

## DOCUMENT RESUME

ED 473 322

PS 031 015

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TITLE New York City Universal Prekindergarten Frequently Asked Questions.  
INSTITUTION Child Care, Inc., New York, NY.  
SPONS AGENCY Fund for the City of New York, NY.  
PUB DATE 2002-00-00  
NOTE 32p.; Additional support provided by the Altman Foundation, the Child Care Early Education Fund, and the United Way Targeted Needs Fund.  
AVAILABLE FROM Child Care, Inc., 275 Seventh Ave., New York, NY 10001. Tel: 212-929-7604; Fax: 212-929-5785; Web site: <http://www.childcareinc.org>.  
PUB TYPE Guides - Non-Classroom (055)  
EDRS PRICE EDRS Price MF01/PC02 Plus Postage.  
DESCRIPTORS \* Preschool Curriculum; Access to Education; Enrollment; Grants; \*Grantsmanship; \*Preschool Education; Program Budgeting; Program Development  
IDENTIFIERS New York (New York); \*Universal Preschool

## ABSTRACT

Universal Prekindergarten (UPK) is a New York state early childhood initiative providing 4-year-olds access to comprehensive early childhood education experiences that promote their social-emotional, creative expressive/aesthetic, physical, cognitive, linguistic, and cultural development. The UPK initiative takes the form of a stand-alone program in a public or non-public school or is a component of a community program. This guide provides useful and commonly sought information about applying for and operating a UPK program in New York City. Following a glossary of terms and abbreviations, the guide presents frequently asked questions and their answers categorized alphabetically for ease of reference. Questions and answers relate to the following topics: access to public school services, budgets, calendars, contract administration, curricula, DOHMH license/requirements, enrollment/attendance, expansion, child care, fingerprinting/security clearance, insurance, meals, parent responsibility, payments, program models, religious icons, requests for proposals, staff development, teacher certification/requirements, and transportation of children. The guide's three appendices contain information on UPK program requirements and individual organizations' relative responsibilities, timelines for proposals and contracts, and helpful phone numbers and website addresses. (KB)

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ED 473 322

# NYC Universal Prekindergarten Frequently Asked Questions

A Joint Project of  
New York City  
Department of  
Education, Division of  
Instructional Support,  
Office of Early  
Childhood Education

Division of Financial  
Operations, Office of  
Contract Management

Office of Legal  
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The Early Childhood  
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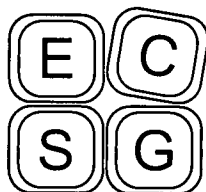
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# New York City Universal Prekindergarten Frequently Asked Questions

Fall 2002

Compiled by Amy Springsteel  
and Amy Cooper

With Support from:

The Altman Foundation

The Child Care Early Education Fund

The Fund for the City of New York

The United Way Targeted Needs Fund

## ABOUT UNIVERSAL PREKINDERGARTEN

Universal Prekindergarten (UPK) is a New York State early childhood initiative, administered in New York City by the New York City Department of Education, Division of Instructional Support, Office of Early Childhood Education. UPK provides four-year-old children access, at no charge, to comprehensive early childhood education experiences that promote their social-emotional, creative expressive/aesthetic, physical, cognitive, linguistic and cultural development. In New York City, children are eligible if they become 4 years old by December 31 of the school year in which they are enrolled in the program. UPK programs operate 2½ hours per day for five days a week, 180 days per year.

A unique program, the UPK law mandates that community school districts (CSDs) in New York City collaborate with eligible early childhood community based organizations (CBOs) to serve children in non-public school settings. UPK can therefore take the form of a stand-alone program in a public or non-public school or be part of a component of a community program. Substantial numbers of UPK children in New York City are served in community-based organizations' early childhood settings. Programs in the schools often blend with other programs to offer a full school day, and in CBOs funds are blended to offer an extended day, year round program. All children enrolled in UPK receive a student ID number that they can carry with them throughout their public school education.

## ABOUT THIS PUBLICATION

This guide was developed by the Early Childhood Strategic Group in partnership with the New York City Department of Education (DOE). While it does not attempt to serve as a comprehensive UPK manual, this guide does provide useful and commonly sought information about applying for and operating a UPK program. Frequently asked questions and their answers are alphabetically categorized for easy reference (see the Table of Content). An index is also provided to assist the reader in finding a particular subject of interest. Appendix C lists helpful numbers, websites and e-mail addresses, including contact information in each of the 32 Community School Districts.

While this guide was accurate at the time of publication, we acknowledge that policies and circumstances may change as the UPK program continues to evolve. For the most up-to-date information on topics covered here, or for clarification on UPK-related matters, please contact the New York City Department of Education (DOE; see Appendix C). This report will also be revised and updated periodically. Readers may make suggestions for revision and improvement by contacting the Early Childhood Strategic Group at 212-929-7604 ext 3036.

The Early Childhood Strategic Group would like to thank the Altman Foundation, the Fund for the City of New York, the Child Care Early Education Fund, and the United Way Targeted Needs Fund for their generous support of this publication. In addition, we extend special thanks to Eleanor Greig Ukoli, Director and Laurel O. Fraser, Assistant Director of the Office of Early Childhood Education; Dr. Alan B. Friedman, Deputy Administrator of the Office of Contract Management; Maxine Payne Garvey, UPK Attorney, Office of Legal Services; and their staff at the New York City Department of Education (DOE), both for their support of this work and for their continued efforts to strengthen and expand Early Childhood Education in New York City.

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## GLOSSARY OF TERMS AND ABBREVIATIONS

**4410 School** – A preschool program that is New York State certified to provide special education services to eligible children.

**ACD** – The Agency for Child Development. Refers to the Administration for Children’s Services child care program. It serves over 80,000 infants, toddlers, and school-aged children. Note: The ACD has changed its name to ACS Child Care. Because this new name is not yet familiar to providers, we will refer to the agency as ACD throughout.

**ACS** – The Administration for Children’s Services (ACS) is the New York City government agency that oversees government subsidized child care, Head Start, child protective services, foster care and preventative services. ACS administers publicly funded child care subsidies through contracts and vouchers.

**Blended Funding** – A strategy used by early care and education providers to integrate funding from different sources to enhance services and extend the operational day. In the case of UPK, providers blend UPK funding with private tuition, publicly funded child care, Head Start and/or preschool special education funds.

**CACFP** – Child and Adult Care Food Program. The New York State Department of Health and Mental Hygiene nutritional program for low-income children and seniors.

**CBO** – A Community Based Organization (also, Provider), an organization that provides services in the community. For the purposes of UPK, a CBO provides early care and education services in collaboration with the public schools.

**Child Care Voucher** – A method of paying for child care in which city agencies (such as ACD or HRA) reimburse early childhood organizations or centers for their services to eligible low income children and families.

**Contractor** – Also, vendor, provider or CBO. For the purposes of UPK, an organization or center that provides early care and education services such as Head Start; ACD child care; private tuition based child care; special needs, child care; and/or before- and after-school care.

**Cost Allocation** – An accounting principle by which costs for expenses are allocated or proportioned or “charged” to various funding streams. For the purposes of UPK, an expense such as rent can be allocated across various funding streams—the cost of rent for 2½ hours for the UPK classrooms can be charged to the public schools while the remainder of the classroom day can be charged to ACD, Head Start, the 4410 contract, the private center’s budget and/or other funding streams’ budgets.

