

Churchville-Chili Central School District
County of Monroe
Churchville, New York
Request for Proposals for Universal Pre-K

The Churchville-Chili Central School District (the “District”) is asking for proposals from qualified UPK Agencies to perform services in accordance with Part 151 of the Regulations of the Commissioner of Education for the State of New York for the 2026-2027, 2027-2028, and 2028-2029 academic years. The program must service four-year-old children for a minimum of five (5) hours per day, five (5) days a week for no fewer than 180 days per academic year, following the District’s instructional calendar.

In the event of a conflict between the requirements of Part 151 of the Regulations of the Commissioner of Education and this Request for Proposals, Part 151 of the Regulations of the Commissioner of Education shall control.

Request for Proposals are due by Friday, March 27, 2026 at 4:00 PM (EST) in the Churchville-Chili Central School District Office located at 139 Fairbanks Road Churchville, NY 14428.

Please submit one (1) original and one (1) copy of the proposal and supporting documentation to:

Churchville-Chili Central School District UPK BID
Attn: Michelle Penner, District Clerk
139 Fairbanks Road
Churchville, NY 14428

TIMELINE

- A. Mailing of Requests for Proposal:
Date: February-March 2026
- B. Deadline for submission of proposal to the Purchasing Agent (must be receive by):
Date and time: Friday, March 27, 2026 at 4:00 PM (EST)
- C. Evaluation of proposals and selection of the responder(s) to be recommended (tentative):
Date: April – May 2026
- D. Approval by the Board of Education (tentative):
Date: May-June 2026
- E. Effective date of award (tentative):
Date: May-June: Notification of award for the 2026-2027 school year

CRITERIA FOR SELECTION

Based upon the proposals submitted the District shall determine which eligible Agency will be selected to collaborate on the District's Universal Pre-Kindergarten implementation plan. In making such determination, the District shall consider the following criteria:

1. The eligible Agency's capacity to effectively, efficiently and immediately provide needed service.
2. The ease of utilization and accessibility of the program to parents, including before and after school care.
3. The capacities to provide ongoing staff development.
4. The staffing patterns and qualifications, namely one certified teacher and up to two paraprofessionals, pending class size.
5. Documentation that all applicable health and safety codes and licensure or registration requirements are met.
6. Anticipated fiscal share and other resources that contribute to the Universal Pre-Kindergarten Program.
7. The current program design and consistency with providing developmentally appropriate programs.
8. The fiscal solvency of the Agency.
9. The stability of staff in relation to average duration of employment, rate of turnover and ability to fill vacancies in a timely manner.
10. The articulated mission/philosophy statements of the Agency.
11. The record management and documentation procedures followed by the Agency.
12. The administrative structure of the Agency.
13. The Agency's capacity and experience in serving children with disabilities.
14. The Agency's capacity and experience in serving children and their parents when they are Limited English Proficient.
15. Children's progress as demonstrated by assessment.
16. Demonstrated effectiveness of the eligible Agency's program.

Questions and/or requests for clarification or supplemental information may be directed to Giulio Bosco, Assistant Superintendent of Instruction, 585-293-1800 ext. 2310.

**REQUEST FOR PROPOSALS (RFP)
FOR THE PROVISION OF
UNIVERSAL PRE-KINDERGARTEN SERVICES
TO THE CHURCHVILLE-CHILI CENTRAL SCHOOL
DISTRICT BEGINNING JULY 2026**

OVERVIEW OF DISTRICT

The Churchville-Chili Central School District is a public school located in Churchville, New York, comprising three elementary school buildings that house grades UPK-4, one middle school building that contains grades 5-8, and one high school building that contains grades 9-12. Our enrollment for 2026-2027 is estimated to be 3,790 students. The District is located in Monroe County which includes portions of the Towns of Ogden, Riga, Chili, and Sweden. It has been the District's goal to challenge all students to strive for excellence while developing their unique talents and becoming respectful, resourceful citizens and contributing members of an interconnected global society.

