MAMARONECK UNION FREE SCHOOL DISTRICT
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ADDENDUM NO. 1

RFP #MUFSD-2027-03

UNIVERSAL PRE-KINDERGARTEN PROGRAM

2027–2028 School Year

Date Issued	October 28, 2026
Subject	Clarification of Section V – Staffing and Professional Qualifications

The Mamaroneck Union Free School District provides the following clarification in response to a question regarding the above-referenced Request for Proposals.

QUESTION 1 – TEACHER CERTIFICATION AND FIVE-YEAR PLAN

Our general understanding is that the teacher does not need certification. However, does an uncertified teacher require a 5-year plan of study in place to receive certification?

DISTRICT RESPONSE: No. For a UPK teacher employed by a collaborating eligible agency, the five-year certification study-plan requirement does not apply solely because the teacher is uncertified. Such teachers must still satisfy the applicable qualifications and any waiver requirements under 8 NYCRR 151-1.3(e) and the requirements of the agency that licenses or oversees the program.

When one or more teachers at an eligible-agency UPK site lack the specified early childhood or childhood certification, the eligible agency must have an appropriately qualified on-site education director during program hours. If that on-site education director is not appropriately certified, the director must possess at least a bachelor's degree in early childhood education and have a written plan to obtain the required early childhood certification within five years, with the related District/NYSED oversight requirements.

Teachers in District-operated UPK classrooms remain subject to the certification requirements applicable to school-district teachers.

REGULATORY REFERENCE: 8 NYCRR § 151-1.3(e); NYSED Office of Early Learning guidance on eligible-agency staffing qualifications.

QUESTION 2 – ADDITIONAL DISTRICT CLASSROOM SPACE

Do you anticipate there may be additional space available within any District buildings that could potentially support expanded UPK programming and be reflected in our proposal?

DISTRICT RESPONSE: The District currently has four (4) UPK classrooms and does not anticipate having additional space.

QUESTION 3 – MODULAR CLASSROOMS

Are modular classroom solutions under consideration as a way to create additional instructional space for future UPK program growth?

DISTRICT RESPONSE: The District does not currently have any future plans to use modular classrooms.

This addendum provides clarification only. All other provisions, submission requirements, and dates in RFP #MUFSD-2027-03 remain unchanged.

Please retain this addendum with the RFP and acknowledge receipt as directed in Appendix M – Proposer Acknowledgment.