**CPSE** – Committee on Preschool Special Education. Each school district has an office and personnel that review assessments and placements of preschool children with special needs.

**CSD** – Community School District (also, The District). The New York City public school system is divided into 32 districts called Community School Districts. A Superintendent, along with district office personnel, administers each CSD. UPK contracts are negotiated between a CSD and a CBO. The CSD has oversight responsibility for the Universal Prekindergarten Program.

**DOE** – The New York City Department of Education. The New York City agency responsible for the New York City public schools. Previously called the Board of Education, or BOE.

**District, The** – See CSD.

**DOHMH** – The Department of Health and Mental Hygiene. The New York City agency that licenses the facilities of all child care programs.

**DOI** – The Department of Investigation. The New York City agency that conducts the fingerprinting of staff of early childhood programs.

**ECSG** – The Early Childhood Strategic Group. A partnership of organizations and individuals in New York City who are dedicated to creating a comprehensive early care and education delivery system.

**EFT** – Electronic Funds Transfer. A system of payment by which money is directly deposited into an account of an individual or organization, via a specific schedule, without the aid of a check or other written material. This is the method by which CBOs are paid for providing UPK services.

**FCC** – Family Child Care. Early care and education services are provided for up to 6 children in the home of a qualified individual.

**GFCC** – Group Family Child Care. An early childhood (scheduled sometimes before and after school) program in which early care and education are provided for up to 12 children in the home of a qualified individual.

**HRA** – Human Resources Administration. The New York City government agency that administers social services programs and welfare reform, including welfare-to-work programs. HRA administers child care vouchers for families on TANF and transitioning to employment.

**HS** – Head Start. A national early childhood and parent program that serves three- to five-year-old children from low-income families, primarily in part-day settings. The U. S. Department of Health and Human Services contracts with the NYC Administration for Children’s Services to manage most of the Head Start programs through contracted delegate agencies. New York City grantee programs (those contracting directly with the federal agency for services) receive funds directly from the U.S. department.

**LPOS** – Limited Purchase of Service contract in which an organization contracts with ACD to provide government subsidized early childhood services.

**NYC** – New York City.

**OCFS** – The Office of Children and Family Services. The New York State government agency that oversees child care funding and regulations for family child care and group family child care programs, as well as for child care centers outside of New York City.

**PPT** – Preparatory Provisional Teacher. This temporary teacher’s license allows teachers to work full time and receive benefits.

**Provider** – Also contractor or vendor. An organization or center that provides prekindergarten services. For the purposes of UPK, it refers to the provision of early childhood services such as Head Start, ACD child care, private tuition based child care, special needs, child care, and/or before- and after-school care.

**Regents, The** – The Regents of The University of the State of New York. The Regents supervise all educational activities within the State, presiding over The University and the New York State Education Department. The University of the State of New York is a broad term encompassing all the institutions, both public and private, offering education in the State, including elementary, secondary, and postsecondary educational institutions, libraries, museums, public broadcasting, records and archives, and professional services for individuals with disabilities. They oversee the work of the State Education Department.



**RFP** – Request for Proposals. To participate in the UPK program, programs must respond to an RFP. Those wishing to submit a proposal to contract with the City should contact their local community school district and request the RFP.

**School District Liaison** – The person at the community school district who is responsible for overseeing the early childhood programs in his or her district. For purposes of UPK, he or she acts as a liaison between the CBO, the district and the central office. The official title of this individual is District Early Childhood Director/Coordinator.

**SED** – The State Education Department. The New York State agency responsible for general supervision of all educational institutions within the State, for operating certain educational and cultural institutions, and for certifying teachers and certifying or licensing practitioners in other professions.

**Tax Levy Dollars** – Funds generated by City taxes.

**UPK** – Universal Prekindergarten. A free, 2½ hour early care and education program that serves four-year-old children. UPK is funded by New York State and by City tax levy funds of the NYC public schools.

**VENDEX** – Vendor Information Exchange System. This required New York City document must be filed by all organizations that contract to provide prekindergarten services.

**VESID** – Vocational and Educational Services for Individuals with Disabilities.

**Vendor** – Also, contractor or provider. An organization or center that provides prekindergarten services. For the purposes of UPK, it refers to early care and education services such as Head Start, ACD child care, private tuition based child care, special needs child care, and/or before-and after-school care.



# QUESTIONS AND ANSWERS

## ACCESS TO PUBLIC SCHOOL SERVICES

**1. Q: Can a UPK program use the school's facilities (i.e. library, schoolyard or gym)?**

A: At this time, there is no central office policy regarding use of school facilities. An individual district determines whether to make school facilities available, so you can contact the district(s) with which you contract to see if this is within their policies. (See Appendix C for phone numbers.)

**2. Q: Can we access a public school's food service program?**

A: At this time, there is no central office policy in place on this issue; however, you may be able to work out an arrangement with your area school to provide meals for you. You should contact them directly. (See Appendix C for CSD phone numbers.)

## BUDGETS

### *Blended Funding*

**3. Q: What is blended funding and how do you wrap around services?**

A: Blended funding is a strategy in which programs integrate funding from different sources to enhance services and/or extend the day. In the case of UPK, early childhood education programs may blend UPK funding with private tuition, publicly funded child care, Head Start and/or pre-school special education funds. For more information, please see the Early Childhood Strategic Groups Blended Funding publications, which outline steps and considerations for blended funding. Call the ECSG to order (see Appendix C for contact information).

**4. Q: What is cost allocation?**

A: Cost allocation is an accounting principle whereby costs for expenses are allocated, proportioned, or "charged" to various funding streams. For the purposes of UPK, an expense such as rent can be allocated across various funding streams—the cost of rent for 2½ hours for the UPK classrooms can be charged to the Public Schools while the remainder of the classroom day can be charged to ACD (**now called ACS Child Care**), Head Start, the 4410 contract, the private center's budget and/or other funding streams' budgets. You can obtain more information from the Early Childhood Strategic Group's publication "A Guide to Cost Allocation." Call 212-929-7604 ext. 3036 to obtain copies.

**5. Q: If UPK is only for 2½ hours, how can a program offer early care and education for the whole day?**

A: While UPK is a 2½ hour program, centers can offer parents a longer program if it is combined with their other services, such as private early care and education, ACD, Head Start or a special needs program. This method of combining UPK services with other services is the most common option for blended funding models. Children may attend UPK for part of the day and other programs for the remainder of the day. Depending on the program's structure, this may or may not require the children to change classrooms or buildings within the day. Considering the children's best interests, creative center directors may combine programs to offer full-day or extended-day services within a center's budget and taking fee and non-fee based options

into consideration. Parents eligible for a child care subsidy may have access to a voucher to pay for the extended portion of the day.