PROCEDURES FOR RESPONDING TO RFP

Proposals must be self-explanatory and comprehensive. One original of your completed proposal and one copy must be received by Michelle Penner, District Clerk, Churchville-Chili CSD, 139 Fairbanks Road, Churchville, NY 14428 no later than 4:00 PM (EST) March 27, 2026 in a package clearly labeled **UPK Proposal**. The Proposal must cover three (3) years (July 1, 2026 – June 30, 2029) and is contingent upon the Churchville-Chili Central School District receiving Federal and State UPK funding.

If the district does not transport prekindergarten students to district buildings, it will not transport those students who attend UPK in our eligible agency(ies). If the district transports prekindergarten students to district buildings, it will also transport those students who attend UPK in our eligible agency(ies).

The proposal must include:

1. Completed Bidder Proposal Form.
2. A detailed proposed budget and narrative which describes how your organization (often referred to throughout this RFP as Agency) proposes to meet the goals and objectives of a Universal Pre-Kindergarten program plan (Appendix A, Part II);
3. A description of the services to be provided, including the curriculum, support services, how you propose to evaluate, monitor and report student progress, and the length of the school day (Appendix A, Part I);
4. A description of your agency's staff qualifications, staffing patterns, child-staff ratio, administrative structure, and staff development (Appendix A, Part I);
5. Proof of organizational status.

6. Proof of Commercial Liability, Automobile Liability, Workers' Compensation and Excess Insurance, as outlined on page 6, must be included in the proposal.

The following must be addressed in the proposal:

1. The District will have space for up to 20 four (4) year-old pre-kindergarten students at a Community Based Organization. This class must operate Universal Pre-K per the Churchville-Chili Central School District school calendar, have time allotment schedule for instruction, and follow the Churchville approved Pre-K curriculum.
2. A completed Universal Pre-K proposed budget (Appendix A, Part II). For example, if the District were to establish a partnership with a Community Based Organization (CBO) under the NYS UPK program, the 2025–26 federal grant award of \$596,178 requires that 10% of the total allocation be set aside to contract with one or more eligible CBO partner(s), provided that appropriate partner(s) are secured. Based on this requirement, the CBO allocation would equate to approximately \$3,312 per pupil, assuming enrollment of 18 students in the CBO operated classroom.
3. Please provide information on whether or not the agency can operate a wrap program that would go beyond the UPK session (specify morning, afternoon, or both).

If a proposal does not satisfactorily respond in detail to the application it will be considered non-responsive and receive no further consideration. There is no expressed or implied obligation for the District to reimburse responding individuals or agencies for any expenses incurred with preparing proposals.

Furthermore, the District reserves the right to retain all proposals submitted. Submission of a proposal indicates acceptance by your Agency of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the Agency selected. Submission of a proposal does not guarantee that the Agency will be selected or that a contract will follow. The District reserves the right to waive formalities as such action is deemed to be in the best interest of the District.

Proposals submitted after the time and date stated herein will not be considered and will be returned to the individual or agency unopened.

Any exceptions to the terms, conditions, or other requirements in any part of this Request for Proposal must be clearly stated in the Agency's proposal. Otherwise, the District will consider all items offered are in strict compliance with this Request for Proposal, and the successful Agency will be responsible for compliance.

At the sole discretion of the Board, a committee selected by the Board of Education may interview any or all Agencies responding to this RFP.

BIDDER PROPOSAL FORM

Submission Deadline Friday, March 27, 2026 at 4:00 PM

I. BIDDER INFORMATION

Name of Group/Agency

Name of Individual Representing
Group/Agency

Title

Address

Telephone Number

E-Mail Address

NYS License/Certification Number

Certification of On-Site Educational Director

☐

Yes

☐

No

If yes, identify certification

Total Number of Staff

Certified Teachers

Teacher Assistants/Aides

II. CONTRACT TERMS

The term of the contract will be for three (3) years, July 1, 2026 through June 30, 2029, contingent upon receiving federal and/or state funding. The contract may be renewed for up to one (1) additional year after June 30, 2029 at a mutually agreed upon rate annually.

