

February 20th, 2018

Dear Preschool/ Child Care Directors,

Montezuma-Cortez School District RE-1 desires to contract with highly qualified early childhood education and care centers provide preschool educational services to 3 and 4 year old children who lack overall learning readiness due to significant family risk factors. The school district has committed to serving these children with Colorado Preschool Program (CPP) funds that are awarded to the school district by the Colorado General Assembly.

The legislature outlines CPP requirements in a document known as the Administration of the Colorado Preschool Program Act. It requires the CPP District Council and the School District to conduct a formal application process.

In order to be considered for the Montezuma-Cortez School District Colorado Preschool Program, applicants must submit a completed RFP packet which includes:

- Completed Application
- Proof of liability insurance
- Copy of Child Care License Issued by the State DHS
- Copy of director and staff qualifications
- Typed Narrative (outline attached)
- Signed Assurance Form (see attached)
- Three Letters of Recommendation from parents
- A copy of your current Parent Handbook
- Summary sheet from Colorado Shines or CLASS rated programs
- 501(C)3 Non-Profit letter (If applicable)

Children served under CPP funding must be enrolled in a preschool program for four (4) ½ days per week (or the equivalent.) Enrollment dates must coincide with the Montezuma-Cortez School District school calendar (August through the end of May.)

Completed applications must be submitted by April 6th, 2018 by 4:00 to BryAnne Goddard, CPP Coordinator, 510 N. Beech (Beech Street Preschool) Cortez, Co. 81321.

Should you have any questions, please feel free to contact me at (970) 565-7491 or [bgoddard@cortez.k12.co.us](mailto:bgoddard@cortez.k12.co.us)

Sincerely,

BryAnne Goddard  
Colorado Preschool Program site Coordinator  
Beech Street Preschool Site Director  
Montezuma-Cortez School District RE-1

## Narrative

Program Outline: Please use the following outline for your narrative. Narratives are limited to no more than 5 (five) double spaced typed pages.

1. Describe your program's goals and philosophy as they relate to preschool education.
2. Discuss the population your program serves to include statements of need, waiting lists, and demographic, family, and community risk factors associated with this population.
3. Discuss your program/agency's history of providing quality preschool to include statements regarding children with disabilities and families with Limited English proficiency.
4. Describe your plan for continuous quality improvement and evaluation for your program/agency. Please include plans for administrators, teachers, support staff, and facilities.
5. Describe the education, training levels, and experience of the staff that will provide preschool services to children receiving funding through the Colorado Preschool Program.
6. Describe the family involvement and support component of your program (i.e. parenting classes, social services, health, dental, special education, etc.). If applicable, describe what services your families need, but you are unable to provide (i.e. health or social services, mental health, etc.)
7. Describe how you include children with special needs into the program.
8. Describe how you will ensure that the classroom composition is made up of children who receive CPP funding along with children from various funding sources, such as students receiving funding through special education and/or students that pay tuition.
9. Please review the Colorado Quality Standards for Early Learning and Care with your program governance board. How will you use this tool to guide your preschool program? Is there anything from the Quality Standards that would be a challenge to implement?

Application

Enrollment

What is your current preschool aged enrollment? \_\_\_\_\_

Do you/will you accept CCAP (Colorado Childcare Assistance Program)? \_\_\_\_\_

Capacity

Please list the classroom composition and ages.

Age group: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Age group: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Do you provide full-time childcare services? \_\_\_\_\_ Year Round? \_\_\_\_\_

Staffing Patterns

What is your current child to staff ratio for preschool aged children? \_\_\_\_\_

What is your current group size per preschool classroom? \_\_\_\_\_

Please list the days and times staff have planning time each week: \_\_\_\_\_

Are assistant teachers part of this scheduled planning time? \_\_\_\_\_

Curriculum

What early childhood approach do you presently use for your preschool age children?

How do you know it is research based? \_\_\_\_\_

How do you address individual children's needs? \_\_\_\_\_

Do you currently use a program evaluation and/or child outcome assessment tool, such as TS GOLD?

If so, list: \_\_\_\_\_

Do you foresee any difficulties with sharing your data? Yes \_\_\_\_\_ No \_\_\_\_\_

Facility

Do you have an indoor gross motor space? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe the space and the equipment that is available for the children's use.

Do you have access to a space for outdoor learning experiences? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe the space, equipment and material that are available.

Is your facility handicapped accessible? Yes \_\_\_\_\_ No \_\_\_\_\_

Is your facility wheelchair accessible? Yes \_\_\_\_\_ No \_\_\_\_\_

Does your facility provide transportation for children? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, to where do you provide transportation?

ASSURANCES

1. \_\_\_\_\_ (Agency Name of Applicant)

affirms that it is in compliance with the Rules and Regulations for Child Care Centers (12CCR 2509-8) as set forth by the Colorado Department of Human Services. Furthermore, the above named agency is willing to obtain and maintain the same compliance, if awarded to serve children funded by the Colorado Preschool Program.

2. \_\_\_\_\_ (Agency Name of Applicant)

agrees to implement the Colorado Department of Education's Quality Standards for Early Care and Education Services and the Colorado Early Learning Developmental Guidelines.

3. \_\_\_\_\_ (Agency Name of Applicant)

agrees to implement the full components of Results Matter.

4. \_\_\_\_\_ (Agency Name of Applicant),

in providing services, will not discriminate because of ethnicity, disabilities, race, national origin, or religion.

5. \_\_\_\_\_ (Agency Name of Applicant)

will hire staff that meets the following criteria: All classroom teachers in programs funded by the Colorado Preschool Program must meet all licensing requirements as outlined through the Colorado Department of Human Services; Rules Regulating Child Care Centers (12CCR 2509-8).

6. \_\_\_\_\_ (Agency Name of Applicant)

will comply with applicable policies and procedures of Sunshine School District, regulations of the Colorado Department of Education, statues and constitutions of the United State and the State of Colorado.

\_\_\_\_\_  
Authorized Corporate Signature Center Director Signature  
or Board of Directors

\_\_\_\_\_  
Printed Name Printed Name  
\_\_\_\_\_