6. **Q: If I serve ACD-funded children, who pays for the children—ACD or DOE, or both?**  
A: If the children are enrolled in your program for 2½ hours of UPK as part of an ACD full or extended day, both are paying. With ACD approval, ACD will allow programs to enhance quality by blending UPK and core funding.
7. **Q: Can the same children become enrolled in UPK as well as Head Start?**  
A: Yes. Head Start programs have been able to expand from part-day to full-day programs. Please see the Early Childhood Strategic Groups publications for detailed information on how to wrap services and blend funding.
8. **Q: If a child enrolled in UPK is evaluated and determined eligible for special needs services, can he or she continue to receive both UPK and special education services?**  
A: Yes, a child can continue to be enrolled in UPK as well as receive special education services. This is one of the models for blended funding.
9. **Q: If we have CACFP, is that part of our costs for UPK?**  
A: Yes, you may allocate the portion of the costs for meals for the UPK program, including those participating in CACFP, to your UPK budget. Meal service is a part of the UPK program and therefore, associated funds needed to serve meals is an allowable cost.
10. **Q: Can HRA or ACS vouchers be used to extend the service day?**  
A: ACD full day vouchers can be used to pay for the extended service day if a child is in care for more than six hours in the ACD portion of the program in addition to the 2½ hours in the UPK portion of the program.

### *Square Footage*

11. **Q: How much will the UPK program reimburse a CBO for its physical space?**  
A: The UPK program will pay for space that is used to operate the UPK program. The minimum requirement for classroom space is 30 square feet per child. Each CBO may also negotiate the allocable common spaces to be used, such as offices, adult bathrooms, playground, etc, with their individual CSDs. The level of allowable facilities cost per square foot is based on reasonable and fair market rate and varies among CSDs. A mandatory requirement for all new vendors is the submission of a floor plan detailing the space allocated to UPK along with a copy of the CBO's lease. A provider who owns the building used for the UPK program may have to submit different documentation and shall be notified by the CSD as to what documents are needed. Justification is needed for space in excess of the required 30 square feet per child.
12. **Q: If a program owns the building, can it still charge UPK for the space?**  
A: Yes, as long as the charge is reasonable and based on fair market value and the square footage to be used.

## *Cost Per Child*

**13. Q: Who decides the cost per child for providing UPK services?**

A: School districts receive a level of funding based upon a State aid formula. The Department of Education adds city tax levy dollars to that cost and forwards that amount to CSDs. It is then up to the districts to negotiate individual contracts with CBOs. Each school district determines the cost-per-child allocation.

**14. Q: Is there a maximum allowable rate per child?**

A: No. You should propose the per-child rate that will permit you to run a quality prekindergarten program. However, it is the District's decision to enter into the contract. If, after negotiations between the District and the provider, the program costs are deemed excessive, the contract will not be entered into.

**15. Q: If I propose a high cost per child, will that preempt me from contract consideration?**

A: Each District will make decisions as to what will be the maximum amount that they will pay per student. If your cost is considered high for a particular district, but you are a highly qualified provider, the district will negotiate the cost per child with you. A discussion with the CSD has to take place. Make certain that you include all of your first year, start-up costs in the budget (including advertising). The district will then let you know if they can make some of their resources available to you (school discounts, consulting services, use of their playground, etc.).

Do not assume that just because a district is negotiating a contract with you that you will automatically be awarded a contract. Negotiations have, in a few instances, not led to a contract between the DOE and a CBO. Do not expend any funds for the DOE's UPK program until a contract has been signed and all major issues resolved.

**16. Q: When signing a three-year contract, how can I account for my increasing costs each year?**

A: Create a start-up budget for the first year and operating budgets for each consecutive year. Total the costs and find your average cost per child across all three years; this will cover your increasing costs as well as the higher budget needs (i.e. supplies and equipment) for start-up in the first year. Be aware that you must spend dollars allocated in each year's budget. You cannot carry funds over to the next year.

## *Salaries/Benefits*

**17. Q: Can teachers in a publicly funded program who also teach in the UPK program be paid more money?**

A: The decision to pay teachers more money is made by the employer (provider). If an employer in a unionized setting chooses to pay more than the salary scale he or she can do so, but this is often done through bonuses and fringe benefits.

**18. Q: In preparing a three-year contract, can you build teacher salary increases into your contract by averaging your expenses for three years?**

A: Yes. You should openly discuss this with your CSD and write a narrative to explain your rationale and budget history.

19. **Q: Is the UPK teacher salary based on the ACD salary scale or on the public school teacher's salaries?**  
A: Neither. It is based on what your individual management decides is the appropriate salary. Attention should be paid to union-negotiated contracts.
20. **Q: Is it allowable to pay teachers for preparation time beyond the 2½ hours?**  
A: Yes. One (1) hour of preparation time is an allowable UPK cost for one teacher per class and should be factored into the budget. Preparation time in excess of one (1) hour can be approved on a case-by-case basis by the district.
21. **Q: Are my administrative costs covered, and what salaries can I include?**  
A: The SED and DOE will not approve administrative costs in the UPK budget that total more than 10% of the total contract award. In the budget section of the RFP, complete the listing of staff and note all the people who are associated with UPK program, along with the percentages of their time dedicated to UPK program. When the districts conduct the mid-year review, proposed salaries must match mid-year expenses. You must verify that you are paying the budgeted salaries that you agreed to in the contract by maintaining payroll records in accordance with standard accounting principals and labor law requirements.
22. **Q: What are the entitled benefits for teachers? Is a UPK teacher eligible for the same benefits as public school teachers?**  
A: Teachers are entitled to whatever benefits you, the employer provides for your staff and can afford to support with your budget. Your teachers are working in the UPK program but they are your employees, *not* public schools employees. You can calculate fringe benefits and allocate the costs to the public schools contract.

### *Supplemental Funding*

23. **Q: How does one get funding for something like a playground?**  
A: You may look to area businesses or approach your local politicians. UPK funds cannot be used for capital improvements, but they can be used for expenses like the replacement or repair of a door on the building or replacement/repair of playground equipment. All work must be pre-approved by the District.
24. **Q: I need to raise teacher compensation. What can CBOs do to get additional resources?**  
A: Qualified staff can apply to the New York State Child Care Professional Retention Program. Teachers may be eligible to receive up to \$2000. This is a time-limited program; see the website, at <http://www.ocfs.state.ny.us/main/ccw/>, for current information.
25. **Q: How do I obtain funds for children with special needs?**  
A: If you are an approved 4410 program and have a special education budget, then you may want to extend the day and offer a blended program (see previous ECSG publications on blended funding). If you are not an approved 4410 provider, a child in your care needing special education services should be referred to your district's Committee on Preschool Special Education for possible evaluation. If the child is eligible, he or she will receive an approved Individualized Educational Program (IEP) for Special Education Services. These services will then be provided by an approved provider. The provider will be paid directly for these services.

## Other

26. **Q: Can I include money in my budget for a consultant for professional development or take professional trips/attend professional conferences?**

A: Yes. When you ask for money for a specific resource person or to participate in an event, it is helpful to show how this activity will support the UPK goals. Break down the costs and write your justification in the budget narrative. Student Trips outside of New York State, overnight or requiring the reimbursement of travel (auto or otherwise) are prohibited.

27. **Q: Who determines the hours of operation?**

A: Each program can determine the optimum hours for operation, but they must conform with the district 's requirements. Most programs operate UPK during the hours of the public schools regular school day. Others, however, include late afternoon hours as well. It is up to the district to decide what hours of operation they will accept. Do not extend your program in the middle of a contract year without the written approval of the District.

28. **Q: Can changes be made to the budget once a contract is signed?**

A: Yes. CSDs may approve a 5% variance in expenditures. Discuss this with your CSD.