The District reserves the right to cancel the agreement with a forty-five (45) day notice to the Agency of service(s) during any fiscal year or cancel or renew with a thirty (30) day notice prior to June 30th of any given year. An annual engagement letter will be generated by the district.

The District and the selected Agency will be independent contractors. No employee of Agency will be an employee of the District for any purpose whatsoever. That said, the District will have complete access to Agency UPK locations and will make announced and unannounced visits to the sites at any times when the program is in operation. Also, District staff members will make periodic visits to the facilities to verify fiscal and program requirements are being met, and that the program is conducted in a developmentally appropriate way, provides rich academic experiences for students and complies with the requirements of Part 151.

The Agency must comply with all applicable laws, rules and regulations and must provide employment and education on an equal opportunity basis.

III. INSURANCE REQUIREMENTS

A. UPK Agency will be required to maintain necessary insurance for all of its employees servicing the District as follows:

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the UPK Agency hereby agrees to name the District as an unrestricted additional insured on the Agency's insurance policies as **Churchville-Chili Central School District, 139 Fairbanks Road Churchville, NY 14428**, with the exception of Workers' Compensation, with the use of CG 20-26.

B. The UPK agency must provide, on an annual basis, a Certificate of Liability Insurance naming the District as an additional insured, which will include:

1. Be an insurance policy from an A.M. Best Rated "secured" or better New York State admitted insurer.
2. Provide for thirty (30) days notice of cancellation
3. State under *Description of Operations/Locations/Vehicles* that the **Agency must provide coverage for each year and shall be primary and noncontributory coverage for the District, its Board of Education, and employees.** The Certificate must also state that coverage is for **operation of Universal Pre-K program for 2026-2029 at the location of the agency.** A renewal Certificate of Liability Insurance is required for each subsequent year.

C. The Agency agrees to indemnify the District for any applicable deductibles and self-insured retentions.

D. Required insurance:

1. Commercial General Liability with proof of coverage for sexual misconduct for not less than \$1,000,000 per occurrence/\$2,000,000 aggregate
2. Automobile Liability: \$1,000,000 for owned, hired, non-owned and borrowed vehicles.
3. Excess Liability of \$1,000,000 each occurrence and aggregate on a “follow form” basis.
4. Workers’ Compensation: Proof of statutory Workers’ Compensation and Employers’ Liability Insurance for all UPK Agency employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers’ compensation Board. ACORD certificates are not acceptable.

E. UPK Agency acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to the District. The UPK Agency 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.

IV. REQUIREMENTS FOR INSTRUCTIONAL SERVICES

In order to be eligible as a UPK Agency, you must satisfy the requirements set forth in Part 151-1 of the Commissioner’s regulations (<http://www.p12.nysed.gov/upk/regulations.html>). This includes, but is not limited to:

From part 151-1.3 Uniform Quality standards for all universal prekindergarten classrooms, including both district-based and eligible agency-based classrooms. The on-site Educational Director must possess a valid New York State Elementary teaching license.

Teacher Qualifications: Section 151-1.3 of the Commissioner’s Regulations regarding staff qualifications dictate that Pre-Kindergarten teachers providing instruction through this Part shall possess: (1) a teaching license or certificate valid for service in the early childhood grades pursuant to Part 80 of this Title; or (2) a teaching license or certificate for students with disabilities valid for service in early childhood grades pursuant to Part 80 of this Title; (3) for eligible agencies collaborating with the District to provide pre-kindergarten services, a bachelor’s degree in early childhood education or a related field, or a teacher 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 services in the early childhood grades within five (5) years;

Until all universal prekindergarten 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 prekindergarten 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 this Title.

