

Sample Application to Expand a Public School Operated Prekindergarten Education

DO NOT COMPLETE THIS FORM. Complete the [surveymonkey application](#).

Expansion of a Public School Operated Prekindergarten Education

Prior approval from the Agencies of Education and Human Services must be received before a school district may expand a school operated prekindergarten education program. School districts are required to use this application to request permission to expand a current school operated PreK program. This new requirement applies to all school districts whether they choose to offer universal prekindergarten education starting in 2015 or 2016; it replaces the community needs assessment school districts were required to complete under Act 62.

"Expansion" is defined as when a district seeks to increase the number of children served in a school operated program, and such increase will require additional teachers and/or classrooms.

Responses to completed applications will be provided within thirty (30) business days from submission of a complete application.

- 1. Expansion of an existing school operated PreK program is defined as a district seeking to increase the number of children served in its school operated program, and such an increase would require an additional teacher or additional classroom space.**

Does the district seek to increase the number of children served in its district-operated PreK program, and such an addition requires additional teachers or classroom space?

Program Expansion Application NOT Required

Since your answer to the question of increasing the number of children in your school operated Pre-K program is "No", the changes planned do not constitute "program expansion". You do NOT need to complete an expansion application.

- 1. Please list the contact information for the person completing this application.**

Name:

Title:

SU/SD or School:

Email Address:

Phone Number:

Program Expansion Application

Based on your answering "Yes" to the question about increasing the numbers of children in your program on the previous page, you **MUST COMPLETE** this application before you can expand your school operated prekindergarten (Pre-K) program. Please answer the following questions.

1. Please list the contact information for the person completing this application.

Name:

Title:

SU/SD or School:

Address:

City/Town:

Email Address:

Phone Number:

2. How many additional children are you hoping to enroll in your school operated Pre-K program?

Current number of Pre-K children?

Proposed number of Pre-K classrooms?

3. How many Pre-K classrooms are you hoping to add?

Current number of Pre-K classrooms?

Proposed number of Pre-K classrooms?

4. Would you need to expand your licensed capacity?

Current CDD license capacity

Future CDD license capacity

5. What are the days and hours of your Pre-K program sessions?

Session 1

Session 2

Session 3

Session 4

Session 5

6. What are the characteristics of the families in your region?

How many two to five year old children reside in your region?

Where are the children in your region currently receiving early childhood education and services?

What do the parents of these young children say they want and need for their children?
How do you know this?

7. What are the characteristics of the early education and care programs in your region?

What is the total number of early childhood programs (center-based and home-based) located in your region (i.e., your school district and bordering districts)?

How many of these programs in your region are Prequalified Pre-K programs?

Where are the Prequalified Pre-K programs within your region located?

What is the enrollment capacity of the Prequalified Pre-K programs?

What outreach have you made to the Prequalified Pre-K programs in your region?

Do the Prequalified Pre-K programs in your region have the capacity to serve children with special needs? Why or why not?

8. **Please list the dates, times and locations of community meetings held to discuss the proposal to expand your school operated Pre-K program. How were these meetings publicized? Please summarize all public comments you received.**
9. **What additional activities were used to gather information from the community/region about the need to expand your school operated Pre-K program? (Additional activities could include holding a community forum, sending a questionnaire to families with young children, surveying Prequalified Pre-K programs in the region, researching existing data reports and school census, meeting with existing groups).**
10. **Please explain your school district's reasons for seeking to expand its current school operated Pre-K program. Be certain to include data to support your proposal.**
11. **What will be the implications of the decision to expand prekindergarten education on the school district's budget and property tax rate?**
12. **How will the expansion of your school operated prekindergarten education affect existing early childhood programs (centers and homes) in the region? Please explain thoroughly and identify your sources of information.**

By submitting this application, you agree that the information submitted is true and correct to the best of your knowledge.