## CALENDARS

29. **Q: Can the program operate as a summer program?**

A: Generally, UPK programs in New York City operate during the regular school year—September through June. Summer-only UPK may operate during the months of July and August upon a finding by the Commissioner of Education that the school district is unable to operate the program during the regular school session because of lack of space. This has not been the case, however, here in New York City.

30. **Q: Our school calendar is different than the school calendar. Is that a problem?**

A: This is not a problem as long as your school provides 176 days of UPK instruction and 4 days of UPK staff development between July 1<sup>st</sup> and June 30<sup>th</sup> for each contract year. The schedule must meet the needs of the CSD.

31. **Q: How do I know which days I can and cannot operate the UPK program?**

A: Calendars vary from district to district. When you submit your RFP proposal, use the draft public schools calendar, along with the CSD calendar, as a guide. It is mandatory that the District receive a calendar from each CBO on an annual basis. The public schools observe certain holidays during which you cannot serve children, and the district may have additional attendance days pertinent to their schedule. You should have a discussion with the district and know that what is proposed is subject to change when the Department of Education and CSD school calendars are finalized. The CSDs understand that your calendar is proposed when you submit your RFP. The calendar will be a discussion point if you are considered for the award.

32. **Q: Can days when the schools closes for spring break be used toward the 180 days of required programming?**

A: Yes.

## CONTRACT ADMINISTRATION

33. **Q: If we signed a three-year extended contract, do we need to reapply after the three years?**

A: In 2000, the public schools began three-year contracts. Agencies are still required to submit a current DOHMH license, classroom utilization forms, insurance form, calendar and budget updates. It has yet to be decided what the procedure will be once these three-year contracts expire. If you are a first time provider signing a three-year contract, you should forecast your costs and average them over the three years so your costs are covered for three years.

34. **Q: How can I get up-to-date information about the status of my contract?**

A: Current UPK providers can access the public schools' website, where they can use their organization's respective tax ID number to access contract information. The address is "<http://www.nycenet.edu/opm>" <http://www.nycenet.edu/opm>.

35. **Q: Will programs be audited?**

A: Yes. The central office encourages CSDs to audit the UPK program.

36. **Q: Who monitors the UPK program?**

A: The CSD monitors the program.

37. **Q: Who signs the contract?**

A: At the Department of Education, a representative of the Chancellor, the CSD Superintendent, and the Legal Office signs the contract. At the CBO, according to the by-laws of your organization, your Director or Board Chair is usually the authorized person to sign the contract. Since a contract is a legally binding document and contains monetary penalties for non-compliance, all CBOs should be very familiar with the terms of the contract.

38. **Q: We have an accountant whom we pay full-time and who is a member of our staff. Do we have to retain the services of an outside auditor to maintain our books?**

A: No. Having an accountant on staff meets the public school's requirements. Smaller providers who do not have the need for a full-time accountant can retain the services of an accountant to maintain their books. The public schools require that CSD personnel review the provider's financial records. In addition, the provider *must* submit mid-year and end-of-year reports to the contracted District. These reports must include information about the instructional and fiscal components of the program.

39. **Q: What does it mean that UPK is funded as a grant?**

A: UPK funds are based on a SED grant. The funds must be used exclusively for UPK program and are allocated to the DOE once a year. CBOs can only apply for participation in the program once a year, and should check the DOE's web site for details.

## CURRICULA

40. **Q: Do the New York City schools have a suggested curriculum?**

A: SED and DOE regulations for the UPK program require the implementation of a developmentally appropriate curriculum, such as The Creative Curriculum, Educating Young Children-High/Scope, The Bank Street Developmental Interaction Approach, and the Montessori Approach. Alongside these instructional resources, the DOE's Prekindergarten Performance Standards are utilized to promote a framework for high-quality services.



## DOHMH LICENSE/REQUIREMENTS

41. **Q: Will the public schools accept a copy of the DOHMH letter saying that the CBO is approved and that a license will be issued?**  
A: The NYC Department of Education will only accept the DOHMH letter if the site had a prior DOHMH license that lapsed. This does not apply to new, non-licensed DOHMH space.
42. **Q: Some parents do not want their children immunized because of religious or cultural beliefs, and DOHMH says that it is OK if parents submit a letter to that effect. Is that OK for the public schools?**  
A: The parents need to submit a separate letter to the Department of Education requesting an immunization waiver.

## ENROLLMENT/ATTENDANCE

43. **Q: Are there income eligibility guidelines that families must meet for enrollment of their children?**  
A: UPK when fully implemented will be available to all four-year-olds. Until the program is fully implemented, New York City families that are eligible for free or reduced school lunch are given priority. Depending on available seats, other families not eligible for free or reduced lunch may also enroll their children.
44. **Q: The DOH allows programs to over-enroll by 10% of licensed capacity. Is this acceptable for UPK?**  
A: Over enrollment is not recommended in UPK. The SED regulations limit class size to a maximum of 20 children. The CSD will pay for only the number of children indicated in your contract.
45. **Q: The contract says children must be four years old by December 1<sup>st</sup>, but the birth date always mentioned is December 31<sup>st</sup>. What is the correct date?**  
A: December 31<sup>st</sup> is the cut-off birth date in New York City. December 1<sup>st</sup> is the cut-off birth date for the rest of New York State.
46. **Q: Will the program be expanded to include three-year-old children?**  
A: At this time, there are no plans to expand the UPK program to include three-year-olds.
47. **Q: Can the public schools help advertise the UPK program?**  
A: Yes. The DOE publishes "Steps to Success," a brochure available in 10 languages, to inform the community about spring Prekindergarten enrollment. CBOs can put advertising costs in their budgets, as well as work with the districts on recruitment strategies.
48. **Q: Can there be three UPK sessions in one day?**  
A: Yes. Three UPK sessions can be scheduled in one day if there are different children in each session. For example, the first session could be from 8:30 a.m. to 11:00 a.m., the second session from 11:30a.m. to 2:00p.m. and the final session from 2:30 p.m. to 5:00 p.m., all with different groups of children. For optimum instruction and adherence with appropriate work rules, staff work-days should not exceed seven hours. CBOs wishing to expand their program must have a DOHMH license covering the increase in students. The CBO should also have the approval of the District.



49. **Q: Can I provide UPK services to four-year-olds in multi-aged classes?**

A: Yes. However, it is the Community School Districts' discretion to determine whether all the children will be the same age within a classroom.

50. **Q: Is there a minimum number of Universal Prekindergarten students in a class?**

A: It is at the discretion of the District to enter into contracts with CBOs who have classes with less than 18 students.

51. **Q: All of the children that attend my program do not live in the district. Can I enroll them in UPK?**

A: The Department of Education and many districts allow contracting across district lines to enroll children from other districts. Districts have discretion regarding children from other districts.

52. **Q: If you are fully enrolled at the start of the contract and a number of children leave during the year, can you replace the children with other children?**

A: Yes. October 31<sup>st</sup> is the registration and enrollment date on which your contract is based. If children leave after that date, you are encouraged to continue recruitment in order to maintain full enrollment.

53. **Q: My district recruits the children but doesn't send enough children to meet the contract number. What should I do?**

A: It is not the responsibility of the CSD to recruit and provide names of children. It is the district's prerogative to decide how children are recruited. Many allow the CBOs to recruit. If your district does not, ask if you can create your own waiting list in case the district does not send enough children.