A prekindergarten teaching assistant providing instructional support in a prekindergarten classroom shall meet qualifications pursuant to Part 80 of this Title.

A prekindergarten teacher aide providing support in a prekindergarten classroom shall meet the requirements prescribed by the local board of education.

Please refer to Addendum #1 for reference on the amended regulation for Section 151-1.3.

Tuition: The District tuition contribution cannot be supplemented through additional costs to parents/guardians, including any registration fees.

Program Duration: The UPK program must operate 5 days per week (except for school holidays), for at least 180 days during each academic year, be full days for no less than 5 hours a day, and follow the Churchville-Chili CSD time allotment schedule of 8:30 am – 2:00 pm.

The District shall conduct at a minimum one-site visit to settings where the UPK program will be located prior to contracting for services.

V. PROGRAM GOALS

The UPK program must align to the District's Mission: The Churchville-Chili Central School District challenges all students to strive for excellence while developing their unique talents and becoming respectful, resourceful citizens and contributing members of an interconnected global society.

The UPK program must also align with the District Learner-Centered Principles, which are as follows:

- Learners working collaboratively in a respectful and meaningful manner
- Learners using effective communication to create, share and build upon ideas
- Learners taking responsibility for their own learning by setting goals and monitoring progress
- Learners making relevant connections between what they are learning and their own lives
- Learners using critical thinking skills to develop and refine their understandings
- Learners having some autonomy and choice
- Learners reflecting on their work and the work of others
- Learners using technology as a tool for learning and communicating
- Learners developing their own questions to guide their learning
- Learners producing meaningful work that demonstrates learning
- Learners persevering and using a variety of strategies to effectively solve problems
- Learners energized by engaging learning experiences

UPK programs shall be designed to effectively serve eligible children through collaborative efforts between the District and an eligible UPK Agency. Programs shall be learner-centered, research-based, and aligned with the New York State learning standards to ensure continuity with instruction in the early elementary grades. The program shall integrate with the District's instructional program in kindergarten through grade twelve. UPK programs will follow the Churchville-Chili Central School District's approved PreK curriculum.

The program should be designed to:

1. Meet the social, emotional, cognitive, linguistic, cultural and physical needs of all eligible children.
2. Promote play-based, developmentally appropriate learning experiences for young children.
3. Develop receptive and expressive communication skills.
4. Maximize integration of preschool children with disabilities, where applicable.
5. Provide early literacy and numeracy development based on effective, evidence-based practices, using the curriculum and resources provided by the district.
6. Activities shall be learner-centered and shall be designed and provided in a way that promotes each child's growth and development.
7. Provide transition to and continuity with the early elementary grades.
8. Coordinate support services for children and families in order to ensure that each child has the opportunity to successfully meet the goals of the Universal Pre-Kindergarten Program.
9. Provide experiences that are designed to influence a positive concept of self, recognizing the cultural, linguistic and varied backgrounds, needs, interests, and developmental levels of each child.
10. Provide classrooms with instructional materials and equipment that allow for a balance of active and quiet play and individual and group activities.

VI. PROGRAM COMPONENTS

Program components must include the following:

- A. Learning centers incorporated within the classroom designed to include areas aligned to the five domains from the NYS Prekindergarten Standards:
 - Domain 1 Approaches to Learning
 - Domain 2 Physical Development and Health
 - Domain 3 Social and Emotional Learning
 - Domain 4 Communication, Language, and Literacy
 - Domain 5 Cognition and Knowledge of the World

- B. Parental involvement activities and support services to children and their families necessary to support the child in his/her transition into the UPK program.
- C. An understanding and agreement that the UPK class will follow the approved Churchville-Chili School District Pre-K components and consult with the Churchville-Chili Assistant Superintendent of Instruction on assessment and reporting schedules.
- D. Provide a nutritional snack and option for lunch.
- E. An assessment process provided by the Churchville-Chili Central School District must be administered to determine the developmental baseline and progress of each student.

