components of Part 151 of the Regulations of the Commissioner of Education, including:

- Providing support services to children and families such as social and health-related services.
- Encouraging parental involvement in their child's education, including a minimum of one parent-teacher conference per year.
- Supporting transitions/continuity with the district's K-3 program - curriculum and Pre-K standards.
- Integrating preschool children with disabilities.

Explain the daily class schedule and how it 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 should be designated for children to engage in self-initiated activities.

Explain how the proposed program will meet all applicable health and safety codes and licensure requirements (including the NYS Uniform Fire Prevention and Building Code).

**SECTION 5: PROGRAM STAFFING**

Describe how UPK services will be staffed. Include information regarding staff qualifications, staff patterns, and child-staff ratio. You must have a teacher with a NYS Teaching Certificate in early childhood education (N-6 or N-3) for the program.

Explain the administrative structure of the organization. Specifically, who supervises UPK staff?

Please list and attach administrative/educational certification(s) held by onsite administrator/supervisor(s). If the agency operates classrooms at more than one physical location, please identify each site.

Please identify the plan for appropriate classroom coverage (maintaining adult/child ratio as well as appropriate certification) in the event of staff absences.