## EXPANSION

54. **Q: If our agency wants to open another location in an area or merge with another agency, can we offer UPK in these new sites?**

A: It is permissible to open up a new site, as long as your agency has had at least two years of experience as a prekindergarten provider. Likewise, it is okay for an agency to change its name or merge with another agency as long as your agency has at least two years of experience as an early child-hood provider of prekindergarten services and appropriate adherence to DOHMH and other legal requirements. The DOE has to comply with certain regulations and procedures regarding changes in name and ownership of property. Please advise the District and Central Office of Early Childhood about any name changes or merges several months before the actual change.

55. **Q: Can we increase the number of children in the second and third year of multiple-year contracts?**

A: Yes. The Universal Prekindergarten contract is a requirements contract. This means that the number of children per contract may increase or decrease based on the needs of the CSD.

56. **Q: When expanding my general program, how do I get UPK for the expanded classrooms?**

A: Contact your community school district about expansion plans; an increase in the number of children to be served is based on the needs of the CSD. New program space also requires a DOHMH license. Do not expand any program without first getting District approval.

## FAMILY CHILD CARE/GROUP FAMILY CHILD CARE

**57. Q: How can a Family Child Care (FCC) program get involved?**

A: CSDs currently contract with Group Family Child Care. You should call your local district and express your interest. There are several groups in Queens that have created a network of GFCC involved in UPK. You can also call the Early Childhood Strategic Group. (See Appendix C for contact information.)

**58. Q: Do Family Child Care providers have to be licensed by the New York City Department of Health and Mental Hygiene?**

A: Yes. Family Child Care providers must possess a Certificate of Registration issued by New York State. The Bureau of Child Care, New York City Department of Health and Mental Hygiene manages the registration process in NYC. They can be reached at 2 Lafayette Street, 22nd Floor, New York, NY 10007; (212) 280-9251.

**59. Q: I am an FCC provider in the process of recruiting a certified teacher. Can I still submit a proposal?**

A: Yes.

**60. Q: In the case of Group Family Child Care, do we need to separate the Universal Prekindergarten children from the children of another age?**

A: It is the Community School Districts' discretion to determine whether all the children will be the same age within a classroom. Mixed-aged grouping of three-year-olds and four-year-olds in a class and mixed-aged groupings of four-year-olds and five-year-olds is allowed and encouraged by the Department of Education.

## FINGERPRINTING/SECURITY CLEARANCE

**61. Q: Who should be fingerprinted?**

A: All employees (i.e. teachers, directors, custodians, office staff, cooks, etc.) of any early childhood provider that will be engaged in the performance of providing UPK services shall be subject to security clearance procedures, including fingerprinting and all other applicable DOHMH requirements. For current UPK providers, there are details about the security clearance procedures in the security clearance section of your UPK contract.

**62. Q: What agency does the actual fingerprinting?**

A: The Department of Investigation, DOI, conducts the fingerprinting of staff for providers of Universal Prekindergarten services in New York City. Fingerprint locations will be provided by the CSD.

**63. Q: Is fingerprinting an allowable expense?**

A: Yes. Fingerprinting is an allowable expense.

**64. Q: What are the fingerprinting requirements for a Family Child Care provider?**

A: Family Child Care Providers of UPK services must comply with all security requirements of the UPK program, including fingerprinting. Family Child Care Providers who also provide UPK Services must already have been fingerprinted as a prerequisite of registration.

65. **Q: If I am a provider that is exempt from licensing, is fingerprinting of my staff still required?**  
A: No Permit Required (NPR) providers are subject to the same fingerprinting and other security clearance requirements.
66. **Q: What if my staff, from my early childhood program, has already been fingerprinted?**  
A: If your staff has been fingerprinted by the public schools after July 1, 1990 (in relation to a UPK contract or any other City agency contract), there is no need for your employees to be fingerprinted again by Department of Investigation (DOI). If your staff was fingerprinted by the public schools prior to July 1, 1990, they must now be fingerprinted by DOI.  
If your employees have been fingerprinted by the DOI, you must submit for each staff a written authorization signed by the employee permitting the Department of Education to be sent a copy of DOI's fingerprint/arrest reports. See the security clearance section of your UPK contract for more detailed information.

## INSURANCE

67. **Q: What insurance is required for UPK?**  
A: The UPK program provider needs to carry comprehensive general liability and workers comprehensive insurance in the amount of \$1 million dollars per occurrence. The New York City Department of Education must be listed as an additional insured. Legally, the "Board of Education," and not the Department of Education, is the correct entity to be listed on insurance forms.
68. **Q: We do not receive our insurance certificate from Central Insurance until the day after it expires. Can the DOE waive that requirement and sign the contract so we can move ahead and prepare for the school year?**  
A: The DOE knows that Central Insurance insures ACD and Head Start programs, and this delay should not hold up the first steps in contracting for UPK. The DOE will begin to process the contract without the insurance certificate, but will not complete the registration process without it. All UPK-contracted CBOs must have the most recent certificate on file.
69. **Q: We have many sites and the insurance certificate has the address of the main business office location. Is that acceptable to the DOE?**  
A: No. There should be a separate insurance certificate for each site location for which you are proposing to provide UPK services. Please also ensure that the Department of Education and not the Department of Education /CSD is listed as an insured on the certificate. Failure to provide the district office with a current insurance certificate during the term of the contract may result in payment delays. The City of New York will not process new contracts for vendors whose insurance has lapsed.

## MEALS

70. **Q: Do we have to provide both a snack and lunch for the students?**  
A: No. If a program operates a UPK program for less than three hours, it must provide a nutritional meal and/or snack. Programs operating more than three hours must provide appropriate meals and snacks to ensure that the nutritional needs of the children are met. Meals must be provided in an environment conducive to interaction between staff and children. UPK funds can be used to provide for meals.

**71. Q: What if parents bring lunch for the children?**

A: Meals are an expected part of the UPK program, and should be provided by the program. If parents have special dietary requests, however, and want their children to bring meals from home, this exception is acceptable. Even if parents supply lunches for the students, the CBO is required to give the district a sample menu (or nutritional guide) listing the types of items parents are allowed to provide for their children.

## PARENT RESPONSIBILITY

**72. Q: Does a parent need to notify the school district if they are choosing a UPK program in a CBO?**

A: The parent, as well as the CBO, should follow the established enrollment process for the District.

**73. Q: How are parent fees affected by UPK?**

A: Parents do not pay for UPK program services. Parent fees apply only to non-UPK program services.

## PAYMENTS

**74. Q: How do I get payment from the DOE/CSD?**

A: Payments can only be made after the contract is registered by the NYC Comptroller Office. After a contract is properly registered, an invoice is keyed into the DOE system, and the system will reimburse your program within five days. The invoice must also comply with whatever rules the CSD has for submission of an invoice. Prior to the submission of your first invoice, call the CSD business manager (see contact information in Appendix C) for assistance.

As stated in your contract, the first payment is 20% of the total contract amount and is paid in September (after you submit an invoice). However, if your contract is not processed by August 1<sup>st</sup>, you will not receive a payment in the beginning of September. Every month thereafter, when you submit an invoice, 10% of the contract amount is paid. Your payments may be adjusted if your enrollment decreases and remains low. Payments vary, depending on the number of children registered as of October 31<sup>st</sup> of the school year, and will definitely be decreased if you do not reach your contracted target number of children by October 31<sup>st</sup>. Five percent of payment is withheld until the end of the school year, when all final reports are submitted.