VII. AGENCY GUARANTEES

- 1. The Agency certifies it can and will provide and make available, as a minimum, all services set forth in its application.
- 2. The Agency has read the foregoing together with the Appendix and Contractual Requirements, and agrees that the rights and prerogatives as detailed therein are retained by the District.
- 3. The Agency agrees to be bound by the contractual requirements delineated in the Appendix and set forth in a written contract with the successful Agency.

Signature of Official: _____

Name (Print): _____

Title: _____

Agency: _____

Date: _____

VIII. CONFLICTS OF INTEREST AND INDEPENDENCE

The Agency must disclose all conflicts of interest both in fact and/or in appearance. In addition, the Agency shall give the District written notice of any professional relationships giving rise to potential conflicts of interest entered into during the period of contract.

Signature of Official: _____

Name (Print): _____

Title: _____

Agency: _____

Date: _____

IX. NON-COLLUSIVE BIDDING

The bidder certifies that he/she will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

Non-Collusive Bidding Certification: 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:

1. Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or 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 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 foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore, where (A) (1) (2) and (3) above 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 their designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph 1 A.
2. 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 to be 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 sub-division of the section, shall be deemed to have been 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.

Authorized Signature: _____ Dated: _____

Title: _____

Agency Name: _____

Agency Address: _____

Churchville-Chili Central School District

Giulio Bosco, Asst. Superintendent for Curriculum and Instruction

139 Fairbanks Road, Churchville, NY 14428 (585)-293-1800 ext. 2310

PART I: AGENCY/ORGANIZATION INFORMATION

Churchville-Chili Central School District – Federal/State Funded Pre-Kindergarten Program For the 2026-2027 School Year	
Agency Application Cover Page	
Agency/Organization's Legal Name:	
Agency/Organization's DBA Name (if different than above):	
Mailing Address:	
State of Organization:	
How the Agency/Organization is Organized (corporation, partnership, LLC, etc.):	
Phone:	Fax:
Federal Tax ID Number:	Years the Agency/Organization has been doing business:
Physical Address of Principal Location (<i>if different from mailing address</i>):	
Addresses of Additional Locations (if any):	
Agency Email:	
Name/Title of Person Completing this Application:	
Chief Executive Officer:	Phone:
Contact Person:	Title:
Phone:	Email:

Churchville-Chili Central School District

Giulio Bosco, Asst. Superintendent for Curriculum and Instruction
139 Fairbanks Road, Churchville, NY 14428 (585)-293-1800 ext. 2310

Program agency is applying to participate in (*please check*):

☐ Universal Pre-Kindergarten (UPK)

Directions: Please complete this form (Agency Application Cover Page) and attach all required application pages to it. **One (1) original and two (2) copies** of all application materials must be submitted to the address below no later than **Friday, March 27, 2026 at 4:00 PM.**

Churchville-Chili Central School
District Clerk: Michelle Penner
139 Fairbanks Road
Churchville, NY 14428
(585)-293-1800 ext. 2305

Churchville-Chili Central School District

Giulio Bosco, Asst. Superintendent for Curriculum and Instruction

139 Fairbanks Road, Churchville, NY 14428 (585)-293-1800 ext. 2310

Churchville-Chili Central School District – New York State Funded Pre-Kindergarten Programs for the 2026-2027 School Year

Agency Information Packet

Agency/Organization Name:

All applicants are encouraged to view specific program requirements in their entirety at the NYSED website <http://www.p12.nysed.gov/earlylearning>.