**75. Q: How long does Electronic Funds Transfer (EFT) take and how can you tell which city agency sent the check?**

A: EFT takes about 5 days to post and you cannot tell which agency sent the money because it all comes from the City as a whole. You can call each agency to ask them if it was their check. You can also contact the bank to request information about the origin of the check.

**76. Q: Why does the UPK money go into my ACD account?**

A: Your UPK reimbursement goes into your ACD account because the ACD reimbursement is like UPK reimbursement in that it is paid through electronic transfer.

**77. Q: How is payment determined?**

A: Payment is based on the number of children registered and enrolled as of October 31<sup>st</sup>. If, after that date, your enrollment decreases substantially, such as half a class or more, the district

may choose to give you less money. If recruitment is an issue for you, you should talk with the district so that they are aware of your issues. The district will suggest recruitment strategies to help avoid a decrease in your services.

**78. Q: Can the DOE/CSD send a statement to the CBOs so that the programs can see how much money is being sent, from which city agency and when?**

A: No, at this time, there is no mechanism in place to issue such statements.

## PROGRAM MODELS

**79. Q: Can you have the same children in Head Start and UPK?**

A: Yes. Please see the Early Childhood Strategic Group's publications for additional information. You can call 212-929-7604 ext. 3011 to obtain copies.

**80. Q: What is the ratio per classroom of children to teachers?**

A: The UPK state law mandates a maximum of 20 children per class site with one certified teacher and two paraprofessionals (either two teacher aides/teacher assistants or one teacher assistant and one teacher aide). If 18 UPK children are enrolled in the classroom, the law requires one certified teacher with one teacher assistant/teacher aide. It is OK if you don't have the staffing requirements met when you submit your RFP. The CSD must receive the full name and social security number for any staff member for which the CBO is seeking reimbursement. The staffing requirements must be met by the start date of the program. Classrooms with more staff than stated above may not receive reimbursement for them, unless the CSD approves the need for the additional staff.

**81. Q: Are faith-based institutions eligible to offer UPK? If so, what are the restrictions?**

A: Yes, faith-based institutions may be eligible to offer UPK programs. Adhering to the State law and SED regulations, religious teaching cannot take place during the 2½ hour UPK program. All religious icons must be removed or covered from places where children enter and receive UPK services. Discriminatory practices based on race, creed, color, gender, religion, national origin, language, ethnicity, disability, marital status, sexual orientation or political beliefs or affiliations of the students or parent(s) are prohibited.

**82. Q: Will there be a summer UPK program?**

A: Summer-only UPK may operate during the months of July and August upon a finding by the Commissioner of Education that the school district is unable to operate the program during the regular school session because of lack of space. Lack of space means that the district is unable to operate a UPK program during the regular school session because it does not have classrooms available in district buildings and there are no eligible agencies in the district or the eligible agencies are not able or willing to collaborate with the district for the provision of the program. This has not been the case in NYC.

**83. Q: Is there any possibility of a full-day UPK program?**

A: The DOE, ECSG, parents and community leaders continue to request full-day UPK programs from the State. At this time, funding is not available.

## RELIGIOUS ICONS

**84. Q: Our school is located in a church and there are religious icons in the main entrance where all students enter. There are no religious icons in the classrooms; does it matter?**

A: Yes. Students must use an entrance where icons are not visible.

## REQUEST FOR PROPOSALS (RFP)

### *District Boundaries*

85. **Q: My location is cutting the line between two districts – whom do I approach?**

A: You can apply to both districts. The DOE will inform both districts about your UPK RFP proposals.

86. **Q: Does your location determine to which district you can apply?**

A: Most districts want to serve children who reside within their district's borders. Please consult the districts' specific guidelines in the RFP.

### *Process*

87. **Q: How do you become a UPK provider?**

A: You must respond to the UPK RFP for whichever district you are interested in providing UPK services to. These are issued once a year, generally from December through February. These RFPs, once issued, are available online at <http://www.nycenet.edu/opm/vendor/rfp.html>.

88. **Q: Can I apply to multiple districts?**

A: Yes. You can obtain an RFP from each district in which you are interested in offering services. You cannot, however, receive money for the same children from each district.

89. **Q: Will there be a site visit before the contract is awarded?**

A: Yes. Site visits are part of the competitive process.

90. **Q: When do the districts announce the program selection?**

A: Generally, districts make their award announcements between May and August. These are dependent on New York State budget announcements as well as proposal and site visit reviews. You should maintain contact with the district if you have any questions.

91. **Q: I submitted a proposal last year that was rejected, and I didn't get any feedback. Will I or can I get feedback this year?**

A: Yes. You may contact the District Office after the proposals have been evaluated and ask for feedback regarding your proposal.

92. **Q: Is it feasible that programs would not hire the UPK staff until the contract is awarded?**

A: Yes. The DOE expects you to be a prudent business person.

93. **Q: Who has the last word in accepting the proposal—the DOE or the district?**

A: The district. The district evaluates your proposal and makes a site visit based on its assessed needs. The district's evaluation committee will determine whether or not a proposal is accepted.

94. **Q: Can the DOE or CSD assist in the writing of the proposal?**

A: No. The DOE and the CSD cannot help you write or complete the proposal. The DOE's website does contain guides which a prospective vendor may want to refer to for additional information or guidance. The DOE's Office of Purchasing Management website lists all open UPK RFPs. Once an RFP submission date has passed, it is no longer viewable on the website. The website's address is [www.nycenet.edu/opm](http://www.nycenet.edu/opm). Small business may receive proposal writing assistance from the New York City Department of Business Services located at 110 William Street, New York, New York 10023; (212)-513-6300.



## REQUIREMENTS

95. **Q: Do we need to submit the teacher's qualifications and resume?**  
A: Yes. The provider must submit a copy of each teacher's NYS Certificate and resume to the Community School District.
96. **Q: What type of reference letters do you look for?**  
A: Letters of reference must be professional, not personal, in nature. They can include parents of the children who attend your program or any organizations with which you do business.
97. **Q: My school's program is unique, how do you want us to describe our program?**  
A: You should describe your program in response to the Universal Prekindergarten requirements and the contents of the RFP.
98. **Q: Do I need to submit a separate VENDEX for the DOE if I already have one on file with the City because I have a publicly subsidized program [Head Start, ACD Child Care, 4410]?**  
A: Yes. All City agencies require a separate VENDEX form for their individual programs.
99. **Q: Does the DOE have health requirements for children that are different from the Department of Health and Mental Hygiene?**  
A: No. The DOE complies with the health requirements as specified by the Department of Health and Mental Hygiene.
100. **Q: In the RFP, where it says "woman owned enterprise" etc., who makes that certification, the DOE?**  
A: The DOE does not make this certification. The City Charter requires that this category be included in the RFP in order to demonstrate that there is no preference for awarding contracts.

## STAFF DEVELOPMENT

101. **Q: Do my teachers have to attend the district's staff development sessions?**  
A: Some districts want you to attend their professional development days. Please consult your district's Early Childhood Director/Coordinator.
102. **Q: ACD allows for three staff development days and UPK allows for four. Can they overlap?**  
A: Yes. Consult with your district to ensure that your UPK staff maximizes the opportunity to have joint professional development with district teachers and personnel. If possible, you may be able to coordinate at least three of your overall staff development days to occur at the same time.
103. **Q: Can we offer staff development on a holiday?**  
A: Yes. CBOs may offer staff development for their own staff on any day that meets their needs.

## TEACHER CERTIFICATION/REQUIREMENTS

104. **Q: What are the certification requirements for Universal Prekindergarten teachers?**  
A: According to NYS Law, all UPK programs must have a certified teacher. In center-based care, the certified teacher may be the center's Director. As of the 2002-2003 school year, the regulation that each and every teacher working in a UPK program must be certified has not yet been implemented.



105. **Q: Can the DOE waive the teacher certification requirement for FCC?**  
A: The DOE is not authorized to waive the teacher certification requirement for UPK as specified by NYS regulations. A certified teacher in the UPK program must supervise each group of UPK children.
106. **Q: I am a provider in the process of recruiting a certified teacher. Can I still submit a proposal?**  
A: Yes. However, to fulfill the contract agreement, you must have a certified teacher and/or director on site.
107. **Q: Is a temporary or provisional certification for teachers acceptable?**  
A: There is no temporary certification for teachers. For the public schools, teachers with provisional certification are acceptable as long as they are on a study plan to complete the requirements to obtain permanent certification.
108. **Q: Is a K-6 teacher certification sufficient?**  
A: Yes. Teachers in the early childhood classroom can also have the N-6 certification.
109. **Q: If a teacher is working towards certification, but has two semesters left, does he/she meet the early childhood teacher certification requirement?**  
A: No. The early childhood teacher certification is met when the teacher obtains the actual certificate from the New York State Department of Education.
110. **Q: In the past, I have had difficulty finding certified teachers for my regular program. I'm the director and I have a PPT. Can I qualify as a teacher if I teach the UPK class for the 2½ hours and be compensated as such?**  
A: This is a management decision for your organization. Discuss your options with your own Board and consult with your district.

## OTHER QUALIFICATIONS

111. **Q: What are the Universal Prekindergarten qualifications for teacher assistants?**  
A: In order to participate in the Universal Prekindergarten program, a teacher assistant must possess a high school diploma and a minimum of six (6) college credits in a related field.
112. **Q: What are the requirements for the qualifications of a substitute teacher?**  
A: The same as the position for which they are substituting.
113. **Q: What qualifications are needed for the social workers hired by UPK programs?**  
A: Social workers must be Certified Social Workers (CSWs) to be hired either by the public schools or by CBOs to offer prekindergarten services.

## TRANSPORTATION OF CHILDREN

114. **Q: Is there money for transportation?**  
A: No. The DOE does not pay for the transportation of UPK children from home to school. You may be able to arrange for transportation through other agencies.

# APPENDIX A

## UPK Program Requirements and Individual Organizations' Relative Responsibilities

UPK Requirement	SED/DOE Regulations	CSD Decision	CBO Decision
DOH LICENSE/OFCS REGISTRATION	As outlined in the RFP		
CERTIFICATE OF INSURANCE STAFF QUALIFICATIONS	As outlined in the RFP Certified head teachers, assistants with high school diploma and 6 hours college credit in related field, aides according to state regulations CBO must have 2 years experience	Provisional or permanently certified head teachers	
EARLY CHILDHOOD PROVIDER EXPERIENCE	Meet general RFP requirements	Meet other specific requirements if outlined in an Attachment B	Must coincide with current early childhood program
PROGRAM GOALS AND PHILOSOPHY	Meet residency requirements and immunizations as outlined in RFP	Meet district's policy as to it's residency requirements, also if there should be preferential recruitment of children from low socio-economic backgrounds or specific demographic areas	
ENROLLED CHILDREN  NUMBER OF DAYS OF OPERATION	180 days between July 1 and June 30 excluding holidays and including 4 days of professional development as per the DOE calendar	As per the district's calendar	As per the balancing of current early childhood program's calendar with the CSD and DOE calendars

UPK Requirement	SED/DOE Regulations	CSD Decision	CBO Decision
<b>AUDITS</b>	According to SED and DOE schedule	Additional CSD specific audits according to CSD schedule	
<b>CLASS SIZE</b>	Max of 20 children		Whether to add additional teachers, whether to utilize existing teachers from current early childhood program
<b>TEACHER TO CLASS SIZE RATIO/STAFFINGPATTERN</b>	One teacher and two paraprofessionals for class of 19-20 children and one teacher and one paraprofessional for class of 18 children		
<b>HOURS OF OPERATION</b>	2 1/2 hours per day, five days per week	Exactly what time the hours of operation can occur during the day	At what time the hours of operation can appropriately coincide with existing early childhood program
<b>PARENT INVOLVEMENT</b>	As outlined in the RFP		How to appropriately coordinate with existing early childhood program
<b>SPACE</b>	As outlined in the RFP		Must meet DOHMH licensing requirements
<b>MEALS AND SNACKS</b>	As outlined in the RFP		How to appropriately coordinate with existing early childhood program
<b>ASSESSMENT OF CHILDREN</b>	As outlined in the RFP	How to coordinate with CPSE services, if applicable	How to appropriately coordinate with existing early childhood program
<b>RECORD KEEPING</b>	As outlined in the RFP	CSD-specific systems, materials and procedures	How to appropriately coordinate with existing early childhood program
<b>SECURITY CLEARANCE</b>	As outlined in the RFP		How to appropriately coordinate with existing early childhood program
<b>FISCAL PROCEDURES</b>	As outlined in the RFP	Additional fiscal procedures or requirements of the District's business manager	Pay scale, benefits and bonuses for UPK staff
<b>PROGRAM MODEL</b>	As outlined in the RFP	Meets specific community needs, Whether or not mixed-age classrooms are permitted	How to appropriately coordinate with existing early childhood program

UPK Requirement	SED/DOE Regulations	CSD Decision	CBO Decision
STAFF DEVELOPMENT	As outlined in the RFP	As per requirements for attendance of CSD staff development sessions	How to appropriately coordinate with existing early childhood program
RECRUITMENT OF CHILDREN		Whether will be assisted by district, completely handled by district or up to the CBO, also where paperwork process should occur	How to appropriately coordinate with existing early childhood program
CURRICULUM MODEL	As outlined in the RFP, curriculum model must be developmentally appropriate	As outlined in the RFP, curriculum model must be developmentally appropriate	As outlined in the RFP, curriculum model must be developmentally appropriate
PROGRAM DAILY SCHEDULE	As outlined in the RFP, curriculum model must be developmentally appropriate	As outlined in the RFP, curriculum model must be developmentally appropriate	As outlined in the RFP, curriculum model must be developmentally appropriate
COST PER CHILD	The SED/DOE identify the amount paid to districts	Amount paid to each CBO	Amount needed to operate a quality program within the parameters of the district's budget and while taking cost allocation principles into account

# APPENDIX B

## RFP and Contracting Approximate Timeline

Jan./Feb.	Feb.	[.....May through Aug.....]				Sept.	Oct.
RFPS Issued	RFPS Due, CSD Site Visits	CSD Awards Contracts	CSD and CBO Negotiate Contracts	BOE Receives and Reviews CSD Contracts	CBO Makes Any Necessary Revisions, Contracts Signed	CBO Submits 20% First Payment Invoice and Receives Payment in 5 Days	Oct. 31 Last Day to Achieve Full Enrollment for Full Contract Payment

### OTHER TIMING CONSIDERATIONS

- Contract period: July 1 to June 30
- School year: September to June
- The CBO submits a monthly invoice to receive 10% of the contract amount (5% withheld until June, when all final reports are submitted).
- Audits are conducted periodically throughout the contract year.
- A mid-year report and an end-of-the-year report are due from the CBO to the CSD according to the individual CSD schedules. These reports must include information concerning the educational and fiscal operations of the UPK programs.