1. What is your agency's mission/philosophy/purpose?
2. Describe your agency's organizational structure:
3. Describe your agency's background/experience in providing programs for pre-school children:

Churchville-Chili Central School District

Giulio Bosco, Asst. Superintendent for Curriculum and Instruction

139 Fairbanks Road, Churchville, NY 14428 (585)-293-1800 ext. 2310

4. How many Churchville-Chili resident children do you currently serve? Please delineate by age groups:
5. Please list licensure/certification/affiliations held by your agency and attach copies of these documents to this packet:
6. 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 for each site:
7. Please describe and attach copies of your agency's recruitment, screening and hiring procedures for classroom staff. Please address how your agency ensures NYS mandated fingerprint clearance of employees:

Churchville-Chili Central School District

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139 Fairbanks Road, Churchville, NY 14428 (585)-293-1800 ext. 2310

8. Does your agency collaborate with any other agencies? If yes, please identify and describe those collaborations:
9. What professional development opportunities do you provide for your staff? Are these required of all employees or voluntary? Please describe professional development mandates/structures within your agency, as well as the credentials of the professional development provider(s):
10. Please identify the plan for appropriate classroom coverage (maintaining adult/child ratio as well as appropriate certification) in the event of staff absences:
11. Please describe the employee evaluation process/frequency utilized by your agency:

Churchville-Chili Central School District

Giulio Bosco, Asst. Superintendent for Curriculum and Instruction

139 Fairbanks Road, Churchville, NY 14428 (585)-293-1800 ext. 2310

Churchville-Chili Central School District – Federal/State Funded Pre-Kindergarten Programs

For the 2026-2027 School Year

New York State Program Application Packet

Universal Pre-Kindergarten (UPK)

Agency/Organization Name:

Physical location/address of proposed classroom(s)*:

Number of proposed full day 4 Year Old UPK seats at this location	
Hours of full day program operation	
Number of NYS certified teachers for this location	
Number of teaching assistant/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?	Yes No
x If yes , please describe space and available equipment:	
x If no , please describe plans to meet programmatic gross motor requirements:	

Churchville-Chili Central School District

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Is there an outdoor gross motor space available at this location?	Yes No
x If yes , please describe space and available equipment:	
x If no , please describe plans to meet programmatic gross motor requirements:	
Please describe the services your agency/organization will provide to the District:	
Please provide a detailed narrative on how your agency/organization will meet the goals and objectives of the District's universal prekindergarten program:	
Please describe any additional services you will be able to provide at your location (specifically address before and after program care).	
Please describe any nutritional services you will be able to provide at your location.	

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Please describe plans to implement the Churchville-Chili School District's approved Pre-Kindergarten curriculum (include literacy, math, social emotional, gross motor, technology integration, and on-going student assessment, etc.):

Please describe how your program would use both formative and summative assessment for both academics and social emotional learning to support small group and individualized instruction for students:

Please describe how your agency would work with CCCSD to ensure a seamless transition to Kindergarten for students and families:

Please describe your agency's plan to provide classroom staff with release time to attend CCCSD provided professional development sessions:

Please describe how your agency would integrate the CCCSD's program for Positive Behavioral Interventions and Supports:

Churchville-Chili Central School District

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Please describe your agency's plan to provide classroom teachers with time to meet/plan with CCCSD Early Childhood Instructional team on a regular basis:

--

Please describe your agency's plan for providing instructional supervision of classrooms by an on-site, NYS certified professional who is certified in Teacher Supervision using the District's approved rubric for Annual Professional Performance Review. ***(attach credentials of certified on-site supervisor):***

--

Please describe your agency's plan for ensuring that children are in attendance for the full duration of program hours daily:

--

Please describe your agency's plan for entering/reporting student attendance on a daily basis:

--

Please describe your agency's experience with preschoolers with disabilities:

--

Churchville-Chili Central School District

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Please describe your agency's experience with preschoolers who are multi-language learners:
Please describe your agency's experience with preschoolers who qualify for McKinney-Vento services:
Please describe how your agency will support the Churchville-Chili Central School District's Learner Centered Principles:
Please describe services/supports your agency provides to families (<i>attach supporting documentation</i>):
Please describe your agency's plan for parent engagement (<i>attach supporting documentation</i>):
Please describe how your agency will benefit from the proposed collaboration with the Churchville-Chili Central School District:

Program Director Signature: _____ **Date:** _____

Chief Executive Officer Signature: _____ **Date:** _____

Churchville-Chili Central School District

Giulio Bosco, Asst. Superintendent for Curriculum and Instruction

139 Fairbanks Road, Churchville, NY 14428 (585)-293-1800 ext. 2310

PART II: PROPOSED BUDGET

Churchville-Chili Central School District – New York State Funded Pre-Kindergarten
Programs for the
2026-2027 School Year

Agency Budget Form UPK

(# Students X \$ Rate = \$ Total)

Program	#		\$ Rate		\$ Total
Proposed 4 Year Old FD Seats		X	\$	=	\$

Total Proposed Budget Request = \$ _____

Please provide a narrative description of reasonable, appropriate and necessary expenditures:

Professional Salaries Detail:	Total Dollar Amount Professional Salaries=\$
Support Staff Salaries Detail:	Total Dollar Amount Support Staff Salaries=\$
Employee Benefit Detail:	Total Dollar Amount Employee Benefit=\$
Supplies and Materials Detail:	Total Dollar Amount Supplies and Materials=\$
Equipment Detail:	Total Dollar Amount Equipment=\$
Indirect Costs Detail:	Total Dollar Amount Indirect Costs=\$
Purchased Services Detail:	Total Dollar Amount Purchased Services=\$

Program Director Signature: _____

Date: _____

Chief Executive Officer Signature: _____

Date: _____

Addendum #1



THE STATE EDUCATION DEPARTMENT/ THE UNIVERSITY OF THE STATE OF NEW YORK

Office of Early Learning
89 Washington Avenue, Room 319 EB
Albany, New York 12234
Tel. (518) 474-5807 / Fax: (518) 474-7558

January 16, 2023

To: Superintendents in Districts receiving UPK and/or SUFDPK Funding
PreK Program District Contacts receiving UPK and/or SUFDPK Funding
Community-Based Organization Directors Contracting with a School District for UPK Services

From: Erik Sweet, Executive Director, Office of Early Learning

Subject: Final Approval of Emergency Regulations at the January Board of Regents Meeting

On January 9, 2023, the Board of Regents formally amended Commissioner's Regulations Section 151-1.3 regarding the staffing qualifications of an eligible agency who partners with a public school district for the provision of UPK services. With these regulations in effect, teachers employed by an eligible agency, if not overseen by the New York State Education Department, must meet the qualifications of their licensing oversight agency to be eligible to provide UPK services. For eligible agencies outside of New York City, the oversight agency, if not the New York State Education Department (NYSED) is primarily the [Office of Children and Family Services \(OCFS\)](#) and for eligible agencies located within New York City, the oversight agency is primarily the [New York City Department of Health and Mental Hygiene \(NYC DOHMH\)](#).

Districts collaborating with an eligible agency for the provision of UPK services with uncertified teachers must submit a waiver along with their UPK application indicating the number of uncertified teacher(s) as well as the number of students serviced by those teacher(s) on an annual basis by August 1st.

Until such time that all UPK teachers at eligible agencies possess a teaching license or certificate valid for services in the early childhood or childhood grades, they must employ an on-site education director who is responsible for program implementation and is on-site during the hours in which UPK services are being provided. The amended regulations allow agencies to employ an on-site education director who possesses a bachelor's degree or higher in the area of early childhood education. However, if the on-site director is uncertified, they must develop a written plan to obtain a certification valid for service in the early childhood grades within five years of the date such individual begins employment as the on-site director. These plans shall be submitted to the district, who will submit to NYSED all study plans by October 31st of each school year through the NYSED Business Portal's Monitoring and Vendor Performance System (MVPS). Additionally, the school district must oversee program implementation by the eligible agency until the onsite education director meets the requisite on-site education director qualifications as set forth in Commissioner's regulations 1511.3(2)(i).

Should there be any questions regarding the regulations, please do not hesitate to reach out to the Office of Early Learning at OEL@nysed.gov.