### SUGGESTED POINTS OF DISCUSSION FOR CBOs AND CSDs

- Curriculum model
- Cost per child
- Allocable space
- Allowable budget line items, such as staff bonuses, advertising, aspects unique to the program, etc.
- Teacher certification requirements as to provisional or permanent
- DOE versus district's calendar—when staff development days could occur - whether CBO attendance will be offered/mandated by the district; whether CBO will conduct it's own staff development days; operating hours of the program (district emergency contact numbers); when the 180 days should occur in the year; holidays and school closings, etc.
- Enrollment and recruitment of children, including CBO and District responsibilities
- District resources that are available to CBOs, such as use of school services, consultants, etc.
- Expense report schedule and format
- CSD audit schedule

# APPENDIX C

## Helpful Phone Numbers and Website Addresses

New York City Department of Education

Office of Early Childhood Education

(212) 374-0351

Office of Purchasing Management (Contracting)

See website listing

Community School Districts	Early Childhood Director/Coordinator	Business Manager
<b>Manhattan</b>		
CSD 1	(212) 602-9739	(212) 602-9714
CSD 2	(212) 330-9447	(212) 330-9409
CSD 3	(212) 678-2840	(212) 678-5858
CSD 4	(212) 828-3600	(212) 828-3525
CSD 5	(212) 769-7532	(212) 769-7586
CSD 6	(917) 521-3754	(917) 521-3641
<b>The Bronx</b>		
CSD 7	(718) 292-1116 x 1011	(718) 292-0481
CSD 8	(718) 409-8102	(718) 409-8172
CSD 9	(718) 681-7775	(718) 681-7707
CSD 10	(718) 329-8016	(718) 329-8081
CSD 11	(718) 519-2672	(718) 519-2694
CSD 12	(718) 328-2310 x 369	(718) 328-2310 x 203
<b>Brooklyn</b>		
CSD 13	(718) 636-3286	(718) 636-3235
CSD 14	(718) 302-7671	(718) 302-7620
CSD 15	(718) 330-9300 x 210	(718) 330-9300 x 200
CSD 16	(718) 574-2844	(718) 547-2807
CSD 17	(718) 826-7839	(718) 826-7966
CSD 18	(718) 927-5115	(718) 927-5122
CSD 19	(718) 240-2757	(718) 240-2737
CSD 20	(718) 759-4913	(718) 759-4801
CSD 21	(718) 714-2525	(718) 714-2500
CSD 22	(718) 368-8019	(718) 368-8005
CSD 23	(718) 270-8667	(718) 270-8617
CSD 32	(718) 574-1165	(718) 574-1121
<b>Queens</b>		
CSD 24	(718) 417-2677	(718) 417-2654
CSD 25	(718) 281-7644	(718) 281-7614
CSD 26	(718) 631-6973	(718) 631-6996
CSD 27	(718) 642-5812	(718) 642-5749
CSD 28	(718) 830-8845	(718) 557-2635
CSD 29	(718) 978-5900 x 245	(718) 978-5900 x 211
CSD 30	(718) 777-4730	(718) 777-4666
<b>Staten Island</b>		
CSD 31	(718) 390-1622	(718) 390-1618

### **Other Organizations**

Administration for Children's Services Child Care Contracting Office	(212) 341-3441
Administration for Children's Services, Head Start Contracting Office	(212) 341-3518
New York State Education Special Education, VESID Quality Assurance Unit	(718) 722-4544
Department of Health and Mental Hygiene Bureau of Day Care	(212) 676-2444
Department of Investigation Fingerprinting Unit	(212) 442-5070

### **The Early Childhood Strategic Group**

Publication Orders	(212) 929-7604 x 3036
Survey Return	(212) 929-7604 x 3036

### **Child Care Resource and Referral Agencies**

Child Care, Inc.	(212) 929-7604
Child Development Support Corporation	(718) 398-6738
Day Care Council of New York, Inc	(212) 206-7818
Chinese-American Planning Council, Inc	(212) 941-0030
Committee for Hispanic Children and Families	(212) 206-1090

### **Website Addresses**

New York State Education Department Office of Teaching	<a href="http://www.highered.nysed.gov/tcert">http://www.highered.nysed.gov/tcert</a>
New York State Education Special Education VESID Preschool Unit	<a href="http://www.vesid.nysed.gov/special/preschool/home.html">http://www.vesid.nysed.gov/special/preschool/home.html</a>
Information for Parents	<a href="http://web.nysed.gov/vesid/brochures/preschool.htm">http://web.nysed.gov/vesid/brochures/preschool.htm</a>
New York City Public Schools Office of Purchasing Management (Contracting and UPK)	<a href="http://www.nycenet.edu/opm">http://www.nycenet.edu/opm</a> and <a href="http://www.nycenet.edu/opm/vendor/uprekinfor.html">http://www.nycenet.edu/opm/vendor/uprekinfor.html</a>
Administration for Children's Services Child Care and Head Start	<a href="http://nyc.gov/html/acs/html/whatwedo/acs_org.html">http://nyc.gov/html/acs/html/whatwedo/acs_org.html</a>
Department of Health & Mental Hygiene Bureau of Day Care	<a href="http://nyc.gov/html/doh/html/dc/dc.html">http://nyc.gov/html/doh/html/dc/dc.html</a>

### **Child Care Resource and Referral Agencies**

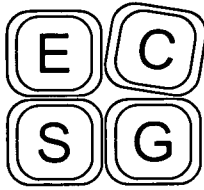
Child Care, Inc.	<a href="http://www.childcareinc.org">http://www.childcareinc.org</a>
Committee for Hispanic Children and Families	<a href="http://www.chcfinc.org">http://www.chcfinc.org</a>
Center for Early Care and Education (New York State)	<a href="http://www.ceceny.org">http://www.ceceny.org</a>
Natl. Assoc. for the Ed. of Young Children (NAEYC)	<a href="http://www.naeyc.org">http://www.naeyc.org</a>
Association for Childhood Education Intl. (ACEI)	<a href="http://www.udel.edu/bateman/acei/">http://www.udel.edu/bateman/acei/</a>



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# The Early Childhood Strategic Group

Advocates for Children  
Agenda for Children Tomorrow  
Bank Street College of Education  
Catholic Charities, Diocese of Brooklyn and Queens  
Child Care Action Campaign  
Child Care Council at CUNY  
Child Care, Inc.  
Children's Aid Society  
Children's Defense Fund – New York  
Citizens' Committee for Children of New York  
Collaborative Ventures, Inc.  
Day Care Council of New York, Inc.  
Early Childhood Policy Research  
Educational Frameworks Inc.  
Federation of Protestant Welfare Agencies  
Graham Windham Services for Children & Families  
Herbert G. Birch Services  
National Black Child Development Institute  
New Visions for Public Schools  
Susan Wagner Day Schools  
UJA Federation – New York  
United Neighborhood Houses

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